



## **Admissions Policy**

Conker Club is the name of the After School Club at North Farnborough Infant School, providing safe, creative care and play. Conker Club is registered with Ofsted for a maximum number of 40 children at any one session. Conker Club was first set up to aid working parents.

### **Admission Criteria**

1. Children who are in attendance at North Farnborough Infant School.
2. All places must be booked in advance with the Conker Club Administrator. Once a place is allocated it will be available for that child until it is no longer required. This is known as a regular booking. It can only be cancelled in writing, giving at least one months notice.
3. Priority for places will be given to working parents but if there are spaces, non-working parents may book up to two weeks in advance. Each session must be paid monthly in advance until written notice is received that the place is no longer required.
4. The Conker Club Administrator must be notified, preferably in writing, of any alterations to bookings.
5. 'Casual use' is actively encouraged and these places are allocated on a 'first come, first served' basis when spaces are available.
6. All parents are required to fill in an application form in order to book a place at the Club giving contact and medical details.
7. Children who have a sibling already attending Conker Club will be given priority.
8. The Conker Club keeps a waiting list for when the maximum numbers have been reached for a session. These places will be allocated using the above criteria should a space become available.
9. Places that become available at short notice due to illness are posted daily on the whiteboard outside and parents on the waiting list contacted in order.
10. Conker Club reserves the right to cancel or refuse future bookings if payments for sessions are not made in advance. (See Charging Policy).
11. Conker Club reserves the right to cancel or refuse future bookings if a child is not collected punctually, before 6pm. (see Policy for Collecting Children).
12. All bookings are non-transferable and non-refundable.
13. In the event of an emergency, Conker Club reserves the right to cancel the Service, and inform parents as soon as possible.