

Kidz Own Out of School Club Ltd

Admissions

EYFS: 3.28, 3.57

At **Kidz Own** we care for children between the ages of 4 years and 11 years .

The numbers and ages of children admitted to the club comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions we are mindful of staff: child ratios and the facilities available at the nursery.

The setting will use the following admission criteria which will be applied in the following order of priority:

1. Is in the care of, or provided with accommodation by, a local authority (under section 22 of the children act 1989)
2. Already has a place and wants the same hours.
3. Is a sibling of a child who already has a place.
4. Already has a place and wants more hours.
5. Has been on the waiting list more than one year.
6. Is in (or is about to begin) primary education at Coten End Primary School.
7. Is in (or is about to begin) primary education at any other school.

We operate a waiting list and places are offered on an availability basis.

When a parent/carer contacts the 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 there are no places currently available parents will be asked whether they wish to place their child on the waiting list and asked to complete a waiting list form.

If a suitable place is available, the parent/carer will be advised of the Registration procedures and will be given a 'How to use your club leaflet' and Policy information. 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 the online registration and pay one month's fees (deposit – which will be held separately and refunded when your child leaves the club as per out Fees Policy).

Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Club. At this stage, the provision of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to the 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 club'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 club on a waiting list registration form. The details of this request will be placed on the waiting list, in the order that they are submitted.
- Places on the waiting list will be allocated as per our Admissions Priority. The club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the club.
- When a vacancy at the club becomes available, the manager 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 process 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.

Waiting List Procedure

- If you are offered a full or partial place at Kidz Own, you will only be able to refuse this offer once. If the place is refused a 2nd time that will be removal from the waiting list. (this does not affect you reapplying, it just means your child will be at the bottom of the waiting list).
- If you are contacted with regards to a place, and we receive no response from you within the given time frame, that will also mean removal from the waiting list.
- If we do not have a response within 7 days, your place on the waiting list will be removed.
- Parent/Carers that don't have children in the club need to renew their waiting list registration every year.
- Kidz Own will offer out Septembers places by the middle of May. This will be done by email – so please ensure we have a correct email address.
- This process allows for a more robust monitoring of the waiting list.

We operate an Inclusion and equality policy and ensure that all children have access to club places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>3rd December 2020</i>		<i>November 2024</i>