**OOSC Admission Policy & Procedures**

**Rationale and Aims**

Brae High School out of School Provision is a childcare organisation, which provides out of school care composing of a breakfast club, after school club and holiday club for primary age schoolchildren. We are based in the Nursery area of BHS.

OOSC has an equal opportunities policy and every child will have an equal chance to participate in activities making reasonable adjustments as required by the Equality Act 2010.

**Booking Procedure**

Brae OOSC will invite parents/carers to apply for a block booking for the subsequent term/holiday period. We will send out the booking details with a date by which applications need to be returned.

After the return date, the setting will allocate places based on the **priority list.**

Bookings returned after this date will only be considered once all applications received within timescale have been allocated. Brae OOSC will confirm the block booking with the parent/carer by email; in return, the parent/carer will accept confirmation via email.

Ad hoc bookings can be made, if there is capacity in the setting. This needs to be agreed 24 hours in advance.

If a child is not allocated a place, their name will be placed on a waiting list. If a place becomes available, they will be allocated based on the priority list.

**Cancellations must be made at least 24 hours in advance or the parent/carer will be charged in full.**

If a child is unwell, the parents/carers will be charged for the first session if they are unable to give 24 hours’ notice. After this, the parents/carers will not be charged however it is essential that the parents/carers keep the setting informed about the duration of absence. **Parents / carers must contact Brae OOSC to confirm their child is unable to attend;** braeoosc@shetland.gov.uk

In the unlikely event of the setting having to close, parents/carers will not be charged.

If parents/carers are late to collect their child, they will be charged a further hour.

Children attending after-school sessions will be charged for a minimum of 1 hour. If children are staying between 1 hour and 2 hours, parents / carers will be charged by the half hour. Holiday sessions are either half day or full day. There is no hourly charge.

**Priority List**

In the event that there are insufficient spaces to accommodate all the block-booking requests for school-aged childcare at Brae OOSC, Shetland Islands Council will allocate places in the priority order listed below:

 Children who already attend the setting in the previous term or holiday period

 Children who are Looked After by the local authority, kinship carers or live with a Parent Appointed Guardian

 Children referred by Additional Support Needs, Social Work or Health professionals

 Children who have siblings in the setting

 Youngest children first.

**Monitoring and Review of this Policy**

Brae OOSC will continually monitor and evaluate its service. This policy will also be monitored and reviewed on a regular basis

Policy written by: Karis Morton (ELC and OOSC Manager) – July 2022

Reviewed by: Karis Morton (ELC and OOSC Manager) – October 2022