



SMILES OUT OF HOURS CLUB ADMISSIONS POLICY

Policy Manager:	SMILES Business Manager
Date of latest update:	April 2019

*This Policy is available for Staff and Governors on OneDrive.
This Policy is available for parents on the SMILES page of Telford Infant
School website.*

At SMILES Out of School Club we are committed to providing a fair and open admission system that offers a competitively priced and good value service.

Eligibility

Smiles accommodates children from the following groups:

Breakfast Club

- any pupil at Telford Infant School
- any pupil in year 3 or 4 at Telford Junior School
- any pupil in year 5 or 6 at Telford Junior School who has a sibling at Telford Infant School

After School Club

- any pupil at Telford Infant School
- any pupil at Telford Junior School

However places are very limited and a waiting list is in operation (please see below for more information).

Admissions

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

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the setting and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form to confirm their child's place.

Once the admission is secure, the Supervisor will contact the parent/carer concerned to arrange a date for the child's first session at the setting. At this stage, the provisions of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to the setting 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 setting's 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 to the setting in writing. The form for registering interest in joining SMILES Club is on Telford Infant School website and can also be obtained from the school office. The details of this request will be placed on the waiting list, in the order that they are submitted.

- Siblings of children already attending the club will be given priority. The other places will then be allocated on a 'first come first service basis'.
- When a vacancy at SMILES Club becomes available, the Supervisor will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Registration Form and follow the remaining steps of the admissions procedure outlined above.
- 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.

