

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



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Wanborough Playgroup Lunch Club Attendance Policy

1. Wanborough Playgroup operate a waiting list on a 'first come, first served' basis. Requests for a place at a lunch club should be made when filling in the registration form or in writing after their child has started Playgroup. The Supervisor will allocate places in accordance with the waiting list and with regard to the following priorities:
 - 2.1 Children who have their 4th birthday in the current academic year (school risers) have the highest priority.
 - 2.2 Children who have their 4th birthday in the following academic year (younger children) have the next highest priority. These children may not start at lunch club until the start of the term following their third birthday.
3. If the lunch clubs are full and cannot accommodate all children places shall be allocated by the Supervisor, giving priority to the school riser children, and then considering the younger children according to their age, on a fair and reasonable basis.
4. In administering the above procedure, the Supervisor will unfortunately not keep places at the lunch clubs for children of parents registering their children part way through an academic year.
5. New applications or requests for changes to existing arrangements made after the start of the academic year will be considered on a first come, first served basis once all applications and requests made prior to this date have been allocated.

This policy was adopted at a meeting of Wanborough Playgroup Committee

Held on (date)

November 2007

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Chairperson

Reviewed at a meeting of

Wanborough Playgroup

Held on

6th June 2013

Signed on behalf of the management committee

Name of signatory

Ali Petherbridge

Role of signatory (e.g. chair/owner)

Chairperson