

Queen Camel Out Of School Club Admissions policy

Statement of intent

It is our intention to make our out of school club accessible to children and families from all sections of the local community.

Aim

We aim to ensure that all sections of our community have access to the out of school club through open, fair and clearly communicated procedures.

Methods

In order to achieve this aim, we operate the following admissions policy.

- We ensure that information about our out of school club is accessible - in written and spoken form - and, where appropriate, in different languages.
- We will accept children aged 2-12 who live locally and attend the preschool, Queen Camel primary school or another school.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
 - The vicinity of the home to the out of school club;
 - Whether the child already attends Queen Camel Preschool or Primary School; and
 - Siblings already attending the out of school club.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our out of school club and its practices in terms which make it clear that it welcomes fathers and mothers, other relations and other carers, including childminders.
- The out of school club treats individuals equally, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity or competence in spoken English.
- We make our equal opportunities policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families.

Links to other policies and legislation

- Settings Policies/Procedures: - Staffing & Employment, Disciplinary, Grievance & Appeals Safeguarding policy. Staff handbook or Contract of employment
- Legislation: – Children Act 2004, Childcare Act 2006, Vulnerable Groups Act 2006 etc
- Every Child Matters Outcome: - Positive Relations, A Unique Child
- General Welfare Requirement: Safeguarding and promoting children's welfare, suitable people

A unique Child	Positive Relationships	Enabling environments	Learning and development
1.2 Inclusive Practice	2.1 Respecting each other		

This policy was adopted at a meeting of Queen Camel Pre-school

Held on 21st May 2015

Signed on behalf of the pre-school

Kate Kirkham, Chairperson