



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

We operate an online booking and payment system where parents/carers can logon and book and pay for their required sessions. Parents/Carers will be required to complete consent and collection questions for the first booking only. After the first booking Parents will be sent information regarding the operation of SMILES and basic details are also provided on our School website.

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.

- Parents/Carers will be advised by the booking system that their required session is unavailable.
- Should the parent/carer 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.
- All 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/carer whose child is next on the waiting list, and they will be able to make their booking via the online system.

- If a booking is not made within 72 hours of the SMILES Manager's contact we will assume the sessions are no longer required and offer them to the next family on the waiting list.
- In order to keep the waiting list to a minimum, any sessions not used during any half term period will be reviewed and parents may be requested to relinquish their places.

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.

Latest update 23.09.26