



Euxton Church of England Primary School



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

This policy starts from 1st September 2018 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, etc. are the same as the school policies. Please see the school website for these.

Pupils at Euxton Church of England Primary School are welcome 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. Payment is due at least a week in advance, via ParentPay or recognised Voucher Schemes. Reminders are sent out each week. Payment can also be made weekly, monthly or half-termly in advance.

The school has the right to withdraw a pupil's place if the child's parent is late to pick up their child persistently. The club finishes at 5.30pm each evening. Local providers who stay open until 6pm include Busy Bodies and Busy Bees.

The school may withdraw a child's place if; their behaviour is unacceptable; parents are frequently rude to members of staff or parents 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.

Further Information

- Fees need to be paid in advance at least weekly but can also be monthly, half-termly or termly. The club accepts vouchers from registered schemes. Non-payments will be followed up through school and Lancashire County Council.
- All booked sessions are chargeable. Two weeks 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 contact Mrs Crosby in the first instance and if the matter is not resolved then please refer this to Mr Ward. From that point the complaints procedure merges with the school complaints policy.
- There is no available parking for Breakfast Club, parents/nominated adults are not allowed to use the school drive without permission from the Headteacher. Parking for After School Club users only is available from 4.45 onwards. However, if a parent drives recklessly (as perceived by the staff) 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

L. Parker

September 2018

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

Wisdom Compassion Humility Friendship Peace Trust Forgiveness Hope