

# ADMISSIONS POLICIES

This policy document has been put together by the Broughton After School Committee and the Project Manager.

## Registration

All parents/guardians wishing to use the club have to fill out the Registration Form and the Parental Agreement form.

A deposit for registering with the club will be added to the first bill of the new school year for current BASC members and at time of registration for new members.

## Place Allocations

1. **Fixed places** will be capped at 57 children (60 for administrative reasons is the viable maximum). On Fridays fixed places will be capped at 37, all in line with the Care Inspectorate ratios for staff: children.
2. The remaining minimum of three places (which will increase as absences are notified) will be allocated on a first come first serve basis. These will be called 'occasional places'. **Occasional places** will be available up to one month in advance and should be requested by contacting staff.
3. For the beginning of each school year all members of the club and future members of the club will be asked to fill out a Registration Form.

**Priority for both fixed and occasional places for the forthcoming year will be given in this order:**

- **Children who currently attend the club**
- **Children who have siblings who attend the club**
- **Children who attend Broughton Primary School.**

If demand exceeds the places, a waiting list will be used and when the day/s become available the Project Manager will contact the next person on the list.

4. Holiday club and school in-service days will be open to all registered members and the current procedures of written bookings and notice will apply.
5. Everyone registered with the club will still be able to contact the club and request additional days, which if available will be provided.

Thank you

**Katie Swanson – Smith**

Project Manager

Broughton Primary School

134 Broughton Rd

Edinburgh, EH7 4LD

t: 0131 556 9117

e: [Katie@bascedinburgh.com](mailto:Katie@bascedinburgh.com)