

# School's Out @ Trinity

## Admissions Policy



### Introduction

School's Out @ Trinity is run by Trinity Church of England/Methodist Primary School and exists to provide high quality out of school hours child care for our parents. It provides a range of stimulating, active and creative activities in a safe environment. School's Out at Trinity follow the same policies and procedures as school including the behaviour and safeguarding policy.

The club operates from 7.30 am to the start of the school day and from the end of the school day until 6pm in term time. Current costs can be obtained from the School's Out Manager or the school office.

All parents must complete registration forms and sign the Terms and Conditions form before their child can attend School's Out @ Trinity.

### Admissions:

- Only children attending Trinity Church of England/Methodist Primary School are eligible to attend School's Out at Trinity.
- The registration process must be completed prior to the child starting at School's Out.
- We aim to ensure that the number of children from different year groups is fair and consistent.
- All places are subject to availability and are allocated as follows:

September Reception Admissions –

1. Sibling(s) already in School's Out – Full time\* place required
2. Sibling(s) already in School's Out – Part time place required
3. Full time\* place required
4. Part time place required

As vacancies arise in other year groups:

1. Full time\* vacancies - offered to parents on the waiting list in order of how long they have been on the list.
2. Part time vacancies (days/sessions) - offered to existing parents of School's Out who have been waiting for additional days.
3. Part time vacancies (days/sessions) - offered to parents on the waiting list in order of how long they have been on the list.

\*Full time = morning and afternoon sessions, 5 days per week.

If an emergency place is required parents are able to contact the School's Out manager who can make a decision based on that day's attendance, but no guarantee of a place can be made.

We retain the right to adjust numbers in School's Out to fit in with staff cover or other circumstances.