**Right to request**

In May 2016 the Department for Education published [**guidance**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/482501/Wraparound-and-holiday-childcare-draft-departmental-advice-for-schools.pdf) for maintained schools, academies and free schools laying out how parents and childcare providers can exercise their ’rights to request’ wraparound and holiday childcare and the use of school premises.

The guidance covers two key elements:

* parents’ requests that the school that their child attends considers establishing wraparound and/or holiday childcare, and
* childcare providers’ requests to use school facilities for wraparound and/or holiday provision at times when the school is not using them.

The overall aim of this policy is to help parents to work, or work for longer, if they choose to do so, by making more quality childcare available during the week and school holidays.

**Scope**

This policy applies to children from reception to the end of key stage 3. However it is also worth being aware that schools **may** also consider offering services to children in early years and key stage 4. Parents can only make a request to the school their child attends.

Schools can charge for childcare provided but this should be proportionate and any profit should be reinvested in school services.

Schools should ensure that wraparound or holiday childcare providers consider the needs of children with special educational needs and/or disabilities (SEND) when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

Schools can run the provision themselves or can commission services from an external provider.

**Parents ‘right to request’: the process**

In principle, the process should include the following stages where schools that have decided to allow the right to request in relation to early years:

* inform parents of their ‘right to request’ wraparound and holiday childcare and the process that will be followed
* inform parents how the requests will be collected
* establish a threshold for considering requests
* gauge wider demand across the school;
* assess delivery options
* make a decision; and
* inform parents of the decision.

**Provider ‘right to request’: the process**

In principle, the process should include the following stages where schools that have decided to allow the right to request in relation to early years:

* set out clear criteria for considering a request;
* consider the request;
* inform the provider of its decision; and
* agree next steps on taking forward provider requests.