



## **ADMISSIONS/REGISTRATION POLICY**

Registration for the Academic Year September 2024-July 2025 will open in April for Nursery children and May 2024 for Reception- Year 6. Places for Nursery children will be allocated by June 2024. Reception – Year 6 families will remain open until June 2024 and places are allocated by July 2024. (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 2024-2025. 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. Nursery/ 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.

A 4:15pm session is not available for Nursery children at present.

- 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.

**Nursery – Year 6 Registration Packs. This is for all new families joining Fusion and any 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 and will be invoiced once we receive your completed Registration Pack.
- It states on page 1 of the Reg Pack what pages need completing.
- 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.

**Nursery children and families: New for April 2024.**

We will be providing Wrap Around Care for Nursery Children from September 2024. In line with Nursery School applications, we will be opening our Nursery Application in April 2024. As this is our first year, we are committed to welcoming as many new families into Fusion as possible. Therefore, for this year only there is no admissions criteria as we are unsure of the demand.

If you have a sibling(s) who you wish to come to Fusion, all children can be added onto the same Registration pack, just on different pages. Info is on page 1. We will of course only offer Nursery children a space if we can allocate their siblings too.

If you have any questions about Registration, please do not hesitate to contact us on 07796000413 or [admin@fusionchildcareservices.co.uk](mailto:admin@fusionchildcareservices.co.uk)

**For Existing Fusion families, who have existing prebooked sessions:**

- 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

**It is at the discretion of Fusion Childcare Services, how spaces are allocated.**

### **Enquiries throughout the year**

Priority will be given to anyone who enquiries throughout the year who are new to the Schools or a Nursery or Reception child/family.

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
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		