(SCIO)

**ADMISSION POLICY**

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: October 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_Kevin Dorrian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson

Springfield Out of School Care Club welcomes applications from the parents/carers of children and young people within Linlithgow.

Our Admission policy is governed by the following principles:

We will work in partnership with parents/carers in the caring for your child/children. Our staff will have both the time and training to welcome you and your child/children to our Club.

You will be provided with the sufficient information about the Club and its operation to enable you and your child/children to make an informed choice about the Club (welcome information pack). You will be encouraged to make at least one pre-admission visit and your child/children can attend before taking up a place.

Allocation of places is based on equality and fairness (Equality Act 2012, SOOSCC equality, anti-discrimination, and equal opportunity policies).

Places are offered on first come, first served basis for full time places. Priority will be given to subsequent children of existing users and from Springfield Primary School.

When the Club is full, places will be allocated by first on waiting list.

Information provided by you about you or your child/children will be treated confidentially and kept safe. (Data Protection Act 2018 (GDPR), SOOSCC confidentiality policy)

You will be informed regularly of an update to the time scale and position on the waiting list.

Helen Anderson