



**PALS Admissions Policy**  
(version 8)

**Name of the School:** **Weston Favell CE Primary School**

**Committee/Person(s) Responsible:** **F & P Committee**  
**Headteacher, Governors**

**Review Date:** **May 2025**

Document Reviews

<b>Version</b>	<b>F &amp; P Now B,F&amp;A</b>	<b>Adopted Full Govs</b>	<b>Fees</b>	<b>Comments</b>	<b>Initial</b>
1.0	Sep 2009	Sept 2009	Sept 2009 AM - £3 PM - £6		JT
2.0	June 2010	June 2010	Sept 2010 AM - £3 PM - £6 T/D Whole day £25 ½ day £12.50	Amendment to page 3 - Payment terms & Methods. Payments will be by cash or cheque, payable to <i>Weston Favell Primary School</i> . Should cheques be returned unpaid then all future payment will be requested in cash	JT
3.0	18.06.12	12.07.12	No change	Additional paragraph re 'Late collection of children'	JT
4.0	11.07.13	11.07.13	No change	Additional paragraph re 'Late collection of children'	JT
5.0	11.02.15	03/15		Removal of Fee information; included in Income Policy	MG
6.0	24.05.17	7/17		Thorough review and changes made following move to online booking	TC
7.0	09.06.21	15/07/2021		Changes made to remove parental booking and cancellation of sessions	TC
8.0				Amendments to add new processes on Arbor New admission process – current PALS pupils allocated first.	KW

**Living, Learning and Growing Together in God's Love**

Jesus said, "I came to give life – life in all its fullness."

We are a school rooted in God and our community through our founders.

We continue their vision to welcome, nurture and enable all to flourish and develop as unique individuals who share their gifts with each other and the wider world.

## **Weston Favell CE Primary School**

### **PALS ADMISSIONS PROCEDURES**

#### **Why We Need This Document**

PALS is committed to providing a competitively priced, high-quality childcare service with a fair and open admissions system. So that everyone understands how we work, and knows what to expect at all times, we need to create systems and processes that guide the way we manage admissions. These are explained below. Please ensure you understand them.

#### **ADMISSIONS PROCEDURE**

When a parent/carer first contacts the school enquiring about a place for their child/children, they will be given all of the relevant information they require, including this PALS Admissions Policy and the School's Income Policy.

The parent/carer will be asked to complete and sign the PALS contract, thereby agreeing to abide by all of the PALS terms and conditions, including the attendance fees and payment terms. They will also agree to keeping contact details and medical information up to date on Arbor.

Upon receipt of the completed forms, the school will confirm the sessions available and advise the parent/carer that they will receive a termly statement. Payment is made via Arbor and the parent/carer will be given information as to how they can register if they have not already done so. Payment can also be made using childcare vouchers and information will be provided if applicable.

#### **SESSION NUMBERS**

Places at PALS are limited to 40 pupils at breakfast club or 50 pupils at after school club per session, to ensure high quality childcare provision and to comply with legal requirements about the ratio of adults to children within childcare facilities. (This is determined by a child's age.)

#### **BOOKING SESSIONS**

1. By the end of the second week in June, a letter will be issued to all current parents/carers of children using PALS, asking them to confirm their requested regular sessions for the next academic year. Any spaces available after the deadline given will be offered to new reception pupils and the rest of the school. Parents/Carers will be given two weeks (i.e by the end of the third week in June) to return the form to the school. The letter will be issued electronically via Adobe and all responses must be returned via Adobe. Emails will not be accepted.
2. All regular sessions will be offered to those parents/carers who returned their forms via Adobe, in first come first served order.
3. Allocated regular sessions will be advised to parents/carers by the end of the first week in July.
4. A waiting list will be set up for those whose applications have not been successful.
5. Contracts will be issued by the end of the first week in July and must be returned to the school via Adobe by the end of the second week in July, to secure the sessions offered. Emails will not be accepted.
6. Sessions will be prebooked by the school for the whole academic year and added to Arbor on a termly basis. This will be completed before the start of each new term.

7. The full terms cost of the sessions booked will show on the Arbor account, we ask parents to pay following the deadlines in School's Income Policy and PALS contract.
8. It is the parent/carers responsibility to check that the sessions have been correctly pre-booked by the school and advise the school of any errors.
9. Single sessions can be requested at anytime, if there are places available, the school will book these on a first come first served basis. Please email [enquiries@wfps.org.uk](mailto:enquiries@wfps.org.uk) for adhoc sessions.

### **CANCELLATION OF SESSIONS**

1. Sessions are booked for the whole term and cannot be cancelled on an ad hoc basis.
2. To cancel sessions for the following term, advice must be received by the school in writing at least two weeks before the end of the previous term.
3. Requests for addition available sessions, must be received by the school in writing at least two weeks before the end of the previous term. Available sessions will be allocated on a first come, first served basis.

### **LATE COLLECTION**

1. Children should be collected from PALS by 5.45pm.
2. Late collection fees will be due from 5.50pm at a rate of £1 per minute per child.
3. An additional fee of £25 will also be charged for any child collected after 6pm.
4. The time of arrival by the parent will be noted in the PALS register and the Arbor account will be charged accordingly.