

## **Admissions Policy**

Sandmartins admits children and young people aged 4 to 14 years

In accordance with our Equal Opportunities Policy all children and young people are welcome within the age range.

Sandmartins is committed to providing a fair and open admission system that offers a competitively priced and good value service.

When a parent/carer contacts Sandmartins enquiring about a place for a child/young person, they will be given an information pack and informed of whether there is currently a suitable place available for their child/young person.

If a suitable place is available the parent/carer and, where possible, the child/young person will be invited to visit Sandmartins and meet with the manager and 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 a registration form.

The Registration Form and Behaviour Agreement must be returned with the current annual registration fee.

Sandmartins is registered with various voucher systems that are available to parents/carers for payment of childcare fees.

### **Admission**

The children of Sandford Primary School have first priority on a first - come first-served basis and in accordance with the Equal Opportunities Policy.

Preference is given to parents who already have a child at Sandmartins Activity Club and wish to register a sibling.

It is our intention to make Sandmartins accessible to children and families from all sections of the local community.

Children from other schools in and around the area will be most welcome.

Sandmartins is flexible about attendance patterns to accommodate the needs of individual children and families.

## Waiting List

To ensure that admissions to Sandmartins are offered on a fair and transparent basis, the following procedure will apply

If on making an enquiry about a place for their child/young person, a parent/carer is informed that there is not currently a suitable one available, Sandmartins waiting list procedure will be explained.

Parent/carer will be encouraged to submit their request for a place for their child to Sandmartins in writing. The details of this request will be placed on the waiting list, in the order they are submitted.

When a vacancy becomes available at Sandmartins. The Manager will contact the parent/carer whose child/young person is suitable for the place and is highest on the waiting list.

If that parent/carer still wishes to take up the place for their child/young person. They will be asked to complete a Registration Form and follow the remaining steps of the admissions procedure outlined previously.

If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child/young person on the list will be contacted.

The Admissions Policy should be read in conjunction with the following documents:

Registration Form

Price List

Payment Policy

Bookings Policy

This policy was adopted by: Sandmartins	Dated 12.10.2015 reviewed on 22 <sup>nd</sup> May 2017, 22 <sup>nd</sup> May 2018
Release Authority- Trustees	Signed by Keith Cranfield Treasurer & Trustee
To be reviewed May 2019	Signed Keith Cranfield