



BAFTA CLUB ADMISSIONS POLICY

Review Date: September 2018

It is the intention of the Monkshouse BAFTAs (Before and After School) Club to make our provision accessible to children and families from all sections of the school community.

Our admissions policy operates within an Equal Opportunities framework and is regularly reviewed.

- We will ensure that the existence of the Kid's Club is widely known in the school community. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.
- We will describe practices in terms which make it clear that all sections of the school community are welcomed.
- We will ensure that the description of the setting and its practices demonstrates how the setting enables children and /or parents with additional needs to take part in the activity of the setting.
- We will monitor the gender and ethnic background of the individuals joining the group. Where monitoring detects that a particular section of the community is not represented we will endeavour to find out why and to rectify any problems that are a result of our practice.
- We will ensure that information about our setting is accessible in written form to all where necessary, we will try to provide spoken form. The club will have access to the EAL and translators at the school.
- Children from the age of Nursery will be admitted.
- We will be as flexible as possible regarding attendance to accommodate the needs of all families.
- The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

- Length of time on waiting list.
- Siblings already attending the setting.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by the BAFTAs Club in

line with the Data Protection Act 1998 and Ofsted Registration requirement under The 1989 Children Act.

Payment

Fee payment is required weekly or half termly, in advance, preferably direct into the school bank account. If this is not possible then payment can be made by cash or cheque.

Monkshouse BAFTAs Club encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Where difficulties with payment occur then this may be discussed with the school's Headteacher. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

- The Manager will liaise with the parent/carer concerned
- A payment plan will be agreed if necessary
- Where unmet payments continue the Headteacher will liaise with the parent/carer to arrange payment options
- Where there is no resolution the child's/children's place may be withdrawn

Cheques should be made payable to The Spalding Monkshouse Primary School.

This policy will be reviewed annually and any changes will be made and presented to the school Governing Body.

Signed _____ Chair of Governors

Signed _____ Headteacher

Date _____