



Admissions policy

Knutz Out of School Club is registered with Ofsted; our registration number is EY396925. We care for up to 62 children from Reception to Y6, primarily for children of Knutsford Primary Academy.

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/Carers will be asked to complete an enquiry form and signposted to find further information they may need online at www.knutzclub.co.uk. Staff may take a name and contact number and forward to Lesley Berry. After an enquiry form has been received, Lesley Berry will contact the Parents/Carers to confirm their requirement.

Registration

If there is a suitable space available this will be offered to them and they must complete the registration process as outlined below. If there are no suitable places available at time of requesting, or the proposed start date is not imminent, the Parent/Carer may ask for their request to be added to the Waiting List. If so, the Waiting List procedure below will apply.

It is vital that Parents/Carers include all pertinent information for the care of their children. Failure to include all relevant information at the outset may lead to withdrawal of the child's place at club.

The registration process

The Parent/Carer must complete an enquiry form. A link to our online enquiry form is on the bookings page of our website. The enquiry form takes basic details. Lesley Berry will contact the Parent/Carer obtain further details to be added to the enquiry. When sufficient information is collected the Parent/Carer will be sent the registration form from our Ovivio workspace. The form must be completed in full and the Parent/Carer must read our Privacy Notice and agree our Terms and Condition before submitting their registration.

Parents/Carers will be contacted after we have received their completed registration forms to resolve any queries in the data submitted.

Once any queries are resolved we will:

- Create customer account on Intuit QuickBooks.
- Confirm the booking, send invoice and receive payment.

The new child may start attending club on the agreed date following registration and payment.

Re-registration must be completed before the start of each new school year to ensure we have current information to comply with the Data Protection Act 2018.

Club Information

There is detailed information about club on our website at www.knutzclub.co.uk

Bookings

Regular bookings

It is possible for a regular booking to continue from reception class until the child leaves at the end of year 6, subject to our terms and conditions and re-registration each year. See our Fees and Payments policy for information about bookings, fees payments and cancellations. Once booked, if a child does not attend for any reason, you will still be charged for their place.



Ad Hoc bookings

We will accept ad hoc bookings subject to places being available. We may accept or decline requests for ad hoc bookings according to availability. Ad hoc bookings may be cancelled up to 12:00 the previous working day by a message in the Ovivio Parent App, text message to **07762 053085**, email to lesley@knutzclub.co.uk. If you cancel your ad hoc booking payment received may be credited to your customer account. No refund is given for cancellations after 12:00 the previous working day.

Holiday Club bookings

Holiday Club bookings can be made on a holiday club booking form on MS Forms. Or by requesting holiday club sessions via the Parent App. Registration, as outlined above, will be required for children who have not already been registered in the same school year. Holiday Club bookings are confirmed after the required registration and fees have been received.

Fee structure

Fees are charged per child, 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.

The Club recognises that childcare can be costly, so we encourage eligible parents or guardians to claim the childcare element of 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. Children's names will appear in the waiting list in the order completed our on-line enquiry forms are received. 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 waiting 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 always try 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 last updated: September 2026 Next review due: September 2027

Reviewed by:

Sue Vovrosh

Updated by:

Lesley Berry