



Reg. Charity No 284353
Caring in the Community since 1977

Chancetonbury Community Play Scheme

10 - Admissions Policy

Written by: Chris Woodcock
Date: Jan 12

This policy has been written in accordance with the views of the CCPS Committee and will be reviewed on a biannual basis.

This policy takes effect from January 2012.

In response to repeated requests to take children over our agreed limit of 75 per week the committee feel it is necessary to outline the policy by which places will be allocated to children to attend the summer play scheme.

It is recognised that there is a great deal of demand for the places and hence the following policy has been drafted.

- Each week CCPS will offer a maximum of 75 places.
- As a standard policy all the children who attended the play scheme last year, unless they are over the age of 19, will be sent an application form for the next year.
- Any other person, providing their child meets the criteria on the constitution, may request an application form, only from the CCPS organiser, at any time prior to the application form deadline each year.
- The admissions policy will appear on the CCPS web site to ensure fair access to all.
- Once received, returned application forms will be considered and a 'best fit' approach made to places. This means we will try to offer some provision to all those that apply by the deadline set.
- We will attempt to allocate the 75 places in the ratio 60:15 previous attendees:new children, thus ensuring access to new attendees each year.
- The decision to offer a place is at the discretion of the organiser in consultation with the committee.
- Only in exceptional circumstances will a place be offered after the application deadline, this again is at the discretion of the organiser in consultation with the committee.
- Any child wishing to attend on 'a part-time basis' will incur full costs per week due to them taking up the place of another child.
- CCPS will try to arrange transport for all those who request it; where excessive costs are likely to be incurred or in exceptional circumstances this may not be possible.