

**NETHER GREEN JUNIOR
AFTER SCHOOL CLUB**
Admissions and bookings Policy

Policy Statement

It is Nether Green Junior Breakfast and After School Club's intention to make the setting accessible to children and families from all sections of the local community. The club will be open to all children at the school, as well as the rest of the community if we have spaces. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures. Access to both clubs are available, wherever possible, to all children irrespective of ability, gender, cultural/ethnic or family background. The Nether Green Junior After School Club is registered with Ofsted for 72 children aged 6 – 11 years. Breakfast club can take a maximum of 36 children, with room to expand. We also offer ad hoc extra bookings and are flexible with days, where possible and with some notice.

The aim of our play setting is to provide:

- (i) A wide variety of play opportunities, primarily, for children attending Nether Green Junior School and the local community.
- (ii) quality, affordable childcare for working parents.

Admission Procedures

- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity. We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Booking Procedures

Once a child is booked with the club, their days are safe and we do not need to have a form rebooking them in every year. If they will not be attending the next school year then we need to know in writing or the place will be kept for them and the family will be charged. If any changes to days are required, then the club requires notice of this by 6 term time weeks as there may need to be changes to staffing or by the 30th June for September changes.

If there are more children wishing to attend than there are places, then priority will be given to the following:

- Those who have attended before who require full time places or places on the same day/s each week on a regular basis. They will be given an opportunity to book for the whole of an academic year and they will not need to rebook their children into the club every year. Their places can be

cancelled by notice half termly in advance (See Parents / Carers contract) this includes the summer term if the place is not cancelled before July at latest, then payment is required for the September half term.

- Junior School - current users.
- Junior School children on the waiting list
- Siblings who are Current Infant School/feeder school ASC users
- Other Current Infant School/feeder school ASC Users:
 - booking 5 days per week
 - booking 4 days per week
 - booking 3 days per week etc
 - Children on the waiting list.
 - Those who have attended before who book on a half termly ad hoc basis.
 - New children attending who wish to book on a half termly ad hoc basis.
 - Later casual bookings if places are available. (Maximum 6 weeks bookings in advance to save places for those that need the spaces more regularly).

The price of each regular (invoiced) session is £12 for ASC and £7.70 Breakfast with a £15 registration fee per family. Ad-hoc sessions for ASC are priced at £13 per session/ £8 a session for BC and will not be paid via invoicing – parents can pay via bacs/vouchers beforehand when agreed with the manager. A paid invoice can be requested at the end of each half term if requested. Payments online must be made at time of booking so the accounts manager can track clearance of these payments. No credit or refund will be given for these sessions if cancelled.

This policy was adopted at a meeting of	NGJASC	name of setting
Held on	June 2022	(date)
Date to be reviewed	June 2023	(date)
Signed on behalf of the management committee		
Name of signatory	Tammy Nelson	
Role of signatory (e.g. chair/owner)	MANAGER	