



SMILES ADMISSIONS POLICY

At Smiles we are committed to providing a fair and open admission system. This policy is available to Staff on One Drive and available to Parents on the SMILES page of Telford Infant School website.

Eligibility

Smiles currently accommodates children from the following groups:

Breakfast Club

- pupils at Telford Infant School

After School Club

- pupils at Telford Infant School

Admissions

When a parent/carer contacts the SMILES Manager enquiring about a place for their child, they will be provided with the relevant information and advised about availability. The parent/carer will be issued with our current Terms and Conditions and Privacy Notice and should they wish to accept the sessions offered they will be asked to complete and return the Registration Form and Parental Agreement whereupon their sessions will be confirmed and further details provided.

Waiting list

We currently have sessions available every day, so do not operate a waiting list.

However should this become necessary in the future, to ensure that admissions to the Club are offered on a fair and transparent basis, the procedure below will apply to the management of waiting list.

- If the required sessions are currently unavailable the parent/carers will be informed and the Club's waiting list procedure will be explained. Should the parent/carers wish their child to be placed on the waiting list they will be required to submit their request for a place for their child to the SMILES Manager by email or our online form if they have not already done so. All electronic requests will be placed on the appropriate waiting list, in the order that they are received, by date and time.
- When a vacancy at SMILES becomes available, the Manager will contact the parent/carers whose child is next on the waiting list. If that parent/carers still wishes to accept the place for their child, they will be provided with our Terms and Conditions and Privacy Notice together with a Registration Form and Parental Agreement for completion and return prior to the child's first session.
- If the parent/carers concerned no longer wishes to take up the place, their child's details will be removed and the parent/carers of the next child on the waiting list will be contacted.
- In order to keep the waiting list to a minimum, anyone not regularly using their booked sessions will be required to relinquish these to assist families on the waiting list.

This Policy is periodically reviewed to provide the best possible service for all of our families. Should you have any questions or queries relating to this policy please contact the SMILES Manager.

Last updated 25.09.25