Zac’s Club Limited

Admissions Policy and Procedure

**Aim**

Zac’s Club, Riccall provides after school care for children from 3 to 11 years of age. The Club is available to all families both locally and from the wider catchment area, whose children attend Riccall Primary School and we ensure the policies and procedures for admissions are fair and clear.

We provide a service for all children including those with special needs or disabilities and work closely with parents / carers to ensure all children and their family feel welcomed, valued and respected and that all children reach their full potential.

* Parents / carers are encouraged to visit without notice as we operate an ‘open door policy’.
* On completion of appropriate online registration we liaise with parents to ensure the smooth transition into the setting. Visits to the setting from prospective children and their parents are promoted and encouraged without an appointment at any time during a session in order for them to observe a session in action as it really is.
* Parents are able to contact us by email us at [riccall@zacsclub.co.uk](mailto:riccall@zacsclub.co.uk) by phoning or texting us on the setting mobile 07818 811995 giving parents and carers the ability to contact us out of hours. The online booking system is available 24 hours a day.
* Our accompanying policies champion treating each parent, carer, child and member of staff as an individual, and recognising any needs arising from their gender, religion, disabilities, special educational needs, ethnicity and social background.

1. We ensure our waiting list prioritises in a fair and consistent way.
   * All registered children may apply to use the service on an ad hoc basis, subject to space being available on any given day. This is on a first come first served basis. Ad hoc sessions can be booked up to one half term in advance.
   * We are able to accommodate children with special educational needs or disabilities, who may require higher levels of supervision, and work closely with parents, carers, the school and the local inclusion officer to ensure that the best interests of all children in the setting are met. In some instances this may mean recruiting additional suitably trained staff to accommodate, which may result in a slight delay in bringing the child into the setting. We would keep all parties informed to agree a suitable start date in these circumstances.
   * If a child is on the waiting list, we will keep the parents/carer regularly informed of availability, and when we can expect a space to become available.
   * Regular places are allocated on a first come, first served basis, and where no places currently exist, a waiting list is maintained.
   * We do allow priority on the waiting list to children with siblings at Zac’s Club, however this is still on a strictly first come, first served basis within this priority.
   * The relationship between a child’s parents and a setting is crucial to the child’s well-being. The welfare, safety and protection of your child is at the heart of everything we do. To enable us to make the best provision for your child we are officially required to ask for information to be provided to us through our online registration, and when circumstances change. Please understand that there are sound reasons why we are required to ask these questions. We want to help your child it is not just that we are curious.
2. We gather all relevant information regarding a child prior to admission, and ensure that all relevant consent forms are completed.
   * At registration, information required on our KidsClubHQ site must be completed for every child. All information requested is relevant for the safety and well being of the child, and to ensure we comply with Children’s Act regulations, the Statutory Framework for the EYFS standards, and the recommendations of the North Yorkshire Safeguarding Children Partnership.
   * Places will only be confirmed after all sections on KidsClubHQ registration have been completed and confirmation of acceptance of our terms and conditions.
   * Some of our activities require consent from parent or guardian in order for them to be able to take part. This includes photographing children. General consent is completed before admission, and specific consent forms completed for any planned visits, medication required etc as they occur.
   * Completion of registration and consent on KidsClubHQ, along with a confirmation email, form the contract between Zac’s Club and the parent/carer.
   * Information regarding the children is accessible to management, and stored securely at the setting, or at a secure location offsite.
   * Information is also held on the cloud, and on computers which are password secured.
   * The Company is registered with the Information Commissioner’s Office to ensure that they comply with the general Data Protection Regulation, and ensure that all information held is done so securely.
3. We provide parents/carers with information regarding the setting prior to registration and ensure they are kept regularly informed of any significant matters.
   * Our terms and conditions for parents/carers outlines the basis under which we operate, and are advised to all parents/guardians. Updated terms and conditions are on our website. This is further substantiated by our policies and procedures, which parents and staff are given full access to on request.
   * We issue a newsletter at least termly, and ensure it is distributed to all interested parties.
   * We have a notice board displaying all relevant information at the setting including who is on the staff team what qualifications they hold, the registered first aiders, SENDco , Safeguarding officer and details of events coming up.
   * Events at the setting are published via a newsletter to allow additional bookings that may appeal to children’s interests if desired. Availability and bookings can be confirmed by booking online, phoning or texting the Club, emailing [riccall@zacsclub.co.uk](mailto:riccall@zacsclub.co.uk) or by calling into any session by registered parents.
4. Our admissions policy is reviewed regularly.
   * We review our policy at least annually to ensure it is fully up to date and relevant.
   * We make checks to ensure all interested parties consider the policy to be appropriate, and that everyone’s needs are considered.
   * Our equal opportunities monitoring, policy and procedures ensures our admissions policy is inclusive, and our intake reflective of the social diversity of the local area, and that we are not accidentally discriminating against any member of the community.

References to other policies: Special Educational Needs Policy,

Equal Opportunities policy, Promoting Positive behaviour policy, Complaints policy.