



# Hurst Hill Primary School Learning Together

## Admissions

EYFS: 3.28, 3.57

At **Hurst-Hill After School Club** we care for **up to 24** children between the ages of **3yrs** and **11yrs**.

The numbers and ages of children admitted to the A.S.C. comply with the legal space requirements set out by OFSTED.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- The A.S.C.'s ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon work commitments, occupancy and room availability
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to A.S.C. places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending A.S.C., parents must complete and sign a contract and registration form. These forms provide the A.S.C. with personal details relating to the child. For example, name, date of birth, address, and emergency contact details.

This policy was adopted on	Signed on behalf of the A.S.C.	Date for review
<i>Feb 2018</i>		<i>Feb 2019</i>