

## **Entry to St. Dunstan's Catholic Primary School Breakfast Club (Early Birds) and After School Club (Stay and Play)**

*Procedures & Frequently Asked Questions related to joining one of our child care clubs and how the waiting list is managed.*

### **Who is the club for?**

The club caters mainly for children in years 3 – 6.

### **Can children in Lower School join if they have siblings already at the club?**

No. The club is not set up, resourced or staffed for younger children. Occasionally, and at the discretion of the Headteacher, we will admit children in the summer term that they are in year 2.

### **Will children at 'Young Explorers' have a definite place at St. Dunstan's Stay and Play, After School Club?**

No. The club is limited to 34 children and numbers cannot exceed this due to the physical space available. Therefore it is not possible to promise any child a definite place in the future as there may not be a space available at that time.

### **Will younger siblings of children already at Breakfast or After School Club be guaranteed a place at St. Dunstan's Breakfast or After School Club?**

No. The school cannot hold or guarantee any places. Siblings of children already at the St. Dunstan's Breakfast or After School Club will be given priority if there is over-subscription in order of date of application for the waiting list and a place becomes available, but no places can be guaranteed.

### **Are there any plans to increase the size of the St. Dunstan's Stay and Play, After School Club?**

No. There are currently no plans to increase the size of the club as there are no rooms available on site for this purpose.

### **When can I add my child's name to the waiting list?**

In fairness to all parents, new families and those not familiar with the workings of the school prior to entry, parents of children in Year 2 may request that their child's name is added to the waiting list for St. Dunstan's School Breakfast Club or After School Club **6 months** prior to potential entry. Parents of children in KS2 may register their child for a place any time.

Parents of children in Year 2 who have applied for spaces will be sent a letter in early May that year, informing them of whether or not a place can be guaranteed for their child in the September. This is in order to allow parents sufficient time to make alternative child care arrangements should a place not be available.

The number of available places will depend on the number of children leaving the clubs and therefore vacating places.

### **How is the waiting list managed?**

~ Names will be added to the waiting list according to the date the request was received. Younger siblings will join older siblings at their place on the waiting list.

***A confirmation of receipt of the request to add a child to the waiting list will be sent to the parent in writing to ensure there is no confusion about dates. If you do not receive confirmation within 48 hours of your request then please contact the school office directly.***

~ The Headteacher reserves the right to use her discretion to allocate places to vulnerable children irrespective of the waiting list.

### **What happens if more than one request is received on the same day?**

Ranking of the waiting list for a place available will be decided by ballot (names out of a hat). The ballot will be administered by the school bursar and one member of the office staff.

### **If I am offered a place and I do not want to take it yet, will my child have to rejoin the waiting list?**

Yes, because there is such high demand for places.

### **Applications for places other than transfer from Young Explorers - How long will I have to consider whether I want to accept a place offered to me?**

The place should be accepted as soon as possible after the place is offered but within 5 school days at the latest. If the place is not taken up within 5 school days of the original offer, it will be offered to the next person on the waiting list. It would not be fair for a place to lie vacant when other families would like it. If we are able to offer you all your requested days and you decline them your child's name will move to the bottom of the waiting list.

### **Who should I contact if I have any queries about my application or my place on the waiting list?**

The School Office.