



Policy Title	Admissions and Attendance Policy – Children’s Project
Policy Owner	Natalie Russ
Status	Approved
Version Control	8
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Version Control

Version #	Date of review	Reviewer	Summary of changes
8	30/05/2024	Natalie Russ	<ul style="list-style-type: none"> Updated registration booking, adding Mia, Deputy Manager details.
7	07/05/2024	Julia Harrison	<ul style="list-style-type: none"> Changed to updated headed paper Changed font to FS Me Pro Changed name to Admissions and Attendance Policy Added Policy Owner to Natalie Russ Added introduction and sections on registration, bookings, fee structure and waiting lists. Combined the changes in attendance policy with admissions policy and Cancellations and Non-Attendance Policy.

1.0 Introduction

Tarners provides an After School Club and Holiday Playscheme to children aged 4-11 years old. We currently collect from Carlton Hill and St Luke Schools. We provide care for 47 children at our After School Club and 45 within our Holiday Playscheme.

We aim to follow an admissions process that is fair and open and we keep a waiting list for when both services are oversubscribed.

2.0 Registration

2.1 After School Club

Tarners’s After School Club runs in term time only, from 3pm until 6pm. Tarners aims to make it accessible to all children from the surrounding area, however currently term time bookings are filled primarily from Carlton Hill and St Luke Schools. We aim to balance the places across all year groups.

When an enquiry regarding places is made, parents or carers will be asked to complete the enquiry form and signposted to find further information they may need at www.tarners.org.uk/after-school-club/.

If visits are available, the parent/carer may make an appointment to visit the club, with or without their child, to meet staff before deciding to apply to join.

If there is a suitable space available this will be offered to them, and the Parents/Carers will then need to complete the necessary onboarding information onto the FAMLY platform before their children can attend the club.

It is vital that Parents and Carers include all pertinent information for the care of their children. Failure to include all relevant information at the outset may result in the withdrawal of the child's place at club. After the child's profile has been checked and the booking confirmed in writing via email, an invoice will be issued from the start date offered. Fees for any booking are due in advance along with a registration fee. The new child may start attending club after receipt of confirmation email and payment. We require further confirmation from parents to be completed by email before the start of each new school year, to ensure we have current information to comply with the Data Protection Act 2018.

If there are no suitable places available at time of requesting, or the proposed start date is not imminent, the parent may ask for their request to be added to the waiting list.

By enrolling their children in the club, parents agree that their child will attend sessions on their regular set days, as individually required and any changes to set days are subject to availability.

Priority will be given to siblings of those already attending.

2.2.1 Regular Bookings

It is possible for a regular booking to continue from reception class until the child leaves at the end of year 6. This is subject to our terms and conditions. Once booked, if a child does not attend for any reason, you will still be charged for their place. You must give four weeks written notice to cancel all or part of the booking or payment in lieu of notice will be required.

If a Parent/Carer wants to make any permanent change to the day/s their child/ren attends the after-school club, they must request any changes to mia@tarner.org.uk. Tarner cannot guarantee that any request will be successful, due to availability of places. If not successful, the request may be held on the waiting list.

Parents must also inform the Children's Project Manager in writing if they want a fee free period, for holidays or hospital stays etc. Emails can be sent to office@tarner.org.uk

2.1.2 Ad Hoc bookings

We will accept ad hoc bookings subject to places being available. An ad hoc booking may only be made a week in advance as the availability may change before the booking. Ad hoc bookings may be cancelled up to 12:00 the previous working day by text message or email and your account will be credited. No refund is given for cancellations after 12:00 the previous working day.

2.2 Holiday Playscheme

Tarner runs holiday play schemes in every school holiday period throughout the year, except for bank holidays and Christmas.

Ofsted Number: EY471335.

Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS



The playscheme runs from 8.00am until 5.30pm and we offer a variety of options including breakfast, short days, long days and whether food is also required.

When making an enquiry regarding places please email mia@tarner.org.uk who will send you a link to the Family app profile.

3.0 Fee Structure

There is an initial registration fee and then fees are charged per session. The current rate is available in club or can be found on our website at <https://www.tarner.org.uk/after-school-club/>. See our Fees and Payments policy for more details.

Tarner recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept most childcare vouchers and for the Tax-Free Childcare scheme.

4.0 Waiting List

We will maintain a waiting list during times when the Club is oversubscribed or for future bookings. Names will be added to the waiting list in the order completed email requests are received. Enquiries made by text or verbally will not be added to the waiting list. Where asked to give an estimate of future availability; this will not be binding.

If the requested start date has passed, we will check continuing interest. If no response is received within a week, allowing for school holidays, the request will be removed from the list.

There are a limited number of places per session which will be offered, as they become available, to families on the waiting list according to various criteria such as date request received, families already attending, siblings of children already attending, soonest requested start dates, to balance year groups, cases of need, staff children.

We will accept requests to start at a future date but never keep a place vacant without payment for the intervening time. We attempt to accommodate siblings, but this cannot be guaranteed due to the limited number of places available.

When the offer of a place is accepted the Registration and Booking procedures above will apply. If the offer of a place is declined, the process is complete, and the request will be removed from the waiting list.

5.0 Cancellations and Non-Attendance

After School Club and Holiday Playschemes are often over-subscribed. To assist Tarner in helping as many children and families as possible, it's important that parents / carers:

- Notify Tarner Community Project of any changes in attendance patterns with as much notice as possible.

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Children Young People Community

- Notify us before 11.30am if their child will not be attending on a day they usually attend (one-off absence). Absences can be reported using the **Famly App**, or by emailing office@tarner.org.uk

Failure to inform us of a one-off absence will incur a £5 non-attendance fee. This covers the additional administration of checking with your child's school and you as to their whereabouts.