

# Heathfield Primary School



## Admissions Policy - HOOSC

Signed Head:  
Signed Chair:  
Date:

**H.O.O.S.C**  
**(Heathfield Out Of School Club)**

**Admissions Policy**

The Heathfield Out Of School Club Committee recognise that safe, creative care and play is valuable to all children and their parents/guardians; we aim to meet the needs of both children and their families alike.

**Admission Criteria**

The criteria for admission is as follows:

1. The club has 24 places available and these will be offered to children between the ages of 3 and 11 years on a first come, first served basis. Priority will be given to those children requiring a full time place i.e. five mornings and afternoons.
2. Parents must agree to ensure an adult can drop off and collect during club opening hours and will sign the child in and out of their sessions.
3. A fee of £10.00 per child will be required at the time of registration. This payment will be non-refundable.
4. Payment must be made each Thursday for the following week to secure each child's place. Regular sessions will become a termly booking and must be paid for each week for the full term.
5. No child will be refused admission provided there is a place available within ratio.
6. Where demand exceeds availability, the Committee will make every endeavour to extend the number of places available by utilising other areas and employing more staff if financially viable.
7. In the event of point 6 not being possible, a waiting list will come into operation.
8. Children are expected to follow the code of conduct and 'Club Rules' whilst attending sessions, failure to do so may result in a loss of place.

The Club operates within an equal opportunities framework and this policy will be carefully monitored to ensure that no section of the community is discriminated against.

**Retention of Places**

Children may take breaks from attending the Club and retain their places provided that the Play Worker is informed, in writing, of the reason of non-attendance (i.e. holidays) and the date on which the child/ren will return. Regular sessions booked must still be paid for during term time.

**Cancellation**

In order to cancel a child's place, written notice is required. Cancellation of a place will take effect following the next half term break. This will ensure that the place can be allocated to a child from the waiting list.