



Extended School Admissions

As a result of the high demand for a limited number of spaces on our very competitively priced Extended School Scheme (the “**Scheme**”), the School’s Governing Body is bringing in the following admissions criteria and process, effective from the start of the Autumn Term, 2016:

Capacity: 20 pupils

Admission / Duration: Sept admission for a 12 month place on the Scheme

Criteria:

1. All parents must apply for and use the Scheme for at least three days each week.
2. Parents who work full-time or are in full-time education. Reasonable written evidence must be provided.
3. Thereafter, any other parents on a first come first served basis.

Application Process:

Applications must be made to the School’s Admin office (indicating the number of days on the Scheme required each week) and must be made before 31 May (for the following Sept admission round), (the “**Application Deadline**”).

Places cannot be carried forward, so fresh applications must be made each academic year for all pupils awarded places in the previous academic year who wish to continue in the Scheme.

Allocation of places:

All applicants must fulfill Criterion 1.

If at any Application Deadline:

- (1) there are more than 20 applicants that fulfill Criterion 2, then all Criterion 2 applicants’ names will be entered into a lottery (and drawn at random). Each family shall have one ballot entry, to ensure that the siblings of successful applicants can attend the Scheme together. The lottery process shall be

conducted by the school's Admin office, and the results of the lottery process shall determine those pupils that are given a place on the Scheme, and those that shall be added to the waiting list for the Scheme. The lottery shall also determine the order in which pupils are added to the waiting list. The results of the lottery shall be final and conclusive.

- (2) there are more than 20 applicants in total but fewer than 20 that fulfill Criterion 2, all applicants that fulfill Criterion 2 will be awarded places and the balance will be awarded to applicants that fulfill Criterion 3 in the order of receipt of their applications.

Applicants who fulfilled Criterion 2 in an academic year but who were not awarded a place on the Scheme at the beginning of such academic year shall be given priority over all other applicants the following year (provided they still fulfill Criterion 1).

Vacancies: Vacant places arising during the academic year will be offered to those on the waiting list in the order in which their names appear on it.

Payments: Payments will be as decided by the School's Governing Body from time to time. As from the Autumn Term 2016 (the September 2016 admission round) they will be £7 per day for the first child and half-price for any siblings. Payment in full for each half-term must be made promptly no later than 3.30pm on the Friday of the first week of that half-term. Failure to make any payment when due will result in the place being withdrawn.

Lateness: The extended school begins at 3:20 and finishes at 5:45 promptly. If parents are late in collecting their children they will receive a letter of warning from the extended schools manager. If there are 5 late pick ups during any academic term then there will be a review and the place may be withdrawn and offered to another pupil on the Waiting List.

Waiting List: The Waiting List will be held in the Admin office.

Disclaimer:

The Scheme is provided entirely at the discretion of the School's Governing Body. The Scheme may be withdrawn in its entirety at any time. Places on the Scheme may also be granted or withdrawn at any time at the discretion of the School's Governing Body, (subject only, in the case of withdrawal, to repayment by the School of any pro rata amounts already paid by the parent(s) for the Scheme in advance).

The extended schools admissions arrangements contained in this document are for guidance only and may be amended, supplemented or deviated from at any time at the discretion of the School's Governing Body.