Admissions and Operating Policy

Last reviewed: Friday 20th November 2026

This policy applies to relevant EYFS provision and delivery sites, subject to confirmation of each site's registration and operating arrangements. It is written with reference to the EYFS statutory framework for group and school-based providers (effective September 2026).

Provision

Douce France London runs holiday camps, French clubs and after-school clubs. This policy must be applied to each actual programme and site according to its Ofsted registration status, age group and operating model.

Admissions

The directors must:

- Provide transparent eligibility, fees, cancellation and accessibility information
- Collect child identity, dates of birth, contacts, authorised collectors, medical/allergy details, SEND support, emergency permissions and relevant consents before attendance
- Consider each child's individual needs and make reasonable adjustments to ensure their safety and wellbeing.

Hours and age groups

The directors must:

- Publish and confirm the actual age range, opening days, session start/end times, collection windows, site address and capacity for each programme.

Ratios and deployment

The directors must:

- For EYFS group provision, apply the current statutory staff:child ratios and qualification requirements for the age group and provider type. (Under two 1:3; two-year-olds 1:5; children aged three and over 1:8, with specified qualified-teacher/EYTS/EYPS exceptions allowing 1:13)
- Check the applicable rules, required qualifications and any exceptions in line with the EYFS framework.
- Staffing ratios are minimum requirements. Some activities may need more staff to ensure children's safety.

Daily operations

The directors must:

- Maintain attendance records
- Ensure key-person arrangements where applicable
- Ensure suitable staff deployment
- Maintain emergency procedures, secure drop-off and pick-up, safeguarding contacts, health information, complaints arrangements and clear parent communications
- Update camp schedules when needed.