Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

WAITING LIST POLICY

Low Port Out of School Club SCIO (the Club) provides excellent breakfast and after-school care for children attending Low Port Primary School, and a holiday club for children from Linlithgow and the surrounding areas. Some sessions are fully subscribed, so a waiting list system is in operation.

Requests to add children to the waiting lists can be made at any time, including before being offered a place at the School, but not before they are born. Requests should be made via e-mail to manager@lpoosc.org.uk.

When a request is made, the parent and child's name, contact details (telephone and e-mail), catchment details and the date the request is made are recorded against the appropriate waiting list. An email is sent confirming the placement of the child's name on the waiting list for the relevant year.

There are separate waiting lists for each day and session (i.e. Breakfast and After School) for both the current school year (the 'current waiting list') and future intake years.

At the beginning of April each year, the current waiting list is merged with the next intake year, in the date order that children were added to either list. For example, a child added to the next intake year waiting list in February 2020 will be placed above a child on the current waiting list added in November 2020.

The current waiting list operates on a first come first serve basis, with no preference given to siblings or children joining the new P1 intake (accepting that parents with other children at the school, and their friends, may be aware of the Club and this policy before others).

When a space becomes available, it will be offered to the first person on the current waiting list. The space must be confirmed within 2 weeks from the notification of a space being sent.

Parents are expected to commence payment of a space from the date it has been confirmed and is available. This would apply even in the event of the child not attending from this date, unless there are extenuating circumstances agreed by the committee or the space is for a pre-school child, who would not be expected to begin paying until they start school.

If the space is not confirmed, it is assumed the space has been declined. If an offered space is declined, the child is removed from the current waiting list and must reapply to be added to the bottom of any of the waiting lists.

Temporary spaces may become available and will be offered to the first person on the current waiting list. Accepting or declining a temporary space does not impact their place on the waiting list.

Low Port Out of School Club also operates a Holiday Club based on a calendar of proposed dates and demand. The Holiday Club is open to any children (ordinarily up to the age of 14) attending school in the Linlithgow area once they are registered with Low Port Out of School Club. For the Summer Holiday Club, this includes children who are starting P1 in the following weeks.

Forms to register interest in a particular Holiday Club are usually issued 4-6 weeks before and must be returned by the date specified. Once the demand is known, confirmation of dates and activities will be sent. Where demand is greater than the spaces available, places are confirmed on a first come first served basis.

Policy History

Revision Date	Author	Description
10 June 2019	Adrian Williamson	Initial published version
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Chris Ronalson	Updated
02 December 2021	Emma Donaldosn	Updated
03 March 2022	Chloe Wells	Reviewed