



## **SMILES ADMISSIONS POLICY**

At Smiles we are committed to providing a fair and open admission system. This policy is available to Staff on One Drive and available to Parents on the SMILES page of Telford Infant School website.

### **Eligibility**

Smiles accommodates children from the following groups:

Breakfast Club

- any pupil at Telford Infant School
- any pupil at Telford Junior School

After School Club

- any pupil at Telford Infant School
- any pupil at Telford Junior School

### **Admissions**

When a parent/carer contacts the SMILES Manager enquiring about a place for their child, they will be provided with the relevant information and advised about availability. Should the parent/carer wish to accept the sessions offered they will be issued with our Terms and Conditions and Privacy Notice together with a Registration Form and Parental Agreement for completion and return prior to the first session attended.

Please note that admissions for Infant and Junior children are administered separately. This is due to the different care arrangements for each School in the morning and afternoon.

For instance After School Club is held on the Infant site for Infant children, and the Junior site for Junior children. This means there will be occasions when we can offer sessions to an Infant child and not a Junior child and vice versa.

## **Waiting list**

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

If the required sessions are currently unavailable the parent/carer will be informed and the Club's waiting list procedure will be explained. Should the parent/carer wish their child to be placed on the waiting list they will be required to submit their request for a place for their child to the SMILES Manager by email. The details of this request will be placed on the waiting list, in the order that they are received. Requests for new Reception children can only be made after the parent/carer has accepted a place with Admissions Service at the Local Authority.

When a vacancy at SMILES becomes available, the Manager will contact the parent/carer whose child is next on the waiting list. If that parent/carer still wishes to accept the place for their child, they will be provided with our Terms and Conditions and Privacy Notice together with a Registration Form and Parental Agreement for completion and return prior to the child's first session.

If the parent/carer concerned no longer wishes to take up the place, their child's details will be removed and the parent/carer of the next child on the waiting list will be contacted.

In order to keep the waiting list to a minimum, anyone not regularly using their booked sessions will be required to relinquish these to assist families on the waiting list.

This Policy is periodically reviewed to provide the best possible service for all of our families.

Should you have any questions or queries relating to this policy please contact the SMILES Manager.