

**PALS Admissions Policy**  
(version 6.0)

**Name of the School:** Weston Favell CE Primary School

**Committee/Person(s) Responsible:** F & P Committee  
Headteacher, Governors

**Review Date:** May 2021

Document Reviews

Version	F & P	Adopted Full Govs	Fees	Comments	Initial
1.0	Sep 2009	Sept 2009	Sept 2009 AM - £3 PM - £6		JT
2.0	June 2010	June 2010	Sept 2010 AM - £3 PM - £6 T/D Whole day £25 ½ day £12.50	Amendment to page 3 - Payment terms & Methods. Payments will be by cash or cheque, payable to <i>Weston Favell Primary School</i> . Should cheques be returned unpaid then all future payment will be requested in cash	JT
3.0	18.06.12	12.07.12	No change	Additional paragraph re 'Late collection of children'	JT
4.0	11.07.13	11.07.13	No change	Additional paragraph re 'Late collection of children'	JT
5.0	11.02.15	03/15		Removal of Fee information; included in Income Policy	MG
6.0	24.05.17			Thorough review and changes made following move to online booking	TC

## **Weston Favell CE Primary School**

### **PALS ADMISSIONS PROCEDURES**

#### **Why We Need This Document**

PALS is committed to providing a competitively priced, high-quality childcare service with a fair and open admissions system. So that everyone understands how we work, and knows what to expect at all times, we need to create systems and processes that guide the way we manage admissions. These are explained below. Please ensure you understand them.

#### **ADMISSIONS PROCEDURE**

When a parent/carer first contacts the school enquiring about a place for their child/children, they will be given all of the relevant information they require, including this PALS Admissions Policy and the School's Income Policy.

The parent/carer will be asked to complete and sign the PALS contract, thereby agreeing to abide by all of the PALS terms and conditions, including the attendance fees and payment terms. They will also complete an Emergency Medical Treatment and Contact Details Forms.

Upon receipt of the completed forms, the parent/carer will be given information as to how they register to book available sessions online, via Scopay, including a Scopay registration letter.

#### **SESSION NUMBERS**

Places at PALS are limited, to ensure high quality childcare provision and to comply with legal requirements about the ratio of adults to children within childcare facilities. (This is determined by a child's age.) When PALS has reached the maximum number of 40 children that it can accommodate for a session, Scopay will not allow any further sessions to be booked.

#### **BOOKING SESSIONS**

1. By the end of the second week in June, a letter will be issued to all current PALS parents/carers asking them to confirm their requested regular sessions for the next academic year. This will include a section relating to any siblings due to start in Reception. Parents/Carers will be given one week (i.e by the end of the third week in June) to return the form to the school to be given priority for sessions. Emails will not be accepted.
2. By the end of the fourth week in June, a letter will be issued to all parents/carers in the school and the Reception intake parents/carers, asking them to confirm whether they would like to apply to book regular sessions for the next academic year. These forms should be returned to the school office by the last day in June and will be kept strictly in order of receipt. Emails will not be accepted.
3. When allocating sessions, priority will be given to those children who are already attending PALS and whose parents/carers returned their completed preferences by the end of the third week in June.
4. Any remaining regular sessions will be offered to those parents/carers who returned their forms by the last day of June, in first come first served order.

5. Contracts will be issued by the end of the first week in July and must be returned to the school by the end of the second week in July, to secure the sessions offered. Emails will not be accepted.
6. Sessions will be prebooked by the school for the whole academic year. This will be completed before the start of the new academic year.
7. Once the sessions have been booked by the school we will advise parents who will then be able to cancel and book any remaining sessions, according to availability.
8. The full cost of the sessions booked will show on the Scopay account, however, we ask parents to pay at least on a monthly basis in line with the School's Income Policy.
9. It is the parent/carers responsibility to check that the sessions have been correctly prebooked by the school and to make any necessary changes themselves.
10. Single sessions can be booked at anytime, if there are places available, on a first come first served basis.

### **CANCELLATION OF SESSIONS**

1. Sessions must be cancelled, online, at least 24 hours in advance.
2. If parents/carers have any issues cancelling a session online, the school require an email from the parent/career advising the session they wish to cancel and the school will cancel the session on their behalf. This must be received at least 24 hours in advance of the session/s.
3. Sessions cancelled within 24 hours will be charged at the full session rate.
4. If your child is sent home unwell by the school, no charge will made for any session booked for the same afternoon and the next morning sessions, if they are unable to attend school.
5. In view of the limited number of sessions we aim to discourage parents/carers from block booking sessions that they are unlikely to use. For this reason should a certain day of the week be cancelled on 3 consecutive weeks, then all pre-booked sessions on this day will be cancelled by the school for the remainder of the term.

### **LATE COLLECTION**

1. Children should be collected from PALS by 5.45pm.
2. Late collection fees will be due from 5.50pm at a rate of £1 per minute per child.
3. An additional fee of £25 will also be charged for any child collected after 6pm.
4. The time of arrival by the parent will be noted in the PALS register and the Scopay account will be charged accordingly.