

ADMISSIONS/REGISTRATION POLICY



Registration for the Academic Year September 2018-July 2019 will open in May 2018. Registration will remain open until June 2018 and places are allocated by July 2018. (Specific dates will be communicated via email, Facebook, noticeboards, posters).

- Every parent/family, existing and new must re-register/register every academic year.
- Only children of the Grove Infant School or the Grove Junior School, are eligible for Breakfast and After School Club at Fusion.
- Fusion is open Monday-Friday term time only unless otherwise notified. Fusion does not open on school inset days.
- The registration and booking of permanent session is for the Academic Year 2018-2019. Any changes must be made in writing and if sessions need to be decreased/cancelled, please refer to our **Sessional Policy**.
- Special cases as assessed by and at the discretion of the Grove Schools and Fusion Childcare Services.
- Fusion will hold one place every morning and evening for emergencies (by prior agreement if possible).

Spaces will be allocated as follows:

1. Existing children get their existing sessions
 2. Siblings of existing children who want their existing same sessions
 3. Reception children/families
- Thereafter registration operates on a first come first served basis.**
4. New children/families
 5. Existing Fusion children/families/ new siblings who are changing their existing sessions.
- Any children who we are unable to accommodate, will be placed on a waiting list. Fusion's Manager is responsible for monitoring the waiting list and will liaise with parents when there is availability.
 - Bookings will only be deemed approved once confirmed by the Management of Fusion Childcare Services via email.

Registration Packs:

- Downloadable from Fusion website and must be completed by hand.
- The registration fee is £20.00 per family payable via cash only.
- All packs are date and time stamped upon receipt.
- Incomplete packs and packs received after the registration closing date will not be processed.



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Adopted on: 04.01.2012

Last Reviewed: 01.04.17

Reviewed on: 01.04.18

Next review due: April 2019

Signed.....

FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Information and Records [3.68-3.75].*