

# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP – 2.01**

Amended 6<sup>th</sup> June 2017

Page 1 of 1

## Admissions (Termtime) / Waiting List Policy

Admission to the Dell is open to all children aged 3 to year 6 in line with our equal opportunities policy. Children must attend the School at which the club is based (or a local school that cannot provide a place at a before or after school club).

A waiting list will exist when each club has reached its limit on the number of children attending.

Morgan's Out of School Club are:-

|            |    |
|------------|----|
| Breakfast  | 48 |
| Mandeville | 24 |
| Queens     | 40 |

Abel Smith Out of School Club are:-

Breakfast 44 places  
20 places for under 8s  
24 places for over 8s

Afterschool 44 places  
24 places for under 8s  
20 places for over 8s.

Names will be added to the waiting list when the Bookings Officer receives a written request and completed registration form.

Children attending the relevant School where the club is based will take precedence over those from other schools and places will be offered half a term in advance (e.g. 31<sup>st</sup> May for Autumn Term) according to the following criteria:-

1. Children with a statement of special education need or an Education Health and Care Plan (EHCP) which names the school. (In line with section 324 of the Education Act 1996 which requires governing bodies to admit children with the above needs).
2. Children who are looked after and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
3. Children of Committee Members
4. Existing users of the clubs wishing to increase usage.
5. Siblings of current users.
6. From the top of the waiting list in the date order that registration forms were received.

One months notice is required to amend or cancel a booking

We can only accept a weekly booking cycle. Example every Monday or every Tuesday and Wednesday.

Parents whose children are on the waiting list will be contacted by the Bookings Officer when a place becomes available.

Bookings taken in the current week (on an ad hoc basis) may be dealt with directly through the Coordinator or Senior Playleaders directly at the Club.

---

*Policy adopted:* September 2005

*Approved by:*

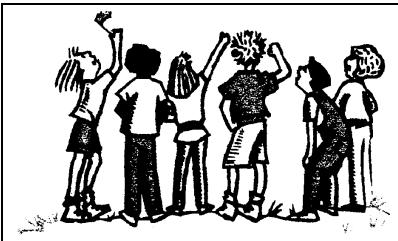
*Co-ordinator*

*Chair*

*Review Date:*

---

*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*



The Dell  
Out of School Club

Registered Charity No. 1038546

Policy No.

**DP – 2.01**

Amended 6<sup>th</sup> June 2017

Page 2 of 1

.....