



# **After-School Club: Admissions and Fees Policy**

## 1. Requirements

### 1.1 Change Record

Issue	Date	Author	Description
0.1	11 March 2018	P Atkin	Draft for discussion
1.0	14 March 2018	P Atkin	Ratified by Governors

Note: All issues except those of the form 'X.0' are draft.

### 1.2 Equality Statement

In developing and reviewing this policy we have carefully considered its impact on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### 1.3 Approval and Review

This policy was approved by the Full Governing Body on 14th March 2018. It is due for review in the Spring Term 2019.

## 2. Admissions

### 2.1 Club Admissions and Oversubscription

Fowlmere After-School Club provides after-school childcare for children between the ages of 4 and 11 years who attend Fowlmere Primary School. It operates between the hours of 3pm and 6pm on normal term-time pupil days.

The club has capacity for 18 places when two members of staff are on duty and 26 places when three members of staff are on duty. Places at the club are offered on a first-come, first-served basis. When all places have been filled, a reserve list will be established with the following order of priority:

1. Children who are already attending the club, ie those who have attended in the preceding half-term.
2. Siblings of children already attending the club.
3. Those children requiring the greatest number of sessions per week.
4. Children who are identified as in receipt of Pupil Premium.
5. Other children.

If fewer places are available than the number of places needed after the application of these criteria, a random ballot will be used to allocate them.

### 2.2 Registration

Fowlmere After-School Club is organised and managed by Fowlmere Primary School and operates the same policies with respect to safeguarding, behaviour, anti-bullying and Special Educational Needs. Information about pupils, for example medical details and behaviour records are shared between the school and the club as a single entity. As such, there is no formal registration procedure for the Club.

### **2.3 Booking**

Booking forms for the club are available to parents three weeks before the end of the preceding half-term with a two-week return window. Families must book and pay for Club places half-termly and in advance. Payment of fees should be made before the end of the first week of the half-term in which they apply.

Booking forms will be processed in the order in which they arrive. Once the club spaces are filled, any outstanding bookings will be subject to the oversubscription criteria detailed in 2.1 above.

### **2.4 Ad Hoc and Emergency Places**

Parents may request Ad Hoc or Emergency places at the club and these places will be offered providing there is capacity available. Fees for Ad Hoc or Emergency places are due immediately.

## **3. Fees**

Fowlmere After-School Club is operated financially independently from Fowlmere Primary School and has no recourse to public funds. As such, it must cover costs, including those relating to staffing (including on-costs), resourcing, provisions and accommodation. The level of fees will be set by the school's Finance and Premises Committee in the Summer Term and can be reviewed whenever necessary in the light of the club's financial position, strategic plans and any other operational challenges.

Payment can be made via cheque, SIMS Agora or Childcare Vouchers. Cash payments for anything other than a single session are not accepted. Parents should be aware that payments made using childcare vouchers cannot be refunded.

Any overpayments will be carried forward.

If fees are not paid on time, the club manager will notify the family in writing and request payment at the earliest opportunity, and in any case within ten working days. If fees remain unpaid after this time a final warning will be sent with a further ten working days in which to pay. After this time the club place will be withdrawn and the school will commence legal proceedings to recover any debts. Parents and carers are advised to arrange a meeting with the school if, for any reason, they are likely to have difficulty making a payment on time.

### **3.1 Exceptions to Payment**

If the After-School Club is unable to run, for example, because of an exceptional closure of the school, parents and carers will not be charged for the place.

Parents and carers may swap a childcare place for another day in the same week provided that spaces are available to do so and given 48 hours' notice.

Children's absence from school, notice to swap days of less than 48 hours or non-attendance at the club will be charged at the session rate.

#### **4. Termination of Places**

Parents may terminate a club place at the end of each half-term simply by not renewing their booking. If a parent wishes to cease using the after-school club mid-term, they should notify the manager in writing. Unfortunately, booked sessions to the end of the half-term cannot be refunded.

After-School Club is a chargeable service made by the school: it is not statutory provision. As such, the Headteacher reserves the right to terminate the place of any child at the club in the following circumstances:

- Failure to pay an invoice for a club place in accordance with Section 3 above.
- Persistent poor behaviour of a pupil which has a detrimental effect on the safety, ethos or operation of the club.

The club will made reasonable adjustments to meet the needs of children with a diagnosed Special Educational Need or Disability.