

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



Barleyfields Road, Wetherby
West Yorkshire LS22 6PR

**St Joseph's Catholic Primary School
After 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'*

This policy is only place for Admission into St Joseph's Catholic Primary School After School Club, for January 2023. Following the official opening of the After School Club, the policy will be reviewed and aligned with current admissions into breakfast club and will be renamed OOSC (Out of School Club) Admissions Policy.

Reviewed & amended
Next review

- November 2022
- January 2023

Statement of intent

The setting intends to set out a clear admissions policy for St Joseph's Catholic Primary School After School Club 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. 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 after 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.
- 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 their child is in priority 1 or 2 in the oversubscription criteria (as below), they must ensure that the school have the supporting evidence at the time of their request and before the deadlines.

After School Club Admissions Oversubscription Criteria

Places will usually be offered to St Joseph's children on a first-come, first-served basis (at the point of applying) 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 after 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 of staff who attend St Joseph's Catholic Primary School (who are working in the club that day) Staff may require childcare, to be able to work in the After School Club.
4. Children who previously attended Kidstime after school club and therefore lost their Kidstime after school club place in April 2022 due to the setting closure.
5. Siblings of children who previously lost their Kidstime place and therefore lost their Kidstime place in April 2022 due to the setting closure.
6. Other St Joseph's school/nursery children.

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered by random allocation from within the whole category. Places will be allocated to children in date order should we have a waiting list (this can vary in terms of availability and days requested).

If your child is given a place at our After School Club, St Joseph's Catholic Primary School After 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 After 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)		
Voucher company name (if using vouchers to pay for childcare)		
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
End of the School Day (until 5:30pm)				

Signed _____

Name of parent/carer _____

Date _____