



Horsell Village After School Club,
Village Institute,
119 High Street,
Horsell,
Woking,
GU21 4SS

Tel: 07760 342 139
Email: manager@hvasc.co.uk

Waiting list, Admissions and Fees Policy

Horsell Village After School Club is registered with Ofsted; our registration number is Village Club: 120266 / Junior Club: EY394745 / Children's Centre Club: 2603603. We provide care for up to 52 children from the Horsell Village School from 2 locations and up to 44 children from Horsell C of E Junior School between the ages of 4 and 11.

Places offered on a first-come, first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority for each day of the week that the club is open:

1. Siblings of children already attending the club (whether at the Village School or at the Junior School)
2. Those requiring the greatest number of sessions per week
3. Children who are vulnerable, looked after or on a child in need plan

Year R Registration/Waiting list

We will only start accepting registrations in line with school applications, starting in the October before your child is due to start school.

For children joining the club in Year R, you must confirm your place on the waiting list for the After School Club as soon as you accept your offer of school place in April before your child starts in September. If you do not confirm your place on the waiting list by 1st May of the year before your child starts at the school, your name will be removed from the waiting list. Places will then be offered in order of position on the waiting list from 1st May. You will need to accept your place within 2 weeks of the offer. If we do not hear from you, you will be removed from the waiting list. If we do not have enough places to allocate your child a space at this time, we will notify you and ask if you wish to keep your child on the waiting list.

Registration – all other years

For enquiries for children that are already attending the schools, parents or carers will be given information regarding availability of places. If we are unable to offer a suitable place, then we will ask the parent/carer if they wish to join the waiting list and to complete a Waiting List Form.

For all other year groups, we will accept applications to the waiting list based on the understanding that the child requires a space as soon as it becomes available. If a child from another year group wants to join the waiting list for the future academic years, then we will only accept that request from the October of the academic year before they would be due to start at after school club, in line with Year R applications above.

This policy was adopted by: Horsell Village After School Club	Updated: September 2022
To be reviewed: September 2023	Signed: Sian Dines



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Waiting List

If no places are available, the parent will be informed, and the child's name added to the waiting list. The parent/carer will need to complete the Waiting List Form to confirm their place on the waiting list. As soon as suitable places become available, the parent/carer will be informed.

If a parent requires a place for 2 or more children, they must detail on the Waiting List Form whether they wish to be notified when individual places become available or whether they wish to wait until spaces for both children will become available. This will affect their position on the waiting list if single places become available, as this place will be awarded to another child.

For those children who we have not been able to offer a place throughout the school year, we will contact the parent/carer in April to offer a place for the following September or if there is no availability the parent/carer will need to reconfirm their place on the waiting list.

If we are unable to offer a place, we will check if the parent/carer wishes for the child to remain on the Waiting List and we will ask for the information on the Waiting List Form to be reconfirmed.

Contact details

We will make all contact by email; therefore, it is the parent/carers responsibility to ensure we always have an up-to-date email address and that our email address will not be directed to SPAM folders. We cannot accept any liability for emails that do not appear to have been received. If your child is already attending school and you are already on the waiting list and you have not heard from After School Club by the end of April, please contact the Operations Manager – manager@hvasc.co.uk or 07760 342139.

Booking procedure

Parents/carers of children who are offered a place need to accept this place if it is suitable or ask to remain on the waiting list for a more suitable place within 2 weeks of the offer or they will be removed from the waiting list.

When the place has been accepted the parent/carer will receive:

- Child Information Sheet (CIS) which will need to be completed and returned to the Manager.
- An all about me, which needs to be completed and returned with the CIS.
- A copy of HVASC terms and conditions which will also need to be signed and returned
- A copy of the current Fees sheet
- Parent handbook and FAQ

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Copies of the behaviour management, admissions and complaints policy are displayed in the setting and are available upon request.

The parent(s)/carer(s) and child will be invited to the club for a settling in visit if required. However, there may be occasions where a settling in visit is not able to take place and this will be discussed on individual basis.

The child will be able to attend the Club as soon as the completed CIS and Terms & Conditions documents are received.

Permanent place:

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

Temporary bookings:

We will accept temporary or occasional bookings if there are places available only for families that have registered with the club and have completed a CIS. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Transfer to Junior School

Where possible we will endeavour to hold your child's place as they transfer from the Village School to the Junior School after school clubs, however, we cannot guarantee this. When you are initially offered a place at the Village School after school club, we will let you know if your place will run all the way through to year 6 or whether you will need to reapply when you move up to the Junior School. If you are not guaranteed a place at the Junior School, then you will automatically be placed on the waiting list for the Junior School after school club.

Fee structure

Fees are currently charged at £15 per session for the first child, £14.25 for each sibling thereafter. This is subject to change with notice and our Terms & Conditions and fee structure will be updated and parents/carers notified with as much notice as possible. The fees outlined in our Terms & Conditions and fee structure supersede any information regarding fees that is given on this policy.

The Club 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 childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable half termly, the date of when payment should be made will be evident on the invoice
- Fees can be paid by childcare vouchers or bank transfer
- There is a charge of £10 for the first 10 minutes and £1 per minute thereafter for late collection, which will be added to the next invoice

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- The club charges a registration fee equal to 1 month's fee's which is refundable once you leave the club
- Fees are charged for booked sessions whether the child attends or not
- We offer a discount for siblings on the days that two or more siblings are attending the club. The sibling discount does not apply if siblings attend the club on different days.

Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the Operations manager at the earliest opportunity. Any queries regarding fees should be directed to the Operations manager.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the Operations manager/committee as soon as possible.

Where there is no explanation for repeated late payment, the Operations manager/committee will contact the parents or carers to discuss payment options. The Operations manager/committee may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

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