

Springboard Opportunity Group Admissions Policy

Springboard Opportunity Group welcomes children with any type of additional need from birth to 5 years and their families living in North Somerset.

Playroom Sessions

Referral to Springboard may be from any parent/carer and/or professional working with a family. The parents/carers views and wishes will be paramount. A place will be dependant on availability and the priorities set out below and the final decision will be made by relevant Setting Leader.

If a parent/carer of a child feels a place at Springboard would be beneficial to receive our specialised help we will always try to accommodate them. They may have to wait until a suitable place becomes available. Each placement will be reviewed regularly between parents/carers and key person and overseen by the setting manager.

In some cases parent/carers are understandably anxious about their child's development and a place at Springboard may heighten their anxiety. Such a situation would be closely monitored and reviewed to ensure the best outcomes for both the child and their parents/carers.

If agreement cannot be reached between parent/carers and setting manager, the case will be shared with the Head of Children & Family services and two Trustees for a final decision.

Families and carers using our services are required to pay a small annual membership subscription. Additionally, there will normally be a fee for each scheduled session.

The level of subscription and fees will be reviewed each year by the Board of Trustees and parents will receive an invoice every half term.

Springboard has a concessions policy which all families are informed about, and anyone experiencing difficulty in meeting fees should see if they meet our criteria for financial support.

Due to increasing demand, it may not always be possible to offer a service immediately. The following criteria will be used to determine priority.

Prioritizing allocation of places

Priority will be given to

- children living in North Somerset
- children with more complex needs

The standard offer to children wishing to attend Springboard sessions will be up to 6 hours a week.

Subject to the following considerations, an offer of up to 15 hours a week will be made:

- A place is available in a session that meets the child's needs
- Parents / carers have been advised of and looked at other options
- Parents/carers believe that their child's needs can be best met at Springboard
- Children with moderate additional needs who are offered extra hours will be reviewed towards the end of the funding period to enable spaces to be freed up for children with more complex needs if necessary
- Parents / carers will be given support to find an alternative if Springboard is no longer available

Holiday Playschemes

Playscheme places will be allocated according to the following priorities:

1. Children currently accessing Springboard sessions
2. Children due to start sessions the following term
3. Children receiving support from Springboard Inclusion Service

When take up of places is high we will endeavour to give children at least 2 sessions each holiday.

Traded Inclusion Service

Requests for Traded Inclusion Support will be processed on a first come first served basis, irrespective of whether the child also attends Springboard sessions. Support will be provided whenever logistically possible. If the service does not have capacity to fully meet a request, a reduced offer will be made or the setting/child will be placed on a waiting list.

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| This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees | |
| Held on: | 4.10.16 |
| Signed on behalf of the Trustees: | |
| Name of signatory: | Rachel Standing |
| Role of signatory: | Chair |
| Date to be reviewed: | Autumn 2018 |