

The Hollow Lane Club



Admissions Policy

1. The Hollow Lane Club was established to provide out of school hours activity sessions for children and young people with special needs and their siblings in Devon.
 2. It is the Trustees' intention to make The Hollow Lane Club accessible to children and families from all sections of the community. We aim to ensure that access to the club is provided through open, fair and clearly communicated procedures.
 3. We will ensure that the existence and activities of The Hollow Lane Club are promoted and advertised appropriately, including through Ellen Tinkham School, Ellen Tinkham School FE College, Devon Play Directory and relevant websites.
 4. The Hollow Lane Club welcomes children and young people with special needs between the ages of 3 and 19 and their siblings.
 5. We currently run six distinct club sessions:
 - After School Club
 - Saturday Club (Exeter)
 - Summer Club (Exeter)
 - Summer Club (Bidwell Brook)
 - Siblings Group
 - The Jolly Hub Club (Social Club at Ellen Tinkham School FE College)
 6. Initial contact is made through the Club's Administrator, Deb Ward, who will then liaise with the relevant Club Manager(s).
 7. Fees are payable for all club sessions. These can be paid directly to The Hollow Lane Club by parents/carers or in some cases fees are paid by the Integrated Children Services (ICS)/Direct Payments on behalf of families.
 8. Parents/carers can contact the club directly or children can be referred by the Integrated Children Services (ICS).
 9. Each club has its own waiting list. If there is no place available at a particular club, parents/carers may put their child's/children's names down on the waiting list. When a place becomes available the Club Manager will inform the parents/carers.
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10. When a place has been offered, parents/carers are required to supply The Hollow Lane Club with relevant information regarding their child/children, i.e. full contact details, medical information, permission forms and communication forms.
11. Demand for places often exceeds supply. It is often not possible to offer a place at every club session requested. Places are allocated to enable as many children and young people as possible to attend some sessions, even if that is fewer than they would have liked.

Reviewed November 2017

Next review November 2019