



Magpies (After School Club)

Admissions Policy

Magpies operates solely for the benefit of pupils currently attending Wilson Primary School. In order to maintain the high standards of provision and ensure the mandatory staffing levels, there is a limit on number of places.

Admissions procedures are as follows:

- Application for a place at Magpies can only be made once a pupil has a confirmed place at the school.
- An application form should be made to the school office before the closing date which will be during June/July for a place in the following academic year.
- **Only applications received by the closing date will be considered for the following academic year.**
- Those who currently attend Magpies need to re-apply by the closing date.
- Those who have previously applied and are already on the waiting list need to re-apply by the closing date.
- Given the high demand for places, a small panel will manage the allocation process.
- Places will be given using the following criteria, applied in the order listed:
 1. **Applications received by the closing date.**
 2. *Pupils already attending Magpies with no outstanding payments or history of late payments.*
 3. *Siblings of children already attending the Magpies.*
 4. *Pupils already on the Magpies waiting list from previous years.*
 5. *First come first served basis. (at the School Office)*
- Once offered a place, this must be secured by an initial payment within 14 days of notification.
- Once you have been allocated a session, this cannot be changed on an ad hoc basis. Two weeks notice is required to request a regular change, however this will depend on availability of spaces.
- If you are offered a place whilst on the waiting list but you do not take it, then you will be removed from the waiting list. Any future application will be considered as new and subject to the above criteria.
- Any applications received midyear will be added to the waiting list based on the date of application, and subject to the above criteria.
- Pupils already attending Magpies however with a history of late payment or late pick up may be refused a place.
- Children who already receive additional support in school will be considered on an individual and inclusive basis.

Dated: July 2017

To be Reviewed: July 2018

Signed by Headteacher :Date:.....