

Updated Feb 2024



# Brightsparks

## Admissions Policy



Revised: Autumn Term 2023  
Consultation Period: October 2023  
Approved by Governors: October 2023

Date of Next review: Autumn Term 2024

**To be read in conjunction with:**

Safeguarding Policy  
Child Protection Policy  
Data Protection Policy

**Approved by:**

Senior Leader - Mrs D Hunt (Headteacher)  
Governor – Mrs S Smith (Chair of Governors)

## **Brightsparks Breakfast and After School Club**

### **Admission and Fees Policy**

#### **ADMISSIONS**

Brightsparks Breakfast and After School Clubs is primarily for children who attend Roberts Primary School from Reception to Year 6. Places may be offered to Nursery pupils if available. At the beginning of the new term priority will be given in the first instances to existing children attending the club, followed by new Reception children/siblings.

All enquires about admissions should be made to the Manager or Deputy Manager. When a parent/carer contact the club enquiring about a place for their child they will be given relevant information including details of the Admissions and Fees Policy and informed of whether there is currently a suitable place available for their child.

If the parent/carer agree to abide by all the terms and conditions of admission including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration form and return a payment for the first week to confirm their child's place.

The Manager will contact the parent/carer to arrange a date for the child's first session at the club.

It is a requirement to give two weeks' notice in writing if you no longer require a place for your child/children, and this will be charged at the daily rate.

#### **Waiting List**

To ensure that admission to the club is offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- Parents will complete a request for a place form for their child.
- The parent/carer is informed that there is not currently a suitable place available.
- The club's waiting list procedure will be explained and then activated on the parent/carers behalf.
- The details of this request will be put on the waiting list, in the order that they are submitted.

When a vacancy becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest on the waiting list.

If the parent/carer still wishes to take up the place for their child, they will be asked to complete the Registration form and the remaining steps of the admissions procedure outlined above.

If parents/carers concerned no longer wish to take up a place, the parent/carer of the next suitable child will be contacted.

There may be occasions when the governing body of the school need to prioritise places or refuse admission to the club.

## FEES

The level of fees will be set by Roberts Primary School Governors and reviewed annually in the light of the clubs financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees can be made weekly or monthly and must be made at least one week in advance prior to the start of the week or month in question, to secure your child's place. Your account should always be at least one week in advance. Payments can be made via our ParentPay system that is accessible from our website, Tax free childcare, or childcare vouchers. (Please note if paying by childcare vouchers, please ensure you only allocate the correct amount of funds, as refunds cannot be processed) If a parent/carer think that they are entitled to Working Family Tax Credit they should contact Dudley's family information services.

If payment is not received on the due date, the club cannot guarantee the child's place. If fees are not paid on time, the club will notify the parents/carer in writing and request payment at the earliest possible opportunity. The Manager has a right to issue a formal warning to the parents/carers in writing to inform them that the continued late payment will result in their child's place at the club being forfeited. If parents are likely to have difficulty making a payment by the due date they are strongly advised to arrange a meeting with the Manager at the earliest opportunity to avoid jeopardising their child's place at the club. If after four weeks your account is not brought up to date the child's place could be revoked, (unless other arrangements have been put in place).

If a child does not attend a booked session at the club, full fees will still be payable unless:

- The child has an ongoing communicable disease in which case half fee for the missing session will be payable.
- The child has been off for more than a week and has a letter from GP confirming the child is unwell in which case half fee for the missed session will be payable.

Brightsparks Breakfast Club begins at 7.30am, before this time we are unable to accept children. Children will be collected from their classroom by Brightsparks staff. Brightsparks After School Club ends at 5.45pm. Please ring the intercom bell in the main reception to let staff know of your arrival to collect you child/children. If children have not been collected by this time repeated attempts will be made to contact the parent/carer and/or any other person on the contact list. While waiting, the child will be supervised by at least two members of staff. If after **30 minutes** no contact has been made with the parents/carer, Social Services Department will be notified and children will be handed over to the social services team. A late charge of £10 per child will be payable for every 15 minutes that you are late to collect your child/children.

## Current Fees

Breakfast Club – 7.30 am – 9.00 am	£4.50 per day
After school club- 3.15pm- 5.45pm	£7.50 per day

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We are currently offering an am/pm club alongside Brightsparks to help with the staggered start and finish times that are in place. The club begins at 8.45am until your child's start time. The Pm club runs from 3.00pm until 3.30pm. The cost per session is £1 and will payable via ParentPay. Places are limited and will need to be booked and paid for a week in advance.

NB: September 2020 - all parents should wait outside in the main entrance when dropping off or collecting children.

**Telephone** – Sarah Burns on 07825 194150 – this number only accepts incoming calls.