



ADMISSION POLICY

SPECIAL NEEDS OUT OF SCHOOL CLUB WELCOMES CHILDREN FROM ALL BACKGROUNDS, REGARDLESS OF THEIR ETHNICITY, CULTURE, OR RELIGION, LEARNING DIFFICULTIES, OR DISABILITIES, GENDER OR ABILITY AND WE SEEK TO AVOID ANY FORM OF DISCRIMINATION ON ALL LEVELS.

WE WELCOME CHILDREN WITH SPECIAL EDUCATIONAL NEEDS OR REQUIREMENTS, PROVIDING THE FACILITIES THAT CAN BE PRACTICALLY ARRANGED TO PROVIDE A SAFE, STIMULATING ENVIRONMENT FOR ALL THE CHILDREN, AND THOSE WITH SPECIAL NEEDS CAN COPE WITHIN OUR SETTING.

SNOOSC (IN BEDS) WELCOMES CHILDREN BETWEEN THE AGES OF 8 - 25 YEARS OF AGE.

REGISTRATION:

WHEN AN ENQUIRY OR REFERRAL REGARDING A PLACE HAS BEEN MADE, PARENTS/ CARERS ARE SENT A MEMBERSHIP PACK TO COMPLETE AND SEND BACK TO THE SNOOSC OFFICE, PARENTS /CARERS ARE THEN INVITED IN FOR A SCHEDULED INTERVIEW TO DISCUSS THE CHILD'S FURTHER NEEDS, IN THE INTERVIEW STAGE AN SSP SNOOSC SUPPORT PLAN IS ALSO COMPLETED WITH ONE COPY TAKEN HOME BY PARENT / CARERS.

THESE WILL BE SENT TO PARENTS/CARERS FOR UPDATING ON A 6-MONTHLY TIMESCALE:

IF PLACES ARE LIMITED OUR ADMISSION PRIORITIES ARE:

SIBLINGS (SHOULD THEY HAVE THE REQUIREMENTS FOR ACCESS TO THE ORGANISATION):

CHRONOLOGICAL ORDER OF FIRST APPLICATION:

SNOOSC WILL WORK CLOSELY IN PARTNERSHIP WITH PARENTS/CARERS IN MAKING A SAFE AND HAPPY ENVIRONMENT FOR YOUR CHILD. OUR STAFF WILL HAVE BOTH THE TIME AND THE TRAINING TO WELCOME PARENTS/CARERS AND YOUR CHILD TO THE CLUB.

YOUR CHILD, PARENTS/CARERS, WILL BE ENCOURAGED TO MAKE AT LEAST ONE PRE-ADMISSION SESSION TO HELP ENABLE YOU TO MAKE AN INFORMED CHOICE ABOUT THE CLUB, THIS IS F.O.C. THIS ALSO ENABLES A MEMBER OF SNOOSC TEAM LEADER/DEPUTY TEAM LEADER AND THEREFORE COMPLETE AN ASSESSMENT, AND TO GATHER AS MUCH INFORMATION AS POSSIBLE ABOUT YOUR CHILD, TOGETHER WITH THE HELP OF PARENTS/CARERS.

ONCE AN ADMISSION IS SECURE (SUBJECT TO THE SSP), THE PLACE WILL THEN BE ALLOCATED TO YOUR CHILD, UNTIL WE ARE NOTIFIED THAT IT IS NO LONGER REQUIRED (ONE MONTH'S NOTICE REQUIRED).

SNOOSC ENSURES THERE ARE ROBUST AND TRANSPARENT SYSTEMS IN PLACE TO SUPPORT A FAIR AND CONSISTENT APPROACH TO ADMISSIONS.

ALL APPLICANTS ARE TREATED WITH CARE, CONSIDERATION AND COMPASSION.

DISCLOSURES:

PARENTS/CARERS MUST, AS SOON AS POSSIBLE, DISCLOSE ANY PARTICULARS KNOWN OR SUSPECTED CIRCUMSTANCES RELATING TO THEIR CHILD'S HEALTH, PRESCRIBED AND NON-PRESCRIBED MEDICATION AS PER SNOOSC MEDICATION POLICY & PROCEDURES, ALSO THEY MUST DISCLOSE ANY ALLERGIES, DISABILITIES OR LEARNING DIFFICULTIES. (ALL RELEVANT FORMS PERTAINING TO THIS ARE ENCLOSED IN THE STARTER PACK, GIVEN TO PARENTS/CARERS BEFORE ADMISSION).

ALL INFORMATION WILL BE TREATED WITH THE UTMOST CONFIDENCE, IN ACCORDANCE WITH THE GDPR LAW, AND SHARED WITH TRAINED CONFIDENTIAL AND DESIGNATED STAFF.

ADMISSIONS POLICY REFERENCED WITH CHARGING & CANCELLATION POLICY/STARTER PACK/PEN PROFILE/GPDR POLICY.

REVIEWED NOVEMBER 2019