

D.P.S.

Out of School Club

**Admission
Policy**

ADMISSION POLICY

PRINCIPLE

Admission of children into DPS Out of School Club and their access to the facility is based on criteria which complies with equality legislation.

We support the local community by providing access to our setting regardless of religion, culture, race or disability.

POLICY STATEMENT OF INTENT

DPS Out of School Club will ensure the setting is genuinely accessible to children and families from all sections of the local community.

Admissions Age for children: Compulsory Primary School Age

PROCEDURES

This will be achieved by –

- Describing the facility in terms which make it clear that it welcomes all sections of the community irrespective of gender, culture, ethnicity, religion, and with or without additional needs.
- Admitting children according to the set criteria.
- Requiring parents to complete the registration / information form.
- Arranging our waiting list in order according to our admissions criteria.
- Places for children referred by Southern Health and Social Care Trust will take priority over children already on the waiting list.
- Providing opportunities for children with additional needs. The Person In Charge will liaise closely with families/carers/professionals to assess their ability to meet the needs of a child with additional requirements.
- Monitoring admission to the afterschool's to ensure no accidental discrimination is taking place.
- Consulting with families to ensure opening times do not exclude anyone.
- Consulting with families to meet the changing needs of the local community.

ADMISSIONS CRITERIA

Due to limited places, the following admissions criteria will apply

- Employees children
- Children already attending
- Siblings of children already attending
- New children

REGISTRATION REQUIREMENTS

- Adult to child ratio is 1:8
- Maximum child places under registration requirements is 30 children with 4 members of staff. See attached Registration Certificate

Parents will be required to complete and return a registration / information form prior to their child starting. All children need to be re-registered for each new school year. Parents are required to read the parent information booklet for full service details and read the policies which are sent home.

It is important that we have up to date information and contacts details. Parents **must** inform the facility of any changes, for example, change of address, phone number or collection arrangements (see collection policy).

Links with other policies:

Additional Needs Policy
Collection Policy
Equal Opportunity Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club Management Team

Signed: D. Thompson
(on behalf of the setting)

Position: Chairperson

Date: 10/10/16

Reviewed on:

Date: 29/6/18

Date: June 19

Date: June 2020

Signed: D. Thompson

Signed: D. Thompson

Signed: D. Thompson