



ADMISSIONS/REGISTRATION POLICY

Registration for the Academic Year September 2023-July 2024 will open in May 2023. Registration will remain open until June 2023 and places are allocated by July 2023. (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 are for the Academic Year 2023-2024. 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 automatically get their existing sessions.
2. Siblings of existing children who want the existing same sessions.
Thereafter, registration operates on a first come first served basis.
3. Reception children/families
4. New children/families from Year 1-Year 6
5. Existing Fusion children/families/ new siblings who are changing their existing sessions.

A 4:15pm session **DOES NOT** count as a full session, so if you currently have a 4:15pm session and you wish to apply for a 5:15pm/6:15pm session then you will fall into category 5.

- 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 for new families and new siblings who are joining an existing sibling: A full registration pack must be completed

- Registration Packs are downloadable from Fusion's website and can be completed by hand and a hard copy give to us or alternatively can be downloaded online and you can use the PDF/Adobe 'fill and sign' function and email it back to us.
- The annual Registration/re-registration fee is £20.00 per family, will be invoiced once we receive your Registration Pack.
- All packs are date and time stamped upon receipt, whether this be via email or by hand and spaces are allocated on a first come first serve basis.
- Incomplete packs received prior to the closing date will not be processed until missing information is provided and should the information not be received the pack will not be processed in it's entirety. Incomplete packs might be a missing signature, photo, contact details, address or medical information.
- Packs received after the registration closing date means that they will still be processed but you are at a higher risk of not getting the spaces you require.

For Existing families:

- Following on from feedback from parents, we have put into place our **Data Collection Sheets** which means you will not have to complete a whole Registration Pack. This hopefully will make registration easier for you as well as us. Fusion will send each family your own Data Collection Sheets that contains the data we hold about you. Please amend any incorrect data and return to us and we will amend relevant information our end.
- When we receive your Data Collection Sheets back, we will send you a registration fee invoice.
- If you send your data collection sheet in past the deadline, your spaces will NOT be secured and may result in spaces been lost. It is at Fusion management's discretion whether the Registration pack will be processed.
- Please make sure you are aware of our policy about changing sessions and what category you fall into.

For your information: During sessions, we will be doing the following with your children that will mean you do not need to do it:

- Taking an updated picture of your child/ren to add onto our records
- Go through the behaviour form and signing it
- Complete the 'Important information sheet

Enquiries throughout the year

Anyone who enquiries throughout the year who is new to the Schools or a Reception child/family will get priority over anyone else on the waiting list.

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
04.01.12	01.04.2023	04.01.2024	April 2024
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Information and records [3.74] and Health [3.52.3.55, 3.81]</i>			
Signed and approved:	Fusion Childcare Services		