



# **Victoria Academy**

## **Breakfast and After School Club Admissions Policy**

**Updated: November 2016**

**Adopted By Governing Body:**

**Renewal Date: November 2018**

# VICTORIA ACADEMY

## Breakfast and After School Club Admissions Policy

Victoria Academy Breakfast and After School Club is a facility available to children between the ages of 7 – 11 who attend Victoria Academy.

Both the Breakfast and After School Club will provide places from Monday to Friday during term time.

Places are offered on a 'first served' basis. When all places are filled, a waiting list will be established with priority given in the following order.

1. Siblings of children already attending.
2. Existing users who require the greatest number of sessions each week.
3. Children of staff running the extra-curricular clubs where applicable.

A registration form must be completed for each child before admission to the club. Casual bookings will be subject to availability and only accepted if a registration form has been submitted prior to the booking and already on file or with the booking. Payment must be paid in advance.

### **Special Needs:**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child.
- Liaison will be arranged with relevant professional support networks if applicable.
- The degree of integration is acceptable given staffing levels.
- Emergency admission will be at the discretion of the Headteacher and Club Leaders.

The effectiveness of this policy will be regularly reviewed by the Headteacher, Governing Body and Club Leaders every three years.

Signed:.....(Headteacher)                      Date:.....

Signed: .....(Chair of Governors)                      Date: .....