



Admissions and Attendance Policy

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Policy Statement

Play Inclusion Project aims to ensure that all sections of the community have access to the activities we deliver through open, fair and clearly communicated procedures. Play Inclusion Project will not discriminate against children/young people or their families for reasons of race, colour, ethnic origins, culture, gender or gender assignment, marital status, disability, offending background, class, sexual orientation, age, political or religious beliefs.

Admissions Procedure

Area Managers will conduct a home visit for all children and young people referred in regardless of the referral route.

There are different referral routes in place subject to each tender contract awarded

Blackpool Short Breaks

To access Blackpool Holiday Club or Weekend Club a referral must have been received from the social care team once they have assessed that the child meets the criteria.

Children referred in will be placed in a group and allocated set days to attend according to their individual support needs.

Break Time (Lancashire)

To access Break Time activities the child/young person must have registered with Lancashire County Council and have been awarded 78 hours and been allocated a unique reference number.

Break Time Plus (Lancashire)

There are two options open to parents/carers wanting to access Break Time Plus sessions:

- Option 1 – referral comes from the social worker and Play Inclusion Project is contracted to provide the sessions stated on the referral form.
- Option 2 – children access via their social care package and parents are charged the costs incurred by the council in option 1

HAF Programme

In order to qualify for HAF funding a child needs to be in receipt of benefit related free school meals and have been issued a code from school. HAF funded places are available during the Easter, Summer and Christmas holidays.

Booking Procedure

The following procedure is in place for parents/carers in Lancashire to access sessions:

- Invite letters are sent to parents/carers prior to each holiday club or term inviting their child to attend. Details of activities on offer, dates, times and cost are included in the letters along with a booking form.
- Places may then be requested during the allocated dates outlined on the letter.
- Area Manager's will then allocate sessions and inform parents/carers of sessions their child has received via a conformation letter.
- Invoices will then be sent via email to parents/carers for sessions their child has received.
- Sessions are not secured until payment has been received.
- If demand exceeds capacity, a waiting list will be in operation in case of cancellations.

Procedure for Blackpool sessions:

- The Area Manager will place children into groups according to the child's support needs and also considering the support needs of other children in each group.
- Parents/carers will be informed each term of the dates their child has been offered for both Weekend and holiday Club.
- Sessions offered will be in line with the number of sessions allocated by the child's social worker.

Prior to a child/young person attending a session, the child's Area Manager will carry out a home visit. During the home visit the following forms will be completed:

- Medication Form - to include any medication taken at home or required during the day
- Personal Information sheet
- Care plan and Consent Form
- Epilepsy Care Plan (where appropriate)
- Swimming consent form (where appropriate)
- Social Media Consent form
- Moving and handling waiver (if appropriate)

Parents/carers must provide up to date contact numbers and agree to remain contactable throughout the session in the event their child requires collection.

Non-attendance Procedure

- Parents/carers must inform their Area Manager if their child is unable to attend as soon as possible.
- If a child/young person has not arrived after 30 minutes and parents have not contacted to explain their absence, the Area Manager should contact parents/carers to find out why the child or young person has not arrived. If there is no answer a message should be left asking parents/carers to contact you.
- If at the end of the session, there has still been no contact from the absent child's/young person's parents/carers, the Area Manager should telephone again before leaving the premises.
- If the absent child/young person fails to attend their next session and you still have not received contact from parents/carers, the Area Manager should again try to make contact via telephone. If there is still no reply, contact the child's emergency contact number. If there is still no explanation for the child's/young person's absence and you have concerns as to the child's/young person's welfare, follow the safeguarding procedure outlined in the safeguarding policy.