

**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
(Breakfast and After School Club)**

*'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

- February 2023
- February 2025

Statement of intent

The setting intends to set out a clear admissions policy for St Joseph's Catholic Primary School Out of School Club provision for children and families who attend St Joseph's Catholic Primary School and nursery. Only children on roll 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 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 organised in priority order (shown in the criteria details below and each criteria is organised 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 the Place Request form (using Appendix A) and all confirmations of places will be in writing when the Admission Information form (Appendix B) will need completing by parents/carers.
- 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 2 or 3 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 communicated.

Out of 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. Existing OOSC children wishing to keep their places (or make amendments to their places providing there is space for the change) for the following academic year. *A deadline date is given during the summer term of the current academic year where existing families must respond within the deadline date, to retain their place or make amendments. This will be in place and allocated prior to applying the criteria below. The deadline date is clearly communicated in the annual readmissions paperwork for current families accessing the OOSC provision and will also be clearly displayed on the OOSC page of the school website.*
2. **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.
3. A vulnerable child with either a **Child Protection or a Child in Need Plan / Education, Health and Care Plan (EHCP)**.
4. 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 Out of School Club.
5. Children new to school (who are joining school or nursery in September of the coming academic year or who are joining school mid-year i.e. nursery January or April intake, or in-year transfers). Note – this priority is removed, once the child has started at the school.
6. Siblings of children who already attend OOSC.
7. Other St Joseph's school/nursery children.

For September admissions into the OOSC, all families will be invited to apply for a place in OOSC and a deadline date is given during the summer term of the current academic year where families due to join St Joseph's in September or those currently attending St Joseph's but who wish to join the OOSC from September. Families must respond within the deadline date. The date is clearly communicated in the annual admissions paperwork to all families and will also be clearly displayed on the OOSC page of the school website.

Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription and there is then a tie break situation, the available places will be offered within the category in the following way:

- In date order of application.
- Where the date of application is the same, or if this is at the start of the school year and is the main OOSC application round with a deadline date for applications to be received, places will be decided by random allocation.

An independent person will be present to make the random selection along with a governor and SLT member from school.

This policy is reviewed annually.

Appendix A

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 B (Admission Information Form) will then need to be completed.

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)	
Contact number(s)	
Email address(es)	

Breakfast Club

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

After School Club (until 5:30pm)

Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick each day that you require after school club care					NOT CURRENTLY AVAILABLE

Name of person completing the form: _____

Signed: _____

Date: _____

School stamp date received

Appendix B

St Joseph's Catholic Primary School Out of School Club
Admissions Information Form

Child's full name				
Payment method including if using voucher company name: Please indicate which method will be used (ie if using vouchers or Government Tax Free to pay for childcare. Please also state if you will be using remaining FEEE hours if your child is nursery age).	Private Payment	Voucher company (please state company)	Government Tax Free Childcare	FEEE (nursery children only if using any remaining 30 hours childcare)
Password for picking up <i>(please only share this with the adult you have given consent to collect – if we do not already know this adult).</i>				
Allergies/medical information (please just summarise as we will have full medical forms completed, but this information will be cross referenced to be passed over to OOSC staff).				
Emergency contact details	<u>Name</u>		<u>Contact Numbers</u>	
	1.			
	2.			
	3.			

Breakfast Club

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>					

Please provide details of the responsible adult that you give consent for collecting your child. Where the adult is not already known to school, you will need to ensure they have the collection password for your child. Please note, you can list more than 1 adult below.

After School Club

Day of the Week	Monday	Tuesday	Wednesday	Thursday	Friday
Please tick each day that you require after school club care					NOT CURRENTLY AVAILABLE
Name of responsible adult collecting					NOT CURRENTLY AVAILABLE
Relationship to child					NOT CURRENTLY AVAILABLE

Signed _____

Name of parent/carer _____

Date _____