



A world in which Autism is celebrated.

Registered Charity No. 1152188

Equality of Opportunity

17a. Allocation & Admissions Policy

Policy statement

Sunbeams aims to have a fair and inclusive admission policy and to offer quality care and support to families on our waiting list, with due regard to equal opportunities and data protection at all times.

As such, we have a clear order of priority for offering places for our respite sessions. The admissions policy lays out the process of allocating places and managing admissions to the sessions.

The policy also explains the terms and conditions under which children are offered a place.

Waiting Lists and order of priority:

Sunbeams provides five respite sessions per week for children and young people aged from 5 through to 18 and we have waiting lists for each session;

Monday respite sessions are offered to young people from the ages of 14 to 18. (Upstairs)

Monday respite sessions are offered to children from the ages of 6 to 10. (Downstairs)

Tuesday respite sessions are offered to children from the ages of 10 to 14.

Friday respite sessions are offered to children from the ages of 6 to 10.

Saturday morning respite sessions are offered to children from the ages of 10 to 14.

Sunbeams has an internal waiting list and places are offered as children and young people reach the top of the waiting list. However if a looked after child (LAC) or young person is referred to us they are given priority. If a child or young person reaches an age where they need to be removed from the waiting list they are on and placed on the next appropriately aged waiting list, they will be added by the date they originally joined the register – not placed at the back of the new waiting list.

Once a child or young person has reached the top of the list Sunbeams will attempt to make contact three times to offer a place. If there has been no response from parent/carer after one week of each contact the child or young person will be removed from the list and the place will be offered to the next child/young person.

No guarantee of a place can be made when a child or young person's name is placed on the waiting list.

Once a place is offered to a new child or young person, dates for settling visits will be agreed. Once settling visits have started, a start date will be agreed.

Payment for the respite sessions must begin once the free two week settling in period is completed. If parents wish to continue settling in sessions for a longer period, they may do so but will be required to pay for the place.

Once a child or young person reaches the age limit for the group they are attending they will be given a transition period of 4 weeks to move to the next stage group. This is non-negotiable and if parents/carers do not wish for their child/young person to move to the next age group the child/young person will no longer be able to attend Sunbeams. This is to allow all the respite sessions to remain age appropriate, promote social development of attendees and enable Sunbeams to offer more spaces for new members to begin.

Settling your child or young person at Sunbeams

The offer of a place will be made to parents/carers by a member of Sunbeams Management team, and a date will be agreed for the first settling visit.

The first visit will be approximately half an hour, where parents/carers can visit the centre with their child/young person. Subsequent visits will then be arranged between parents and the Room Supervisor.

The child or young person's personal details, collection consent and emergency contact details must be completed before parents may leave their child at the premises.

These forms may be completed during the first visit or parents may take them home and complete them. Help and support in completing the forms is available if required.

Parents and staff will then discuss and agree what form the settling in visits will take and how many are required.

Payment of Fees:

Fees will be discussed during the initial visit. All fees must be paid monthly and an invoice will be given to parent/carers on collection of child/young person.

Late payment of fees may result in a child's place being suspended, if there are difficulties with paying for the sessions Sunbeams are happy to discuss options available for parents/carers. Sunbeams recognises that there are often times where families can face financial struggles and will endeavour to support where they can.

Attendance:

Children and young people attending the respite sessions are required to attend regularly. Poor attendance will result in a loss of the place as we always have a large waiting list for

these sessions. Sunbeams recognises that some children and young people have health difficulties and/or disabilities that may impact attendance, this will not cause a child/young person to lose their place.

This policy was adopted on	25 th Jan 2024
Policy updated	July 2025
Date to be reviewed	April 2026
Signed on behalf of the management committee	
Name of Signatory	Susan Carr
Role of Signatory	Manager

Reviewed By	Date
Susan Carr	24/04/2024
Sue Carr	12/07/2025