

PALS Admissions Policy
(version 6.1)

Name of the School: Weston Favell CE Primary School

Committee/Person(s) Responsible: Office Manager, School Business Manager, Headteacher

Review Date: May 2021

Document Reviews

Version	F & P, now BFA Sep 18	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	7/17		Thorough review and changes made following move to online booking	TC
6.1	19.06.18			Thorough review and changes to booking system	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 occasional sessions online, via Scopay, including a Scopay registration letter.

SESSION NUMBERS

Places at PALS are limited to 40 per session, 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.)

BOOKING SESSIONS

1. By the end of the second week in June, a letter will be issued to all parents/carers, including those due to start in Reception in September, asking them to confirm their requested regular sessions for the next academic year. 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 or to PALS. All requests will be numbered and dated in order of receipt.
2. Regular sessions will be allocated on a first come, first served basis.
3. The school will hold waiting lists for all sessions.
4. 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.
5. Sessions will be pre-booked by the school for the whole academic year. This will be completed before the start of the new academic year.
6. Once the sessions have been booked by the school we will advise parents, who will then be able to book any remaining sessions for the current term only, according to availability.

7. 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.
8. Single sessions can be booked online by parents at any time for the current term, if there are places available..
9. Any available regular sessions will be offered to the person at the top of the waiting list.
10. Parents/Carers can request extra regular sessions for the next School Term. To do so for the following Term, they must request any changes in writing to the school at least fourteen days before the end of the current School Term. Allocation will be dependent upon availability and unfulfilled requests will be added to the waiting list if applicable.

CANCELLATION OF SESSIONS

1. Parents/Carers are able to cancel regular sessions on a Termly basis. To do so for the following Term, they must request any changes in writing to the school at least fourteen days before the end of the current School Term. The School will then cancel the requested sessions for the remainder of the Academic Year and will confirm cancellation in writing. Sessions cannot be cancelled at any other time.
2. Occasional sessions booked by parents/carers online cannot be cancelled.

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.