




Mangotsfield Out of School Club Admissions Policy

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Purpose

MOOSC offers wrap-around care during term-time across three primary schools as well as two holiday clubs throughout the year. This policy sets out how parents/ carers can apply for sessions and the process for appeal should an admission decision be in question.

Application Process

The admission of children for the limited number of places is conducted in line with the South Gloucestershire school admission process.

The Club has a high demand for permanent sessions and combined with the space required to allow for appropriate physical play as well as OFSTED guidance on staff to child supervision ratios, parents/ carers must request spaces by applying online, which may be subject to a waiting list.

Sessions are allocated on a first come, first serve basis, with the exception of younger siblings who take priority where an older child is already attending the Club. Priority is then given to children with additional needs, dependent on the Club's ability to provide appropriate 1:1 care.

Any new parents/ carers to the Club must register their details and complete online registration forms for each of their children through the online system - details of which can be found on our website. The Club must have accurate and honest information about children's medical history, any allergies as well as any behavioural issues and/ or specific needs.

New or additional sessions can be requested through the Club's online system and these requests will be either accepted or declined depending on that specific session's availability and maximum capacity.

Sessions remain continual and roll over into each new academic year until such time as a child leaves School. The Club will provide parents/ carers with a full historical leaving statement for Year 6 leavers.

A welcome pack will be sent to any Reception class starters in the Summer Break ahead of a September start. 50% fees will be payable during any settling in period where the Reception starter is unable to attend a session due to half School days.

The Club will remind parents/ carers of any session changes or cancellations leading up to the end of the academic year and during the Summer Break.

In the last week in August, the Club will confirm sessions for the new academic year. If any changes or cancellations are communicated to the Club after this point, they will be subject to the Club's normal 4 week notice period.

Committee Involvement

Parents/ carers who register children who then attend the Club on a permanent basis are entitled to vote and stand for membership of the Management Committee.



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Waiting List

Should a session be at maximum capacity and a place unable to be offered, the request will be kept as pending within the system and added to a waiting list.

This waiting list will be in order of the request; again with priority given to siblings. The Club will be in touch to discuss whether the request is still required prior to confirming any wait listed session.

Fees

Fees are payable monthly and are viewable through the Club's system.

In September each year (or when first registering with the Club and permanent sessions are confirmed), the annual registration fee of £20 - payable per child - will be charged to parent accounts. This fee is expected to be paid prior to sessions beginning.

Non-payment of the annual registration fee(s) or monthly session costs may result in the sessions being cancelled. Please read our Payment Policy for more information.

Holiday Clubs

Places at the Club's two Holiday Clubs are open to children from across the local area and not just to the Primary Schools we provide term-time wrap-around care to.

Sessions are allocated on a first come, first serve basis and both School day and full day hours are offered. Booking requests are open by the second Friday of each Term and can be requested through the Club's online system. Requests will be either accepted or declined depending on that specific day's availability and maximum capacity.

Registration fee(s) are payable for children who only attend Holiday Clubs. The difference in charging being that it will be payable should places be requested at a second Holiday Break of an academic year (e.g. attendance at a October Half Term Holiday Club will not incur a registration fee charge but should a further request for a place be received between then and the end of the Summer Break, the registration fee will be charged and be payable).

Notice Period

The Club has a 4 week notice period for any session changes or cancellations for permanent term-time places. Notice must be given in writing to the Club's Admin Team.

Should the Club agree to any emergency or one-off term-time sessions, 24 hours notice must be given of a cancellation otherwise full fees remain payable.

Should Holiday Club sessions be cancelled, the Club operates a no refund policy and full fees remain payable.

Please read our Payment Policy for more information.



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Escalation & Appeals

The Play Manager has the right to reject applications for registration and – for good and sufficient reason – to terminate the registration of any member. In such circumstances, the reasons for doing so will be given to the parent/ carer concerned in writing.

The parent/ carer has the right to appeal and heard by the Committee before a final decision is made.

Related Policies

1. Arrivals & Departures
2. Late & Uncollected Children
3. Payment
4. Suspension & Exclusion