

 Bayview Community Centre	Policy Name:	Waiting List Policy
	Policy Category:	Provision of Services
	Date Created:	April 2018

Purpose

This Policy sets out the criteria to be used when allocating spaces that become available on otherwise full programmes (ELC or OSCAR programmes) and to accepting children onto waiting lists that are in place for these programmes.

Outline

All of our programmes have maximum numbers of children that can attend for each session and from time to time demand out paces the ability for the service to accommodate children due to these maximum numbers. At these points it is important to have a clear, consistent policy to ensure that spaces are allocated according to pre-set criteria.

Allocation of spaces

When a space becomes available at one of the programmes, the waiting list manager will work through the current waiting list to allocate the space to the child who meets the highest criteria, as listed below. Priority in all instances will be given to Bayview residents. Bayview, for the purpose of this policy is considered the area covered by outlined area on the map in Appendix A.

1. A currently enrolled child who wants to extend their hours / days of attendance to those that are available
2. The sibling of a currently enrolled child
3. The child of a staff member
4. A child who is, or whose sibling(s) are attending Bayview Primary

If none of these criteria relate to any children on the waiting list, or if there are still spaces available after allocating within these criteria then children will be allocated spaces according to the time they have been on the waiting list.

Waiting list management

It will be the responsibility of the Head Teacher to manage the ELC waiting list and the Office Administrator will manage the waiting list for the OSCAR programmes in conjunction with the Supervisor(s).

All children who want to enroll on a programme need to be fully registered with the programme and the waiting list manager will need to have up to date contact details of family members. It is the responsibility of the child's parent or guardian to update the waiting list manager with any changes in circumstances or contact details.

All families who are on the waiting list will be contacted at least once every 6 months to check contact details are accurate and to inform them of the approximate wait time, or their position on the list.

Summary

Whilst we do all we can to accommodate the needs of the local community for childcare, the restriction of spaces on each programme means that a waiting list needs to be established and managed to be fair to all involved.

Document produced	April 2018
Date approved by Governance Board	May 2018
Date of next review	May 2019

Appendix A

Google Maps

Bayview

Bayview Community Boundary

