

# 02 - ADMISSIONS POLICY (v5)

## Let Us Play Scheme

(Play Scheme for children with profound  
and multiple learning difficulties)

**Registered Charity No 1072059**

<b>Date of Policy Issued/Review</b>	<b>29 June 2023</b>
<b>Name of Chairperson</b>	<b>Juliet Cheriton-Gerard</b>
<b>Signature of Chairperson</b>	
<b>Management Committee Name</b>	<b>Victoria Ashton</b>
<b>Management Committee Signature</b>	
<b>Review date</b>	<b>28 June 2024</b>

### POLICY STATEMENT

LUPS aims to make its play schemes open to all families of children and young people in the Hampshire area that have profound physical and/or multiple or learning difficulties or complex needs that require one-to-one support.

We will:

- Ensure the Play Scheme is known to local special schools, Social Services, Health Visitors and parent carers.
- Keep a place vacant in the event of an emergency placement, on the condition that appropriate staffing levels can be maintained.
- Describe the play scheme in terms, which make it clear that it welcomes parent carers and people from all cultural, ethnic, religious and social groups.
- Make our Equality & Diversity Policy known
- Be flexible about attending patterns to try to accommodate the needs of all the children and their families.
- Ensure children and young people from outside Hampshire will not exceed 10% of total number of children attending LUPS without agreement of the management committee.

## Child Admission Criteria

- Have diagnosed profound physical and/or multiple or complex learning difficulties.
- Require continuous one-to-one support
- Age 2½ - 17 (up until the summer after the young person's 17<sup>th</sup> birthday).
- Or age 18 – 19: must be in fulltime education, and have attended a LUPS playscheme no less than 18 months prior to their 18<sup>th</sup> birthday.
- Must have a Gateway+ card, unless 18+ or out of county
- Attendance at, or a confirmed place at a special school or specialist provision designated by Hampshire County Council
  - NB: Priority will be given to pupils attending, or due to attend, a school specifically designated as Severe Learning Disability (SLD).

## New Child Admission

The following should be followed for a new child joining LUPS:

- Referral sent to [chairperson@lups.co.uk](mailto:chairperson@lups.co.uk)
- LUPS will make contact to establish eligibility (based on the above criteria), and arrange for the family to visit LUPS whilst running. If LUPS is the right setting for the child or young person, they will be added to the database and waiting list.
- For children and young people who meet our criteria and live within the Hampshire County Council boundaries, they will pay the standard daily rate, unless they meet the hardship criteria (See below). Children and young people in Hampshire must have a Gateway+ card, which is required for them to be eligible at the standard daily parental contribution rate. If a Gateway+ card is not made available to LUPS, then the full daily rate will be required.
- For children and young people who meet our criteria and live or attend school outside Hampshire (Including Portsmouth/Southampton) and not holding a HCC Gateway+ Card will be required to provide the full daily rate to access the play scheme. If a child or young person is not from within the HCC catchment area (i.e. Portsmouth, Southampton) then that family will need to either pay in full or seek additional funding from within their county, which would need to be agreed in writing prior to LUPS's deadline. Please contact the LUPS Chairperson to discuss further if required.

## Hardship Criteria

LUPS aims to ensure all families can access the scheme/activity whatever their circumstances; so, some parents may need to approach us about paying a lower parental contribution. We have to consider the demographic of the local area we are offering the service in when deciding how to plan for hardship provision, as this will be more of a consideration in some areas than in others.

Families with a disabled child will often have additional financial pressures too for various reasons. Some of the families that will most likely be in need are:

- In receipt of income support, any element of child tax credit other than the family element of working tax credit, income-based job seekers allowance, or income related employment support allowance.
- **And** earning a total household income from all sources of under £16,000

Families who meet the criteria for Hardship funding are expected to pay 50% of the daily rate. For subsequent children attending from the same family, they are expected to pay 75% of the daily rate.

NB: All families will be made welcome, and finance is not a criterion for admission – please contact the LUPS Chairperson if you feel finances are a barrier to your child or young person attending the playscheme.

## New Staff Admission

New volunteers must be aged 15 or have met the age of 15 by time they have completed their voluntary period.

New volunteers have to provide at least 2 references, which will be taken up as part of our safeguarding policy and proof of eligibility to work within the UK. Copies of these will be held in the relevant Staff personal file. The acceptable forms of ID can be found in Appendix 1.

All staff aged 16+ must have an Enhanced DBS (at LUPS' expense).

New volunteers will undergo an interview to check their ability/suitability to work with the children and young people.

New volunteers will carry out a minimum of 2 days voluntary training with LUPS prior to being taken on as a Trainee Play Assistant. All volunteers must display the evidence to suggest they are able to provide a safe, fun and interactive day with the children they are placed with. They should also demonstrate a clear

understanding of policies. Safeguarding, and show they are able to be an effective team member.

## ASSOCIATED POLICIES

- Equality and Diversity Policy (6)
- Safeguarding Policy (5)
- Bookings Policy (3)

## Appendix 1

LIST A	
1	A passport showing the holder is a British Citizen or a citizen of the UK and Colonies having the right of abode in the UK
2	A passport or national identity card showing the holder is a national of an European Economic Area country or Switzerland
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an European Economic Area country or Switzerland
4	A permanent Residence Card issued by the Home Office to the family member of a national of an European Economic Area country or Switzerland
5	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
7	A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
8	A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
10	A certificate of registration or naturalisation as a British Citizen <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer