



The Hive

OUT OF SCHOOL CLUB

Admission Policy

Policy shared with staff on 22nd March 2024

Policy confirmed by Governors on: 21st March 2024

Signature:

A handwritten signature in grey ink, consisting of several loops and a long horizontal stroke.

Policy to be reviewed March 2025

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

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

Application

Application forms will be available from

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

Admission

The Headteacher, Out of School Club Manager and Out of School Club Administrator will admit up to 70 children at each session, per day. When there are more applications than there are places available, the Committee school will admit pupils according to the following criteria which are listed in order of priority

- Looked after children
- Children with an Educational Health Care Plan
- 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
- Registration Form
- Contract