



# The Hive

OUT OF SCHOOL CLUB

## **Admission Policy**

Policy shared with staff on \_\_\_ Intranet [by email/staff briefing]

Policy confirmed by the Management Committee of The Hive on:

Date: 22<sup>nd</sup> May 2019

Signature: Anna Bertou

Policy to be reviewed on: May 2020

***This policy is written in line with the Christian values and ethos of our school***



## WILLIAM LAW OUT OF SCHOOL CLUB ADMISSIONS POLICY



William Law CE Primary School is the Admission Authority of The Hive, Out of School Club and, along with the Manager, is therefore responsible for all admissions.

### Application

Application forms will be available from

- Out of School Club
- The School Office
- The Out of School Club section of the School Website

### Admission

The Management Committee will admit up to 90 children at each session, per day. When there are more applications than there are places available, the Committee will admit pupils according to the following criteria which are listed in order of priority

- Statemented/looked after children
- Existing children who regularly attend the Club
- The children of staff members
- Children who have a sibling who is attending the Club
- Parents requiring full time sessions, where full time is available

### Notes

Definition of sibling:

- a brother or sister sharing the same parents
- a half brother or half sister where two children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- Adopted children

A brother or sister must be living at the same address when the application is made.

### Waiting List

If the Club has more applications than places available parents may elect to place their child's name on a waiting list. Children will be placed on the waiting list in strict order according to the subscription criteria above and registered on the date the written application is received. Places will be allocated according to these criteria and not on a first come first served basis.

### Acceptance for Admission

When a place is available the following documents will be sent to the parents by the school and should be returned before the first day at the Club. Passwords must be received prior to the first day at club:-

- Acceptance Letter
- Parent Pack (available to download from web site)
- Registration Form
- Contract