

# **SCOTFORTH AFTER SCHOOL CLUB**

**Scotforth St Paul's & Cockerham Parochial C of E School**

**& all schools during holiday Playschemes**

## **ADMISSIONS POLICY**

All children aged 3-12 from Scotforth St Paul's Primary or Nursery School are eligible to attend Scotforth Breakfast & After School Club and community users are given opportunity to access our holiday playschemes. Children attending Cockerham Parochial C of E School are able to attend our wraparound service within school.

All children must be registered in advance. Booking needs to be carried out annually online using our IPAL Education online booking system and in order to update records accounts will need to be updated by parents each year. Parents / carers need to complete all questions online before booking. Registration forms an agreement between parents and the club, setting out parental responsibilities including payment of fees, collection of children, sickness, standards of behaviour and appropriate parental conduct. Any contravention of this agreement may result in the withdrawal of membership.

Places at the club are limited, based upon registration requirements, available space and staffing levels. Whilst it is our aim to accommodate for all children who wish to use the club, once these limits are reached no further children will be admitted. Places will be allocated strictly on a first come, first served basis. After school places will only be allocated upon registration and payment of the first months fees in advanced. The place is then guaranteed for the remainder of the academic year unless cancelled by the person registering the child. For wraparound care (breakfast & After school), preference School is not on the basis of children who have attended previously or siblings of children who currently attend. Bookings for our summer holiday playscheme will be offered firstly to Scotforth parents to have first opportunity to access the facility and then to community users/children from other local schools.

In all cases, where the capacity has been reached parents should contact Marie Smith to check if places could be made available. A waiting list will be formed and places will be allocated in order of the child's place on the list.

This policy was reviewed by: Scotforth After School Club	Date: 11/10/21
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