

## **Entry to St. Dunstan's Catholic Primary School Breakfast Club (Early Birds) and After School Club (Stay and Play)**

### **Procedures & Frequently Asked Questions related to joining one of our wraparound care and how the waiting list is managed.**

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#### **Who is the wraparound care for?**

Our wraparound care mainly caters for children in Years 3–6.

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#### **Can younger children join if they have siblings attending the wraparound care?**

No. Our wraparound care is not resourced or staffed for younger children. Occasionally, and at the discretion of the Headteacher, we will admit children in the summer term that they are in Year 2.

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#### **Will children at 'Young Explorers' automatically get a place at the Early Birds breakfast club or Stay and Play after-school club?**

No. Our wraparound care is limited in numbers, and we cannot exceed this due to the physical space available. Therefore, it is impossible to promise any child a definite place in the future as a space may not be available then.

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#### **Will younger siblings of current attendees be guaranteed a place?**

No. Priority is given to siblings of current attendees (in order of application date or ballot position), but places cannot be guaranteed.

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#### **Are there plans to expand the size of the wraparound care?**

No. There are currently no plans to increase the club's size, as no rooms are available on-site for this purpose.

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#### **How can I book ad-hoc spaces?**

Wraparound care ad-hoc spaces can be booked up to 6 weeks in advance via the school office or by emailing [wraparound@stdunstans.surrey.sch.uk](mailto:wraparound@stdunstans.surrey.sch.uk). Please note that the session fee is slightly higher for ad-hoc bookings.

If an ad-hoc place has been booked and is no longer required, 48 hours' notice must be given. If sufficient notice is not given, the place will still be charged for.

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#### **When can I add my child's name to the waiting list?**

- For Year 2 children: Parents may request to add their child's name to the waiting list approximately 6 months before potential entry. Forms will be sent to all Year 2 parents in February to express interest in applying for a place for September when the children join Year 3.

- For KS2 children: Parents may register their child for a place anytime.

Parents of Year 2 children who have applied will be notified via Schoolcomms in April regarding the availability of places for September. This is to allow parents sufficient time to make alternative childcare arrangements should a place be unavailable.

The number of places available each year depends on how many children leave the club.

The Headteacher reserves the right to use her discretion to allocate places to vulnerable children irrespective of the waiting list.

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### **What happens when multiple requests are received for children in Year 2?**

If the number of applications exceeds the available spaces, a ballot (random name selection) will determine the allocation order.

Priority is given to:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions per week

The School Business Manager and an office staff member will oversee the process to ensure fairness.

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### **How is the waiting list managed?**

- Younger siblings are placed alongside their older siblings on the waiting list.
- Names are added to the waiting list, giving preference to families requiring the greatest number of sessions per week.

Written confirmation of your waiting list request will be sent within 48 hours. If you have not received confirmation, please contact the school office or email [wraparound@stdunstans.surrey.sch.uk](mailto:wraparound@stdunstans.surrey.sch.uk).

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### **If I am offered a place and do not want to take it yet, will my child have to re-join the waiting list?**

Yes, because there is such a high demand for places.

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### **How long do I have to accept an offered place?**

Places must be accepted as soon as possible but no later than 5 school days after the offer. If not accepted within this timeframe, the place will be offered to the next person on the waiting list. It would be unfair for a place to lie vacant when other families would like it. If you decline all requested days, your child's name will be moved to the bottom of the waiting list.

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### **Who should I contact for queries about my application or waiting list status?**

For any questions, please get in touch with the school office or email [wraparound@stdunstans.surrey.sch.uk](mailto:wraparound@stdunstans.surrey.sch.uk)