



# The Cabin Crew Out of School Club

## Admissions Policy

### Policy Statement

It is our intention to make The Cabin Crew accessible to children and families from all sections of the local community. We aim to provide this through open, fair and clearly communicated procedures.

The Cabin Crew Out of School Club is registered with Ofsted; our registration number is 251435. We provide care for up to 48 children attending Reception to Year 6 classes, primarily serving the children of Sidegate Primary School.

In accordance with Equalities Act 2010, The Cabin Crew aims to meet the needs of all children attending the club. Our Club recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parent/carer prior to their attending the Club. We will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. Where an enhanced staff to child ratio or one-to-one support is required, we will assist parents in accessing the funding required to provide the additional care.

### Procedures

- We ensure that information about our setting is accessible and provided in written and spoken form.
- We will endeavour to provide translated written materials where language needs of families suggest this is required.
- Our practices treat each child and their family with regard to their needs arising from their gender, special educational needs, disabilities, social background, religion and ethnicity or from English being a newly acquired additional language, with respect and courtesy, tailoring support relevant to the individual.
- 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's needs.

### Registration

When an enquiry regarding spaces is made, parents or carers will be asked to complete an 'Application to join The Cabin Crew' form. The form once completed is passed to the Allocations Co-ordinator who will acknowledge receipt of the form using the tear off slip at the base of the form, she will check availability of spaces. If no places are available, the parent/carer will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

The Manager will arrange for an informal visit to the club for the parent/carer and child/ren to show how the session is run, to meet staff and to answer any questions which the parents/carers may have.

## **Allocation of spaces (Breakfast and After School Sessions)**

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Children who already attend the setting.
2. Siblings of children already attending the club.
3. Date of application.

We keep two places vacant, if this is financially viable, to accommodate emergency admissions.

When an offer of a space has been made, all Parents/Carers will be required to complete a Registration Form. Additionally, a 'Support Needs Assessment Form' and/or a 'Dietary Requirements/Allergies form' will need to be completed if the child requires extra or additional support due to a medical, behavioural or dietary need. When a space is available, the parents/carers and child/ren will be invited to visit the club.

Once the forms have been received by the club and the space confirmed by the allocations co-ordinator, the parent/carer will be provided with all the relevant Club information, including:

- Fee terms and conditions
- Information regarding booking in procedures.
- Details of the Admissions and Fees policy
- Behaviour Management policy
- Complaints policy
- Club Brochure / 'All about me' booklet

The child will only be able to attend the Club once the completed forms are received.

For breakfast and after school club users an annual registration fee is payable on joining the club. A deposit of an average of 4 weeks attendance is also required and payable in advance of the first session. Please see Fees and Terms and conditions for further information.

### **Booking Procedure**

Parents must complete the necessary paperwork, i.e. registration form, before their children can attend the club.

#### ***Permanent place:***

The child's name will be added to the session list. Once a permanent session has been agreed, at least 4 weeks' notice is required to cancel a session. This notice is required regardless of whether the cancellation is a one off or permanent cancellation to avoid being charged. If you wish to cancel the place altogether, please complete the 'Cancellation of place(s) at The Cabin Crew' form. One month's notice in writing is required. Places for Year 6 Children who will be moving to High School will automatically be cancelled at the end of Year 6.

Any sessions cancelled outside of this or where children do not attend a booked session (a no show) will be charged at the full rate that would have been invoiced for that session.

### **Temporary booking:**

We will accept temporary or occasional bookings if there are places available. Cancellation requirements and fees apply as stated above.

### **Fee structure**

For fees charged please refer to the 'Fees and Terms and Conditions'.

### **Holiday Club Sessions**

The Cabin Crew Holiday Club is available to all children, regardless of whether they attend the breakfast/after school clubs. It is open to children from all areas, not just those attending Sidegate Primary School.

All Parents/Carers will be required to complete a Registration Form. Additionally, a 'Support Needs Assessment Form' and/or a 'Dietary Requirements/Allergies form' will need to be completed if the child requires extra or additional support due to a medical, behavioural or dietary need. We work in partnership with parent/carers, the child's school and other agencies to meet individual children's needs. The Club collects parental feedback on how effective the club has been for the child and any concerns are discussed with the parent and if necessary, reasonable adjustments made for further attendance at the club will be put into place.

### **Booking Procedure for Holiday Sessions**

Spaces at the holiday club can be made via email or by completing the booking form.

Payment must be made in advance at the time of booking. Please note that holiday club bookings will not be added to the diary or confirmed until full payment has been received.

Holiday club sessions are non-refundable once payment has been received and a booking confirmed. The only exception to this is where we are able to re-allocate the session to someone on the waiting list. In these circumstances a refund for the cancelled session will be made minus a £5 administration fee. Where the cancellation of a holiday club session means that a sibling or block booking discount would no longer apply, full rates will become payable, and the difference will be invoiced.

This policy was adopted by The Cabin Crew Out of School Club.	Date: 12 <sup>th</sup> April 2023
To be reviewed: 12/04/2024	Signed: <i>Justine Reilly</i>
Name of signatory: Justine Reilly	Role of signatory: Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.69-3.72]*