



## **Admissions Policy, Registration Procedure and Waiting List Procedure**

### **Admissions Policy**

Ashton Gate Out of School Care (AGOSC) is open to any child attending Ashton Gate Primary School and/or living in the surrounding area or whose parents/carers work or study in the surrounding area.

No child shall receive less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief or disability. *Please also refer to our Equal Opportunities Policy.*

Where places exist they will be allocated on a first come first served basis. Where places do not exist then a first come first served waiting list will be operated, this waiting list will be kept and administered by the administration officer.

For a child to attend AGOSC they must be aged between 4 – 11 years old (children over the age of 11 years may be admitted, this will be arranged on a case by case basis following dialogue between AGOSC and parents/carers) and their parents/carers must have returned to the club, a signed and up to date registration form.

Registration forms with children and their parent/carer details will be updated annually in line with our registration procedure.

The Management Committee reserves the right to refuse admission to any child whose behaviour, in their opinion, is detrimental to the health and safety of other children or staff. An appeals procedure is available if an agreement cannot be reached or a grievance is raised.

*Please also refer to: Positive Behaviour Policy*

### **Registration Procedure**

1. Current registered families will be given the opportunity to pre-register their children, two weeks prior to the general registration date, usually during June. Only parents/carers who have no outstanding childcare fees may pre-register. If a parent/carer re-registers but then has outstanding fees at the end of term the booked place may be lost.
2. From a date in early July registration will be opened up for general registrations.
3. For registrations made on or after the 1<sup>st</sup> January a third of the registration fee will be deducted, for registrations made on or after the 1<sup>st</sup> April two thirds of the registration fee will be deducted (these amounts will be rounded as necessary).



4. All registration forms and registration fees must be returned to the Caretaker's House, where the registrations for each day will be recorded on a master sheet.
5. When places are confirmed a confirmation booking slip will be sent to parents/carers.
6. AGOSC reserve the right to cancel registrations if cheques presented are not honoured at the bank. This will result in the loss of a booking and any charges incurred from the bank will be passed on to the parent/carer.

AGOSC must have, in advance of a child being admitted to the provision, written information regarding:

- who has legal contact with the child
- who has parental responsibility for the child
- who can collect the child
- who the parents/carers are of the child.

The name and address of every parent and carer who is known to us will be recorded, as will the parent/carer that the child/ren usually lives with.

### **Waiting List Procedure**

1. Children go on to the waiting list on a first come, first served basis.
2. As places become available in a club, the place is offered to the child/family at the top of the list.
3. If the family has more than one child on the waiting list when a single place becomes available, the place is still offered to them. If they want all of their children to start at the same time, then they can pay the retainer fee to hold the place until other places open up. If they decide not to take the place or to pay retainers, they keep their place on the waiting list but the open place goes to the next child on the waiting list.