

Admission Policy

Malvern Special Families (MSF) is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, MSF supports eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

MSF supports families with children and young people with disabilities and additional needs between the ages of 5-17 years. MSF has clear lines of responsibility for its admissions practices. Ultimate responsibility for all admissions policy lies with the trustees. MSF will ensure that:

- The existence of the clubs is widely known in all local communities. Our service will be displayed in places where all sections of the community can see them, on our website and social media.
- Leaflets describe the clubs and their practices in terms which make it clear that people from all cultural, ethnic, religious, and social groups and with a range of special needs/disabilities are welcome.
- The Diversity and Inclusion policy is widely known by putting it up on the website and including a summary in the information leaflet.
- We liaise closely with local schools, Social Services and Early Years and Childcare, Disabilities team to offer places to children with additional needs requiring play care.
- We discuss any changes to the fees with staff, parents, and committee members at committee meetings. Parents will be given a months' notice of any changes.
- We are flexible about attendance patterns to accommodate the needs of families.
- Parents/ carers will be given the opportunity to comment on all policies and procedures during AGM meetings and through surveys.

Number of places available

- Each of MSF clubs has an agreed number of places available. This is directly affected by our funding grants, the staff budget and staff availability.
- Places are determined by the budget available to each club, by Ofsted recommendations where clubs admit under 8's, and by the availability of suitably trained staff to run the club safely.
- The CEO agrees all budgets in partnership with the trustees.

Suitability

- Each club provides activities for a group of children with disabilities and additional needs.
- Each club is targeted towards a specific age group. Club age groups 5-11 years old or 11-17 years old.
- Children can attend once they are in year 1 at school and until the day before they turn 18.
- New families will be asked to complete a Waiting List Request Form in order for their child to be added to the waiting list for a place at our clubs.
- When a 'suitable' place becomes available, parent/carers will be asked to complete our registration documents, including a children's information form, parents' consent, parent contract and relevant emergency medical treatment forms etc. before they visit a club. The new child cannot attend our clubs until this paperwork has been completed and returned to the MSF office.
- The new family is then invited to visit our club for a settle session to see if the club meets their needs and to help with the child's transition. This is done prior to booking places.
- In discussing 'suitability,' we aim to allocate places as fairly as possible. Suitability refers to the support needs of the child in accessing the activities available at a club. This will include decisions on staffing ratios and consideration is given to the ability of the club to safely meet the child's individual needs. This includes any effect those needs may have on the existing staff and children at the club.
- Our clubs provide activities in busy groups. Club places are suitable for children that can cope safely in this environment. We understand that there are times when some children may need a little time and space to regulate their behaviour away from the group. Once regulated, children can rejoin the group, and this can be

supported by their keyworkers. As a playscheme we cannot meet the needs of children who require their own area away from the group in order to keep everyone safe for extended periods of time.

Availability List for Registered Families

- When registered families request more club dates than there are places available at the clubs, we will use our priority procedures to allocate places.
- Registered families sending completed Child Availability Forms after the closing date will result in the child's name going on the club availability list. Children on the availability list may be offered a place if there is a last-minute cancellation by a family with a booked place.
- Our office administrator/playleader will contact the parent/carer whose child is 'suitable' for the place.

Priority

Priority will be given to children:

- Categorised as eligible for places by the grant contract that covers the club.
- Living in Worcestershire.
- Whose availability forms are received by the booking deadline.
- Whose registration form, medical details and consents etc. are complete and up-to-date for that year.
- Whose payments are up-to-date;
- Who attend Fort Royal Community Primary School and Regency High School over children that do not.
- Who is a sibling of a child that already attends that club;
- Who are not looked after in residential care;
- Where there are exceptional circumstances. This is prioritised in discussion with Gareth Jones, CEO.

Waiting List for New Families

- Families wanting to register their child with MSF can be placed on our Waiting List once they are aged 5 and will be considered for a place once they are in year 1 at school and once a suitable place becomes available. We are not registered to admit children in the Early Years Foundation Stage.
- Children will be placed on the Waiting List and will be assigned a place in turn when a suitable place is available.
- The Waiting List will be kept in date order and according to the child's staffing needs. For example, if a place becomes available for a child on a ratio of 1:2 (2 children to one staff), then the child highest up on the waiting list with that ratio will be offered the place. Children with a higher ratio could not be offered this place as the staff could not meet their needs.
- When a vacancy becomes available, our office administrator will contact the parent/carer whose child is 'suitable' for the place and is highest up on the list.
- If the parent/carer no longer wishes to take up a place, then the next child on the list who is suitable for the place will be contacted.

Fees

- Trustees review the fees annually. These are reviewed in light of the charity's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- If fees are paid persistently late or not at all with no explanation, MSF will be forced to terminate the child's place/registration after 6 months.
- Parents/carers are encouraged to speak to the CEO if they have any query about the fees policy, or if, they are likely to have any difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at MSF.
- All allocated club dates and associated fees will be confirmed via invoice.
- MSF must be notified of any request for amendments or cancellation of places within 5 days of the issue date shown on our invoice. There will be no charge for cancellations/amendments received during this 5-day period. For cancellations/amendments received after the 5-day free cancellation period, all club fees will apply and will be charged as shown on our invoice.
- Last minute places do not have a 5-day cancellation period and will be charged as shown on our invoice.
- We regret we are unable to make refunds if a child does not attend.
- Places are non-transferable to alternative dates.

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Reviewed January 2025