



Brookhurst Primary School

Out of School Club Admissions Policy

2020

24 February 2020

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Approved : Ms A Stanton

| Staff Name | Last Open | Signature Date |
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| Mrs E Moon | 13-04-2021 | 13-04-2021 |

The Brookhurst Out of School Club

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Admissions Policy

Brookhurst Out of School Club is registered for children between the ages of 4 and 12.

There are certain things which will be taken into account when deciding on whether to offer a child a place at the club. These are:

- Availability of places. The welfare of the children in our care is paramount so we must ensure that we have the right staff/child ratios (1:10 for under 8s). Age will also be taken into account.
- When the registration form was received, as we operate on a first come first serve basis, a waiting list will be formed once we have received our maximum number of registrations, and parents informed as soon as places become available.
- Whether the club is able to provide the correct facilities for the welfare and needs of the child.

In order for a child to attend Brookhurst Out of School Club, parent or carers must fill out and sign a registration form and pay the registration fee of £5.00. These forms are essential as they provide us with vital personal information about each child, therefore it is important that parents/carers ensure that all of the information requested is filled in, including emergency contact info of 2 people other than parents themselves. Registration will take place annually at the club, and it is necessary for all children to submit a new registration form each year, even if they have been registered before.

Policy adopted on: July 2019

Review due: July 2020