



Apple Tree Farm Services CIC

# Admissions and Referral Policy for the Devon HAF Programme



This policy should be read alongside *Apple Tree Farm CIC's* policies and procedures on safeguarding children.

## Purpose and Aims

The purpose of this policy is to set out our admission and referral policy to demonstrate that admissions will be fair, open, and transparent and enable *Apple Tree Farm Services CIC* to meet the needs of its students. We are committed to supporting vulnerable children and young people and will ensure we can meet their needs before they are offered a place. This policy applies to all children and young people seeking to apply for a Devon HAF placement at *Apple Tree Farm Services CIC*.

## Policy Statement

During the school holidays, we are a DCC approved provider of the HAF Programme, allowing us the opportunity to welcome children in receipt of benefits-related free school meals for this fully funded holiday provision at the farm.

Eligible children are entitled to attend a HAF programme for 4 days in total at Easter, 16 days in total in the summer and 4 days in total at Christmas. This can be split amongst different HAF Providers.

## Eligibility Criteria

The aim of this policy is to ensure a placement at *Apple Tree Farm Services CIC* is offered on the following criteria:

- That a valid HAF Code is provided to us at point of booking, showing eligibility of benefits related free school meals.
- Priority will be given to those children who as well as having above HAF Code, meet the extended criteria. Eg Child has EHCP, is a Child in Care, is a Young Carer etc. A list of the extended criteria can be found here:- <https://www.devon.gov.uk/educationandfamilies/family-support/haf-programme/information-for-parents/>
- That the needs of the student are provided at point of booking to ensure we can meet the needs of the child. (We do have very limited availability to provide 1:1 support if necessary)
- That all students can be supported by current staffing skills and levels.



## Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- *Apple Tree Farm Services CIC* recognises the need for specific measures to ensure a fair admissions process for each of these groups.
- This policy and all other associated policies and documents take this into account.

## Non-attendance (Guidance from DCC)

Although HAF sessions are free to eligible families, if your child/ren does not turn up, it means that other eligible children missing out on their opportunity to attend a holiday club and receive a hot meal. Therefore, **please only book your child/ren onto the days they can attend.**

**If a child doesn't attend two or more booked sessions over Summer and their place isn't cancelled in advance, this will result in all of their other bookings being cancelled for the remainder of the holiday.** This will enable other child/ren to be offered the place(s).

To cancel a booked session, please contact the HAF club provider by telephone or email.

## Referrals and Admission Procedure

1. An expression of interest form to be completed in the first instance. You can complete this by logging onto our website <https://www.appletriefarmservices.co.uk/whats-on/> and being transferred to our Booking System.
2. *Apple Tree Farm Services CIC* will review all expressions of interest and will allocate spaces in accordance to the eligibility criteria outlined in this policy. We will confirm allocated spaces to successful applicants via email within 7 days, often sooner.
3. Following confirmation of place, we will send out a welcome pack, menus and activity lists.

This policy will be reviewed every year, or sooner if necessary to ensure it is still fit for purpose. This policy was last reviewed on: 06/06/2023

**Signed:**  
Farm Manager

**Date:** 06/06/2023