

## Admissions policy

Knutz Out of School Club is registered with Ofsted; our registration number is EY396925. We provide care for up to 60 children in Reception to Y6 at Breakfast Club, After School Club and Holiday Club at Knutsford Primary Academy. We aim to follow an admission process that is fair and open and we keep a waiting list when the Club is over-subscribed.

Lesley Berry is the single point of contact for all enquiries, bookings and change requests.

### Admissions

Term-time bookings are filled from within Knutsford Primary Academy. We aim to balance the limited places across all year groups. Holiday Club bookings are open to primary school aged children who live locally.

When an enquiry regarding places is made, parents or carers will be asked to complete an enquiry form and signposted to find further information they may need online at [www.knutzclub.co.uk](http://www.knutzclub.co.uk). Staff may take a name and contact number and forward to Lesley Berry. If visits are available, the parent may make an appointment to visit the Club, with or without their child, to meet staff before deciding to apply to join. After an enquiry form has been received, Lesley Berry will contact the parent to confirm their requirement.

### Registration

If there is a suitable space available this will be offered to them and they will then need to complete the necessary documentation before their children can attend the club. It is vital that Parents and Carers include all pertinent information for the care of their children. Failure to include all relevant information at the outset may result in the withdrawal of the child's place at club. After the forms have been checked and the booking confirmed in writing, an invoice will be issued from the start date offered. Fees for any booking are due in advance. The new child may start attending club after receipt of documentation and payment. We require further registration forms to be completed before the start of each new school year to ensure we have current information to comply with the Data Protection Act 2018.

If there are no suitable places available at time of requesting, or the proposed start date is not imminent, the parent may ask for their request to be added to the waiting list and the Waiting List procedure below will apply.

### Regular bookings

It is possible for a regular booking to continue from reception class until the child leaves at the end of year 6. This is subject to our terms and conditions. Once booked, if a child does not attend for any reason, you will still be charged for their place. You must give four weeks written notice to cancel all or part of the booking or payment in lieu of notice will be required.

### Ad Hoc bookings

We will accept ad hoc bookings subject to places being available. An ad hoc booking may only be made a week in advance as the availability may change before the booking. Ad hoc bookings may be cancelled up to 12:00 the previous working day by text message or email and your account will be credited. No refund is given for cancellations after 12:00 the previous working day.

### Holiday Club booking

Holiday Club bookings must be made on a holiday club booking form. Registration forms will also need to be completed for children who do not regularly attend Knutz Out of School Club. Holiday Club bookings are not confirmed until the necessary documentation and fees have been received.

### Fee structure

Fees are charged per session. The current rate is available in club or can be found on our website at <http://www.knutzclub.co.uk/>. See our **Fees and Payments** policy for more details.

## Knutz Out of School Club – Admissions and Waiting List policy

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The Club recognises that childcare can be costly, so we encourage eligible parents or guardians to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept most childcare vouchers and for the Tax-Free Childcare scheme.

### Waiting List

We will maintain a waiting list during times when the Club is oversubscribed or for future bookings. Names will be added to the waiting list in the order completed request forms are received.

*Enquiries made by text or verbally will not be added to the waiting list.* Where asked to give an estimate of future availability; this will not be binding.

If the requested start date has passed, we will check continuing interest. If no response is received within a week, allowing for school holidays, the request will be removed from the list.


There are a limited number of places per session which will be offered, as they become available, to families on the waiting list according to various criteria such as date request received, families already attending, siblings of children already attending, soonest requested start dates, to balance year groups, cases of particular need, staff children.

We will accept requests to start at a future date but never keep a place vacant without payment for the intervening time. We attempt to accommodate siblings but this cannot be guaranteed due to the limited number of places available. Requests for places for families with children joining a new reception intake will not be accepted until they have a confirmed place at Knutsford Primary Academy.

When the offer of a place is accepted the Registration and Booking procedures above will apply. If the offer of a place is declined, the process is complete and the request will be removed from the waiting list.

Policy adopted by	Knutz Out of School Club
Last updated	20 July 2022
Due for review	June 2023

Signed:



Owner/Manager