

Emmer Green After School Club Admissions Policy

1. Introduction

This policy has been introduced to ensure that our Admissions policy is fairly applied and transparent to all parents who apply to have primary aged children in attendance at Emmer Green After School Club (EGASC).

2. Statement of intent

It is our intention to make EGASC accessible to primary school aged children 4-11 years old and their families, from all sections of the local community and to ensure its continued successful operation as a Club for children whose parents work. The Club aims to ensuring provision of quality childcare, providing flexibility for parents whilst balanced with the effective operation of the Club. We aim to ensure that in the admission of children, all individuals are given equal concern and treatment.

3. Objective

The objective of this policy is to ensure we maintain a financially viable Club through the allocation of the maximum number of available Club spaces.

We ensure that information about EGASC is accessible, in written and spoken form through Emmer Green Primary School and the Club Noticeboard in the Community Centre. All policies are available for review and are on display during EGASC operating hours.

4. Eligibility

Parents/carers of children are eligible to apply for a space and children may attend when they are in full time primary education and aged between 4 and 11yrs. Children may attend EGASC full or part time, between 1 and 5 sessions per week.

We welcome children regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.

Children are collected from Emmer Green Primary School only. Parents of children attending from other local schools will need to make arrangements for their children to be transported to EGASC. EGASC is not responsible for children from other local schools until they arrive and are signed in on EGASC premises.

5. Request For Sessions

Parents can request (additional) sessions for their children via the Club Manager. All requests should be put in writing via email to the Club Manager at emmergreenasc@gmail.com.

Parents/carers of children who already attend the club may request additional sessions for their children at any time throughout the academic year, via email to the Club Manager.

Our waiting list for new children (starting in September) opens in April each year after the Local Authority has allocated primary school spaces to ensure the child has a confirmed space at a local primary school.

6. Confirmation of Space

Parents will be contacted by the Club Manager via email with confirmation of any available spaces at EGASC. If there is no available space, the child's name shall be added to the waiting list.

Spaces for each September intake of new-starters will be offered in May/June.

Parents of all children offered a place at EGASC MUST complete and submit a registration form. This form is to be updated by the child's parent/guardian each academic year. The Club Manager will send a reminder about this. Failure to comply will lead to the session being offered to another child as it is a requirement that we maintain up-to-date records.

7. Waiting List Management

We arrange our waiting list in date order from when an application is made.

Priority will be given to parents requiring full time places and where possible priority will be given to siblings of children already attending EGASC.

Flexibility in days and sessions applied for may increase possibility of a place being given.

When allocating the available spaces, ensuring the efficient running of the Club will be a key criteria in any decisions made and the Club Manager's decision regarding allocation of available spaces is final. There is no opportunity to appeal.

8. New Starters

We will liaise fully with parents / carers and professionals to ensure that the children experience a happy, stimulating and safe environment during their time at the club.

Parents/carers are expected to visit with their child shortly before admission is due, and should be prepared to stay with their child if necessary for the first session or two. Where appropriate a child may attend for brief periods at first; gradually building up to a full session. We also encourage parents to visit EGASC before registering their child/children.

All sessions allocated to a child must be paid in full, regardless of a child's attendance. Where possible, EGASC will be flexible in providing ad-hoc sessions to accommodate the needs of individual children and families.

9. Notice Period or Adjustment of Sessions

Parents need to give one terms written notice to the club email address; emmergreenasc@gmail.com if spaces/sessions are no longer required. This applies to both existing children and new starters following their acceptance of sessions.

See also related policies

Confidentiality & Information Sharing

Child's Details

Fee Collection