



Admission and Allocation 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 will 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 FE College, Bidwell Brook School, Devon County Council Pinpoint, Devon SEND local offer website, the Club's website and social media.
 4. The Hollow Lane Club welcomes children and young people with special needs between the ages of 3 and 25 and their siblings.
 5. We currently run six distinct club sessions:
 - After School Club Exeter – Monday, Tuesday, Wednesday & Thursday
 - After School Club Dartington - Monday
 - Saturday Club (Exeter and Dartington, monthly)
 - Summer Club (Exeter)
 - Summer Club (Dartington)
 - Siblings Group (Exeter and Dartington, monthly)
 - The Jolly Hub Club (Social Club at Ellen Tinkham College, monthly)
 6. The Club Administrator sends information and booking forms regarding Clubs for parents/carers to return if they require a space. Enquiries can also be made directly through the Hollow Lane Club Office.
 7. Fees are payable for all club sessions. For efficient administration purposes, we prefer that fees are paid directly to The Hollow Lane Club by parents/carers via bank transfer, however cheques can still be accepted (cash is not accepted). In some cases fees are paid by external funding bodies such as Devon County Council Children Services and Disability Focus by direct Payments on behalf of families.
 8. Parents/carers can contact the club directly or children can be referred by Devon County Council Children's Services/Social Workers.
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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 Administrator will inform the parents/carers.
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.

Allocation of Places

In order to ensure fair allocation of places at our clubs the following process is followed:

- A booking cut off date is given each time a Club offers places, usually at the beginning of each term for After School Clubs and Saturdays Clubs and annually for Summer Club.
- When the date has passed all applications received are reviewed before allocating places i.e first come, first served does not apply. Applications received after the cut off date will only be considered if there are unallocated places.
- Our aim is to offer places as requested. However, where demand exceeds the places available we allocate as fairly as possible ensuring that families receive a proportionate number of dates based on their request. For example, where all 12 days of summer club have been requested they may be allocated 10, where 8 days were requested they may get 7 and someone who has requested 3 may get them all.
- In making the decision on place allocation, the team consider the child/young person's needs, the staff working on that day to ensure correct ratios and skills to meet needs, the mix of children/young people including appropriate age groupings, the planned activity i.e is transport required and if so how may wheelchair users can be accommodated.
- When the allocation is made parents/carers will be informed. Information on places that have been declined will be kept and, should allocated places become available, they will be re-offered using the same criteria.
- Whilst it is appreciated that it is disappointing not to get all the places requested, the Manager's decision is final.
- It should be noted that places may not be allocated if parents/carers have outstanding fees to pay. All fees being paid by parents/carers must be paid in advance, otherwise we reserve the right to withdraw the place, and offer it to another child or young person if there is a waiting list.

Reviewed November 2019, Approved by Trustees 5.12.19
Next review November 2021