



Admissions Policy

Pavilion Breakfast and After School Clubs are registered with Ofsted; our registration number is 2593415. We provide care for up to 40 children from Reception to Year 6 for children in Sudley Primary School. We aim to follow an admission process that is fair and open and we keep a waiting list when the clubs are over subscribed.

Sue MacGregor is the single point of contact for all enquiries, booking and change requests.

Admissions

Term time bookings are filled from Sudley Primary School and on occasion from Pavilion Pre School (Aigburth) CIO.

When an enquiry regarding places is made, parents or carers will be sent a registration form indicating the sessions they require. Parents/carers may make an appointment to visit the Club with or without their child and to meet staff before confirming they wish to apply for a place.

Registration

If a place is available this will be offered by email. Once the place has been accepted, an invoice will be sent for the deposit required to secure the booking. On receipt of the deposit, a start date will be agreed with parents/carers.

If there are no suitable places available at the 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 and the waiting list procedure below will apply.

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, charges for the place will still be applied. Parents/carers should give 2 weeks written notice to cancel all or part of their booking unless agreed otherwise or payment in lieu of notice will be required.

Ad Hoc Bookings

We will accept ad hoc bookings for children who currently attend subject to places being available.

Fee Structure

Fees are charged per session. The current rate is available from the Clubs Manager or can be found on our website at www.pavilionpreschool.org or in our Pricing Policy.

We recognise that childcare can be costly, so we encourage eligible parents or guardians 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.

Waiting List

We will maintain a waiting list during times when the Cub is oversubscribed or for future bookings. Names will be added to the waiting list in the order completed registration forms are received. Names will not be added to the waiting list until such times as the completed registration form is received.

If the requested start date has passed, we will check continuing interest. If no response is received by the deadline specified in the email, the request will be removed from the waiting list.

If places become available they will be offered to families on the waiting list according to various criteria such as a date request received, families already attending, siblings of children already attending and cases of particular need.

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

available. Requests for places for families with children joining a new reception intake will not be accepted until they have a confirmed place at Sudley Primary School.

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

There may be occasions when we have to close the waiting list to new registrations. As we are over subscribed and given the extremely limited number of places that become available, we feel it is important to advise parents that there may be no realistic prospect of a place being offered for some considerable time.

Pavilion Breakfast and After School

This policy was adopted in September 2024.

It will be reviewed annually or as required.

Last update: 12.09.24

Signed by Chair of Trustees:

Signed by Club Manager: