

## Admission Policy

Malvern Special Families is committed to a system of admissions that ensures fairness, transparency and equal opportunities within the legal framework of the UK and best practice. All reasonable effort will be made to ensure that no prospective or existing family is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, gender, marital or parental/carer status, political belief or social or economic class, or any other type of discrimination.

Malvern Special Families is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, Malvern Special Families encourages and actively supports eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Malvern Special Families supports families with children and young people with disabilities and special needs between the ages of 5-18 years.

Malvern Special Families has clear lines of responsibility for its admissions practices. Ultimate responsibility for all admissions policy lies with the trustees. Malvern Special Families will ensure that:

- The existence of the clubs is widely known in all local communities. Notices advertising our service will be displayed in places where all sections of the community can see them, on our website and social media.
- Leaflets describe the clubs and their practices in terms which make it clear that people from all cultural, ethnic, religious, and social groups and with a range of special needs/disabilities are welcome.
- The equal opportunities policy is widely known by putting it up on the website and including a summary in the information leaflet.
- We liaise closely with local schools, Social Services and Early Years and Childcare, Disabilities team to offer places to those children requiring play care.
- We discuss any changes to the fees with staff, parents, and committee members at committee meetings. Parents will be given a months' notice of any changes.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.
- Parents/ carers will be given the opportunity to comment on all policies and procedures during AGM meetings and using questionnaires. All parents are invited to contribute their opinions, time, and expertise by quarterly newsletters.

### **Number of places available**

- Each of Malvern Special Families clubs has an agreed number of places available. This is directly affected by our funding grants, the staff budget and staff availability.
- Places are determined by the budget available to each club and by Ofsted recommendations where clubs admit under 8's, availability of suitable staff to run the club safely.
- The CEO agrees the budget in partnership with the trustees. The number of places available at each club will be stated in the annual business plan along with admissions targets where relevant.

### **Suitability**

- Each club provides activities for a group of children with disabilities and/or special needs. Each club is targeted towards a specific age group although individual needs are taken into account where "age appropriate" activities do not meet the needs of a child or young person. Club age groups 5-11 years old or 11-18 years old.
- When a parent/carer contacts our club enquiring about a place for their child, they will be given all relevant information they require and will be informed whether there is currently a suitable place for their child.

- Parents will be asked to complete a Waiting List Request Form in order for their child to be added to the waiting list for a place at our clubs.
- When a suitable place becomes available, parents will be asked to complete our registration documents, including a children's information form, parents' consent, parent contract and relevant emergency medical treatment forms etc. before they attend a club. The new child or young person cannot attend our clubs until this paperwork has been completed and returned to the office.
- New families are invited to visit our clubs for a taster session before booking places.
- In discussing suitability, we aim to allocate places as fairly as possible. Suitability refers to the support needs of the child in accessing the activities available at a club. This will include decisions on staffing ratios and consideration is given to the ability of the club to safely provide for the child's individual needs and any effect on the existing children and staff. A child with an agreed staffing ratio of 1:1, or more, will be admitted when a place becomes free for that level of support. All efforts will be made to accommodate every child interested in accessing our clubs.
- Our grant contracts identify priority of places and this will be adhered to accordingly.

### **Waiting List**

- Children can be placed on our waiting list once they are aged 5 and will be considered for a place once they are in year 1 at school and a suitable place becomes available. We do not book children into clubs whilst they are in the EYFS.
- When clubs have more admissions requests than places available, we will use our priority procedures when allocating places and the waiting list will be used.
- Completed booking forms received after the closing date will result in the children's names going on the waiting list.
- If on making an enquiry about a place for their child, a parent/carer is informed that there is not a suitable one available, the child will be placed on the waiting list and will be assigned a place in turn when available.
- Children can be placed on our waiting list once they are aged 5 and will be considered for a place once they are in year 1 at school and a suitable place becomes available. We do not book children into clubs whilst they are in the EYFS.
- The waiting list will be kept on a first come first served basis, in date order, however our grant contracts identify priority of places and this will be adhered to accordingly.
- When a vacancy becomes available, our office administrator or club playleader will contact the parent/carer whose child is suitable for the place and is highest up on the list.
- If the parent/carer no longer wishes to take up a place, then the next name on the list will be contacted.

### **Priority**

Priority will be given to children:

- Categorized as eligible for places by the grant contract that covers the club.
- Living in Worcestershire.
- Whose booking forms are received by the booking deadline.
- Whose registration form, medical details and consents etc. are complete and up-to-date (up-to-date meaning those completed that year, as these are updated annually);
- Whose payments are up-to-date;
- Who do not have other care in place such as Direct Payment carers;
- Who are not looked after in residential care;
- Who do not attend other specialist club provisions e.g. New Hope;
- Where there are exceptional circumstances e.g. family in crisis;
- Who attend Fort Royal Community Primary School and Regency High School over children that don't.

### **Fees**

- The fees are reviewed by trustees annually. These are reviewed in light of the charity's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- If fees are paid persistently late or not at all with no explanation, Malvern Special Families will be forced to terminate the child's place/registration after 6 months.
- Parents/carers are encouraged to speak to the CEO if they have any query about the fees policy, or if, they are likely to have any difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Malvern Special Families.
- All allocated club dates and associated fees will be confirmed via invoice.
- Malvern Special Families must be notified of any request for amendments or cancellation of places within 5 days of the issue date shown on our invoice. There will be no charge for cancellations/amendments received during this 5-day period. For cancellations/amendments received after the 5-day free cancellation period, all club fees will apply and will be charged as shown on our invoice.
- We regret we are unable to make refunds if a child does not attend.
- Places are non-transferable to alternative dates.