



## ALLOCATIONS POLICY

Towerbank After School Club is a successful and popular facility, making available places scarce.

**An application form must be completed for each child for whom a place is desired, every year.**

During the school year, existing club members requesting a change in use of club sessions, must also complete a change of use form.

Submission of an application form does not guarantee allocation of sessions requested.

Submission of a change of use form does not guarantee a change will be made.

Applications for new Primary One entrants will be accepted from the first of April prior to their commencing school in August, or earlier if the applications process has begun.

The application form collects basic details about the sessions required. These are then held on a computerised application list.

When there is some availability within the club, the list is examined, in order that we can allocate the place.

Because there is always more demand for places than there are places available, the list is prioritised into groupings, which will be examined in turn:

1. Existing club members
2. Existing club members requiring increased sessions
3. Siblings of existing club members, on the application list
4. Applicants, who have been on T.A.S.C waiting list, during last session
5. Other applicants on the application list

Within each grouping, the applications are held in date order by date of receipt.

The General Manager retains discretion to administer the allocations policy in such a way as to use the available sessions to their full potential.

If an offer of a place in a session is made, the offer will remain open for 5 school days from the day of offer, within which time the parent/guardian or representative of the child must confirm to the Club their acceptance of the place.

At this time, the necessary registration documentation (including submission of a completed standing order form) must be completed and returned to the club before the allocated session(s) can be confirmed.

Failure to contact the Club as required will result in the withdrawal of any offer and of the application from the list.

If there is any change in circumstances of any applicant on the list, for example sessions are no longer required, this information must be passed on to the General Manager, to enable application records to be updated.

Should an offered place be turned down, the applicant will go to the bottom of the list unless it is due to the requirement of further places becoming available. If this is the case the applicant will retain their place at the top of the list and the next child will be offered the place instead.