

ADMISSIONS POLICY

It is our intention to make AACC accessible to children and families of all sections of the local community through open, fair and clearly communicated procedures.

All numbers taken are subject to staffing in line with Ofsted ratios*. The setting manager will always strive to provide places but there may be times when places are full and the setting may have a waiting list.

*Ratios: 2 year olds are 1:4;
3-4 year olds (who have not started school) are 1:8;
School age are 1:30.

These are Ofsted set ratios, although we try to keep to 1:10 for anyone 3 and over for best practice.

We both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. The management team endeavour to operate the setting in a flexible and friendly manner. The procedures are intended to balance flexibility with the practical procedures of running the setting.

Admissions Procedure

We ensure the existence of the setting is widely advertised in places accessible to all sections of the community.

We ensure that information about the setting is accessible and, where necessary, provide the information in an appropriate format.

Pre-school

The Pre-school arranges the waiting list for places in order of; date of birth, free 2's, catchment area, siblings and then any other children are admitted from the date they turn two until they start full time school.

At Pre-school we are flexible about attendance patterns for new starters to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children. (If you need to amend your child's existing funded hours, you must give one terms notice. You may change your funded hours during the term but your funding will not change for that term. If you need to change your non-funded hours with less than two weeks' notice, an administration fee of £20 will apply.

AACC's Equalities Policy and Procedures describes the club's practices in terms of how it treats individuals, regardless of gender, special educational needs, disabilities, background, religion, and ethnicity or from families where English is an additional language. Additionally we describe in the settings Special Educational Needs policy how we enable children with disabilities to take part in the life of the setting.

Fees:

The fee structure can be found in our Fees Policy.

If fees are not paid after written reminders, the setting may be forced to apply to the small claims court to retrieve payment. (Please see our monies owed policy)

Waiting List

To ensure that admissions to Pre-school are offered on a fair and transparent basis, the following procedure will apply to the management of the waiting list:

If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the waiting list procedure will be explained and then activated on the parent/carer's behalf.

Parent/carers will be encouraged to submit their request for a place for their child to Pre-school in writing or by email. The details of this request will be placed on the waiting list, in the order that they are submitted. A booking form should be completed; this will be stored at Pre-school.

The waiting list will be kept and used on a first come first served basis. The manager will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available, where possible. This information will only be an estimate and will not constitute a binding guarantee from the setting.

When a vacancy at Pre-school becomes available, the manager will contact the parent/carer highest up on the waiting list.

If the parent/carer concerned no longer wishes to take up the place, the parent/carer of the next suitable child on the list will be contacted.

Out of school club

The club will accept children between the ages 3 and 12.

AACC staff must be made aware of Parental Responsibility at registration and any specific guidance relating to child release procedures i.e. absent parents who do not have access to child. Child release procedures should be advised in writing and, where appropriate, backed up by legal advice (written).

Parents of children attending from schools other than Great Abington Primary School must sign and return an Unaccompanied Child procedure. AACC is not responsible for these children until they are on the AACC premises. In these cases it is advisable for the setting to be provided with a mobile phone number to contact the child directly.

Out of School Club Registration

When a parent/carer contacts the setting enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions Policy and Fees policy, and informed of whether there is currently a place available for their child.

If a place is available the parent/carer will be invited to create an account on our iPal system where they can complete all registration forms and permissions.

IPAL booking system for Out of School Club

As a parent or carer, you will create an individual IPAL login and password. This information should not be shared with any other individual or allow any other individual to access your iPAL account.

Bookings are made for each individual child within your account.

Booking must be paid in advance. Please speak with the Finance Manager if you have any concerns about your payments.

We actively follow up any monies owed in accordance with our Monies Owed policy.

Communication and emails from staff via the iPAL system are sent and received in confidence.

All data and personal information logged with the iPAL system will be stored and processed in accordance with the Data Protection Act 2018.

When a child no longer uses our setting, the login account and details will be archived within the IPAL system.

Due to Government guidelines for Early Years and Childcare, we must retain certain documents for set periods of time. Please contact the annexe office if you would like more information on these retention periods.

Changes to Regular bookings may be made prior to the beginning of each term, at least two weeks before the end of the previous term. If you wish to reduce the hours your child attends within the term you will still be charged for the full sessions, you originally booked. If you wish to increase the hours your child attends, then you will be charged at the casual rate.

Fees:

The fee structure can be found in the Fees Policy.

Waiting List:

To ensure that admissions to Out of School Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Out of School Club waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child at Out of School Club in writing or by email. The details of this request will be placed on the waiting list, in the order that they are submitted. Parent/carers will then be asked to set up an iPal account, completing all the necessary forms and permissions.
- The waiting list will be kept and used on a 'first come first served' basis. The manager of Out of School Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available, where possible. This information will only be an estimate and will not constitute a binding guarantee from the setting.
- When a vacancy at Out of School Club becomes available, the manager will contact the parent/carer highest up on the waiting list.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Monitoring and Review:

This policy will be monitored by the administrator and the managers of both Pre-school and out of school club and will be reviewed at least annually.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: Abington Community out of School Club (AACC).

Print name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		03/02/2018	R BEACH
05/06/2018	R BEACH	05/06/2018	R BEACH
17/01/2020	R BEACH		
25/05/2021	R Beach	25/05/2021	R Beach
11/05/2022	R Beach		
06/11/2022	E Turner	06/11/2022	E Turner
08/01/2024	E Roper	08/01/2024	E Roper
19/05/2025	E Roper		