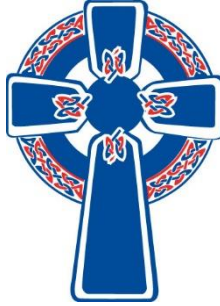


**ST. JOSEPH'S CATHOLIC
PRIMARY SCHOOL**



**Barleyfields Road, Wetherby
West Yorkshire LS22 6PR**

**St Joseph's Catholic Primary School
Out of School Club Admissions Policy**

***'This school is committed to safeguarding and promoting the wellbeing of all our children,
and expects our staff and volunteers to share this commitment'***

Reviewed & amended
Next review

- March 2022
- March 2023

Statement of intent

The setting intends to set out a clear admissions policy for St Joseph's Catholic Primary School Out of School Club (OOSC) provision for children and families who attend St Joseph's Catholic Primary School. Only children on role at St Joseph's Catholic Primary School, or who have confirmed upcoming admission places in St Joseph's Catholic Primary School (ie nursery and reception new starters), can be added to the waiting list.

Admissions

Subject to availability, the setting offers childcare and cares for children between the ages of 3 and 11 years running a breakfast club for the summer term 2022. The numbers and ages of children admitted into the setting are governed by Ofsted and EYFS requirements including full and relevant qualifications, staff/child ratios, legal space requirements per child and facilities available.

This policy outlines its admissions approach to the out of school club in a sustainable and inclusive manner. It ensures:

- it follows the St Joseph's Catholic Primary School values of inclusion, diversity and promotes our inclusion and equality policy.
- it consults with families regarding the operating facilities of the club including opening times of the setting, to avoid excluding anyone and flexible attendance patterns to accommodate the needs of individual children and families.
- it offers a wide range of financial supports, such as FEEE (Free Early Education Entitlement) universal and extended hours (30 hours funding) and various payment options, to accommodate all family and personal situations.
- sessions are offered in line with academic years, September – July. Children can join the setting throughout the year, subject to availability. If sessions are currently full, we operate a waiting list in date order of a request being received and parents/carers will be notified if and when a place becomes available.
- applications are to be made in writing (using Appendix A) and all confirmations of places will be in writing.
- parents will be informed about OOSC plans for September 2022 in the summer term.
- setting information is available on the school website, and will be given to new starter parents.
- if a parent/carer feels at the time of their place request and before the deadlines, that they are in priority 1 or 2 in the oversubscription criteria (as below), they must ensure that the school have the supporting evidence (and if they do not, that they provide this) at the time of their request and before the deadlines.

Breakfast Club Admissions Oversubscription Criteria

Places will usually be offered to St Joseph's children on a first-come, first-served basis if there are places available, but if there is a waiting list, the setting will use the following oversubscription criteria for allocation of sessions, which will be applied in the following order of priority:

1. **Looked After Children** which means any child who is (a) in the care of a local authority or (b) provided with accommodation by them in the exercise of their social service functions (e.g. children with foster parents) at the time of making the application to the out of school club.
2. A vulnerable child with either a **Child Protection or a Child in Need Plan / Education, Health and Care Plan (EHCP)**.
3. Children currently attending who wish to retain current sessions.
4. Children currently attending who wish to increase their sessions.
5. Children who have siblings already attending the out of school club.
6. All other children.
7. Children in date order on the waiting list (this can vary in terms of availability and days requested).

If your child is given a place at our Out of School Club, St Joseph's Catholic Primary School Out of School Club will write to you formally to inform you of your child's place and confirm your child's days/sessions.

Appendix A

St Joseph's Catholic Primary School Out of School Club Place Request Form

Child's full name		
Child's date of birth		
Parent/carers' full name(s)		
Parent/carers' national insurance no.		
30 hour code (if applicable)		
Address (including postcode)		
Contact number(s)		
Email address(es)		
Preferred start date		
Emergency contact details	<u>Name</u>	<u>Contact Numbers</u>
	1.	
	2.	
	3.	

For existing parents/carers, places and sessions will only be allocated if the account is up to date.

Please tick your preferences and return by email or hard copy.

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Standard session: 7:45am to 8.45am Breakfast club					
<i>Early Session: (7:30am start available Mon to Friday on request)</i>					

Signed _____

Name of parent/carers _____

Date _____