



## **EXPLORERS ADMISSION POLICY AND PROCEDURES**

Explorers is part of Berkeley Primary School providing childcare for children from the school year prior to the child's Reception entry and primary school age. The club principally serves the children of Berkeley Primary School. However, children who do not attend the school but are within the above age range are able to attend. The club has a capacity of 24 children for each session.

Places are offered on a first-come, first-served basis. When all places have been filled, a waiting list will be established with the following order of priority:

- Children who are deemed vulnerable and are considered by the Head Teacher to benefit from accessing the club
- Children of Berkeley Primary School
- Siblings of children already attending the club
- Children of members of staff who work at the school after hours
- Those requiring the greatest number of sessions/hours per week
- Children living in the area attending other schools
- Siblings of children who live in the area attending other schools

### **Registration**

When an enquiry regarding places is made, parents/carers will be given all the relevant club information, including:

- Registration Form
- Booking Form
- Club terms and conditions
- Information regarding availability of places

Parents/carers are able to visit the club with the child prior to the child's first session. The child will be able to attend the club as soon as the registration and booking forms are completed and received by the school office, and confirmation has been returned.

If no places are available, the parent/carer will be informed, and the child's name will be added to the waiting list. As soon as suitable places become available, parents/carers will be informed.

<b>Age of child</b>	<b>Ratio (Adult/child)</b>
Between 2 and 3	1:5
Between 3 and 4	1:8
Between 4 and 5	1:13
5 and above	1:30

Written in accordance with:

Department of Education Wraparound Care: Guidance for Schools and Trusts in England (February 2024)

Department of Education Early Years Foundation Stage Statutory Framework for Group and

School-based Providers

(Effective from November 2024)

3:35, 3:36, 3:44

Policy Reviewed: Summer 2025

Next Review Date: Summer 2027

