

Admission Policy

Malvern Special Families is committed to a system of admissions that ensures fairness, transparency and equal opportunities within the legal framework of the UK and best practice. All reasonable effort will be made to ensure that no prospective or existing family is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, creed, disability, sexual orientation, gender, marital or parental/carer status, political belief or social or economic class, or any other type of discrimination.

Malvern Special Families 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, Malvern Special Families encourages and actively supports eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit. Malvern Special Families supports families with children and young people with disabilities and special needs between the ages of 5-18 years.

Malvern Special Families has clear lines of responsibility for its admissions practices. Ultimate responsibility for all admissions policy lies with the trustees. Malvern Special Families will ensure that:

- The existence of the clubs is widely known in all local communities. Notices advertising 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 equal opportunities 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 in order to offer places to those children 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 individual children and families.
- Parents/ carers will be given the opportunity to comment on all policies and procedures during AGM meetings and through the use of questionnaires. All parents are invited to contribute their opinions, time, and expertise by bimonthly newsletters.

Number of places available

- Each of Malvern Special Families 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 and by Ofsted recommendations where clubs admit under 8's, availability of suitable staff to run the club safely.
- The CEO agrees the budget in partnership with the trustees. The number of places available at each club will be stated in the annual business plan along with admissions targets where relevant.

Suitability

- Each club provides activities for a group of children with disabilities and/or special needs. Each club is targeted towards a specific age group although individual needs are taken into account where "age appropriate" activities do not meet the needs of a child or young person. Club age groups 5-11 years old or 11-18 years old.
- When a parent/carer contacts our club enquiring about a place for their child, they will be given all relevant information they require and will be informed whether there is currently a suitable place for their child.
- Parents will be asked to complete a children's information form, parents' consent, parent contract and relevant emergency medical treatment forms etc. before they attend a club.
- All new families are sent a registration pack and cannot be booked, or placed on the waiting list, before this has been completed and returned to the office. When a suitable place is available the new families are invited to visit our clubs for a taster session before 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 provide for the child's individual needs and any effect on the existing children and staff. A child with an agreed staffing ratio of 1:1, or more, will be admitted when a place becomes free for that level of support. All efforts will be made to accommodate every child interested in accessing our clubs.
- Our grant contracts identify priority of places and this will be adhered to accordingly.

Waiting List

- When clubs have more admissions requests than places available, the waiting list will be used.
- Completed booking forms received after the booking closing date will result in the children's names going on the waiting list.
- If on making an enquiry about a place for their child, a parent/carer is informed that there is not a suitable one available, the child will be placed on the waiting list and will be assigned a place in turn when available.
- Children 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 a suitable places becomes available. We do not book children into clubs whilst they are in the EYFS.
- The waiting list will be kept on a first come first served basis, in date order, however our grant contracts identify priority of places and this will be adhered to accordingly.
- When a vacancy becomes available, the office administrator will contact the parent/carer whose child is suitable (see Suitability section) 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 name on the list will be contacted.

Priority

Priority will be given to children:

- Categorized as eligible for places by the grant contract that covers the club;
- Whose booking forms are received by the booking deadline;
- Whose registration form, medical details and consents etc. are complete and up-to-date;
- Whose payments are up-to-date;
- Who do not have other care in place such as Direct Payment carers, or who are "looked after" children in residential care;
- Who do not attend other specialist holiday club provisions e.g. The Vale of Evesham School, New Hope etc.;
- Where there are exceptional circumstances e.g. family in crisis;
- Priority at youth clubs will be given to those who have already attended MSF clubs for 5-11 years and are looking for succession in provision.

Fees

- The fees are reviewed annually at Malvern Special Families' AGM to which all parents are invited one month in advance by posters on the notice boards and/or in our newsletter. 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, Malvern Special Families will be forced to terminate the child's place/registration after 6 months.
- Parents/carers are encouraged to speak to the business manager 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 Malvern Special Families.
- Once booked & paid for, we regret we are unable to make refunds if a child does not attend.
- Paid places are non-transferable to alternative dates.