



# Euxton Church of England Primary School



## **Euxton Out of School Club (O.S.C.) Admissions & Withdrawal of Place Policy**

This policy starts from 1<sup>st</sup> September 2017 and is reviewed annually. The policy is the same for both the before school and the after school sessions. This club is overseen and run directly by the school and as such all policies such as medicine, behaviour, collection procedures are the same as the school policies. Please see the school website for these.

Pupils at Euxton Church of England Primary School would be welcomed to join the club on a casual or regular basis if places are available. This club is only open to pupils attending Euxton C.E. Primary School. If there is greater demand than places available then the following criteria will be used:

- Looked After Children, or children with a statement for Special Educational Needs, or a child in exceptional special circumstances.
- Existing users for current days.
- Waiting list (cut off point end of March for following September)
- New reception siblings (best fit criteria\*)
- New reception (who are not siblings)
- Waiting list (cut off point 1st May for following September)
- Other pupils

\*If there is a tie, best fit for sibling criteria to be applied. Then on a greatest need basis. Further information will be requested if required. If a place is not offered, the child's name will automatically go onto a waiting list.

Current O.S.C. members requiring a new day for O.S.C. will be entered onto the waiting list. When a place becomes available only those on the waiting list will be considered. The place will be allocated according to the 'greater of need'.

Other information to be considered during the admissions selection is persistent late payments and late collection of children.

### **Withdrawal of a Place**

The school will withdraw a pupil's place from the Out of School Club if payments are consistently late (this will be after a phone call and a letter giving a formal warning).

The school will withdraw a pupil's place if the child's parent is late to pick up their child on ten occasions in any single half term. The club finishes at 5.30p.m. each afternoon. Local providers who stay open until 6p.m. include Busy Bodies and Busy Bees.

The school may withdraw a child's place at the club if their behaviour is not good enough.

If a parent is frequently rude to a member of staff or if they frequently take their child straight home from an after school activity or at the end of the school day but fail to let the school or club know and school frequently have to ring around finding out why they have not arrived at the club.

### Further Information

- Fees can be made in advance termly or monthly. They can also be paid on a weekly basis. The club accepts vouchers from registered schemes. Non-payments will be followed up through school and Lancashire County Council.
- Children in Reception will commence payment from the date school starts full days or from the date of the first use of the club, whichever is sooner.
- All booked sessions are chargeable subject only to the conditions below: Two weeks paid written notice is required for permanent cancellation of a place.
- The manager of the Out of School Club is Mr Ward and the club supervisor is Mrs Crosby. If you have any complaints, concerns or great ideas please see Mrs Crosby in the first instance and if the matter is not resolved then see Mr Ward. From that point the complaints procedure merges with the school complaints policy.
- Parents of the Out of School Club are given permits to use the staff car park before 8.00 a.m. in the morning and after 4:45p.m. . However, if a parent drives recklessly (as perceived by the staff) or uses the car park between these times, or on days when their child is not attending the Out of School Club, then their use of the staff car park may be withdrawn.
- Children, not parents, are to put their bags and coats up in the Lower School corridor in the mornings.

N. Ward

C. Crosby

September 2017

**In our Christian family, we all SHINE in the light of Jesus.**

Wisdom Compassion Humility Friendship Peace Trust Forgiveness Hope