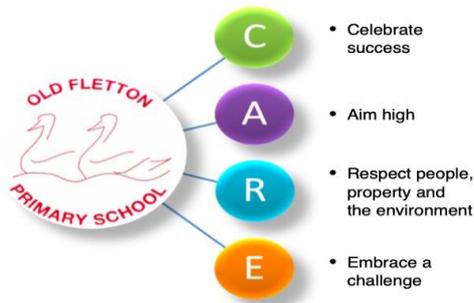


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London Road
Old Fletton
Peterborough
PE2 9DR

Headteacher: S Levy
Deputy Headteacher: N Dickson

Old Fletton Primary School Club **Admissions Policy**

Old Fletton Primary School is the Admissions Authority of the Out of School Club and, along with the Manager of the Club, is therefore responsible for all admissions.

Application

Registration and Booking Forms will be available from:

- The school office – these will be sent to you via email.
- The out of school club section on the school website.

Admission

The Headteacher, out of school club manager and out of school club staff members will admit up to 24 children at each session, per day. Where there are cases of more applications than there is space available, management will admit pupils according to the waiting list, this will be on a 'first come, first serve' basis.

Acceptance for Admission

When a place is available the following documents will be sent to parent/carers by the school via email: -

- **Registration and Booking form.**
 - Behaviour Policy
 - Admissions Policy
 - Uncollected Child Policy
 - Health and Safety Policy
 - First Aid Policy
 - Missing Child Policy
 - Safeguarding Policy
-
- **The Registration and Booking Form MUST** be completed in FULL – should you have any queries about the information required to complete the booking form, please contact the school office.
 - **The Registration and Booking Form MUST** be returned 5 working days prior to your child joining.
 - Following receipt of the **Registration and Booking Form**, a member of the office team will contact the main parent/carer as detailed on the Registration and Booking Form to notify them of the start date available for the child/ren to join.