*3.2 ALLOCATIONS POLICY (Agreed by Board 10/10/23)*

*3.2.1 Overview*

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

*3.2.2 Process*

***An application form must be completed for each child for whom a place is desired, every year.*** *Submission of an application form does not guarantee allocation of sessions requested.*

*During the school year, existing club members requesting a change in use of club sessions, must contact the club in writing to detail the desired change. This request will then be considered and then responded to. Submission of a request does not guarantee a change will be made. If the requested session is full, the child can be added to the waiting list for that session.*

*Each year on 1st March (or closest appropriate date)* ***current members*** *and* ***their siblings****, plus* ***children who have been on any session’s waiting list during the previous academic year will be able to register and apply for the following academic year.*** *Places will be allocated in this order (in time/date order within each group):*

1. *Current members’ current sessions*
2. *Current members’ siblings*
3. *Children from the waiting lists*

*They will have a month to apply.*

*On 1st April each year (or closest appropriate date), the application forms will be open to new Primary One families and these will be accepted on a first come, first served basis, to fill any spaces left after current members, siblings and the previous year’s waiting list have been allocated.*

*If there are spaces remaining at this point, current members’ new applications for new sessions will be considered.*

*All unallocated children will go on a new waiting list for each session. This list will be checked at Christmas to be refreshed if families have made other arrangements and no longer want to remain on the list.*

*The application form collects basic details about the sessions required.  These are then held on a computerised application list and the information is used to create Care Plans for each child. Emergency contact numbers are required before a place is offered.*

*When there is some availability within the club during the year, the waiting list is examined.*

*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 and the necessary membership fee must be paid, with a confirmation that a standing order and/or a childcare voucher payment has been. 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 Administrator, 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.*