



## **JACK AND JILL AFTER SCHOOL ADMISSIONS POLICY**

### **Applies to:**

This policy applies to external applicants to the After School Club.

### **Related Documents:**

- Equality Act 2010
- Special Educational Needs and Disability Act (SENDA)
- Disability Discrimination Act 1995
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- Equality and Diversity Policy
- Inclusion Policy
- After School Application Form
- After School Contract

### **Available from:**

- School Office, website and School Kompanion ([www. schoolkompanion.co.uk](http://www.schoolkompanion.co.uk))

### **Monitoring and Review:**

- To be continuously monitored and reviewed by no later than two years from the date shown below.

# JACK AND JILL AFTER SCHOOL CLUB ADMISSIONS POLICY

## Introduction

Jack and Jill After School Club is an inclusive club that welcomes children from all backgrounds.

Places are allocated to children from the waiting list according to date of application. The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is operated to ensure that those available are offered out on a fair and consistent basis.

In order to provide a service that aims to assist parents and reduce the need to organise collections from a various locations, priority is given to siblings of children already attending the club as well as those attending the Jack and Jill School. Any application from parents of children in these two categories will be placed above those already on the waiting list.

## How parents can apply for their child to be admitted to the club

Parents who wish their child/ren to attend Jack & Jill School After School Club can download an application form from the website. The website also gives further up to date information about the Club as well as contact details to request further specific details.

It is strongly recommended that parents should make an appointment to visit the Club in operation prior to registering. However if this is not possible applications will be accepted in advance of the visit or without this being arranged. The application form should be signed by the person/s with parental responsibility for the child for whom the application is being made. The appropriately signed form should be sent with the non refundable registration fee to the School Administrator.

Upon receipt of the application form and fee, a confirmation email will be sent to the applicant. This will show the date of application, which is used to decide the order in which spaces are offered when they become available.

The application form details the procedure for offering spaces and specifies the timescales allocated for acceptance before the place is offered to the next child on the waiting list.

If we are unable to make a definite offer of a place to any child on the waiting list, it is because to do so will exceed the numbers for which the school is normally registered.

Should we be unable to make an offer of a place immediately, the child's name will remain on the waiting list and his/her parents contacted as soon as one becomes available. The waiting list is maintained in strict date of application order.

This policy is continuously monitored and reviewed by no later than two years from the date shown below. It is the responsibility of the Principal to ensure that the procedures listed within it are applied accurately and fairly. Should any parent, prospective or current, feel that the contents of this policy have failed to be applied, they should write with details of their complaint to the Principal. She will consider the issues listed and reply to the complaint with a week with measures to rectify the situation, if appropriate. Should this fail to sort the matter, the procedures listed in the School's complaints should be followed.