TASC ALLOCATIONS POLICY (Agreed by Board 3/8/21)

TASC is a successful and popular facility, which means that available places are scarce.

**Process**

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 April prior to their commencing school in August, or earlier if the application 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.

Because there is always more demand than there are places available, the list is prioritised and examined in turn:

* Existing club members
* Existing club members requiring increased sessions
* Siblings of existing club members
* Applicants who have been on TASC waiting list during last term
* Other applicants on the application list

Within each of those groups, the applications are ordered by date of receipt.

The General Manager retains discretion in applying this policy; aiming to allocate all available spaces.

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 TASC their acceptance of the place. At this time, the necessary registration documentation (including confirmation that a standing order and/or a childcare voucher payment has been set) must be completed and returned to the club before the allocated session(s) can be confirmed. Failure to contact the Club as required may result in the withdrawal of both the offer and the application from the list. All above information applies to parents/carers who apply for sessions in the beginning of the term and mid-term alike.

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