



ASM Sports (UK) Limited | Attendance, Admissions, Fees, Arrivals and Departures Policy | September 2026

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Signature of Policy/Procedure Leader	Signature of Managing Director	
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Address: G22 Genesis Centre, Stoke-on-Trent, Staffordshire, ST6 4BF

Registration No: 07376198 **VAT No:** 159838063



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ASM Sports Holiday Clubs normally provides provision for children aged 4 to 12. Where a programme is funded or commissioned with a wider age range, including HAF provision, the applicable programme eligibility criteria will apply.

Where we work with Staffordshire County Council in the HAF scheme this age limit can be extended to 16 years old

Places are offered on a first-come first-served basis. It is not envisaged that places will become full, as additional staff will be called upon if required.

Booking procedure

Parents must complete the necessary registration form which incorporates, medical details, booking dates, photo permission forms, before their children can attend the Club.

Fee structure

Fees are charged for the standard day and advertised at www.asmsports.co.uk (9am-3.30 pm)

Additional fees will be charged early drop off and late pick up and advertised at www.asmsports.co.uk

ASM Sports recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept a variety of childcare voucher providers. If we are currently not registered, then please inform us which provider you use, and we will register.

Payment terms



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All fees are payable in full at time of booking in order to secure your child's place with ASM Sports Holiday Clubs.

- Fees are paid by card payment or childcare voucher at the time of check out.
- Fees can be charged for booked sessions whether the child attends or not
- We offer a discount for sibling bookings

ASM Sports Holiday Clubs recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The club coordinator will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded in the register. The registers electronically via the MyASM or EEU system. In addition, we conduct regular headcounts during the session.

Arrivals

Our staff will greet each child warmly on their arrival at the Club. Parents are required to sign in their child/children and state the time of arrival. Staff will also record the child's attendance in the daily register. The daily register will be kept with the camp leader throughout the day.

Departures

- Staff will ensure that parents or carers sign children out before they leave, including the time of collection.
- Children are collected by an adult who has been authorised to do so on their registration form.
- In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child's parents or carers must inform the Club in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting, he/she will contact the main parent or carer for confirmation.



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- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children/Lost Child** policy will be followed.
- No children will be allowed to leave the Club unaccompanied (unless parental/carers permission has been gained for those children who are 11+).

Absences

- If a child is going to be absent from a booked session, parents should notify the Club in advance.

For HAF-funded provision, ASM Sports will follow the current DfE HAF 2026–27 requirements for safeguarding, attendance, record keeping, eligibility, accessibility and inclusion. Registers must be accurate and live, and non-attendance should be followed up in line with commissioning authority arrangements.

2026–27 HAF and Safeguarding Update

EEQU and HAF

Where attendees are part of the EEQU/HAF system, it is expected that we will contact those parents to find out why they haven't/didn't attend the course. This will be recorded on the register.

Safeguarding Attendance Standards

- Children must only leave with an authorised adult or in accordance with a documented arrangement agreed with the parent/carers and the setting.
- Any safeguarding concern arising from unexplained absence, collection arrangements or an unauthorised person collecting a child must be escalated immediately.



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