



## Bishop road Activity Clubs

### ADMISSIONS POLICY

The Bishop Road After School and Breakfast Club is open to any child attending Bishop Road Primary School.

Children who are registered for BRAC will automatically be enrolled at BRAC for the next school year. Siblings and new users are required to register for a place. Please note that registering does not guarantee a place, it may be necessary to add the request to the waiting list if there is a lack of spaces. The process for this is outlined below.

Deadlines will be set in May/June for the return of the forms to the Administrator. These deadlines will be stated on the registration form.

- **For returning children or children on the previous years waiting list**, please ensure that we have the correct and current details for your child. If you are dropping any sessions then the forms need to be returned by the date given on the registration form. If you are hoping to change your sessions please indicate this on the registration form and return as soon as possible. Additional places will be added to the waiting list in the order they are received.
- **For siblings of returning children** priority will be given to siblings over new users, as long as registration forms are received by the deadline stated on the form. Places for siblings will be allocated in the order they are received. Unfortunately BRAC is unable to guarantee places for siblings even if forms are received before the deadline, as spaces are limited. In the event that we are unable to offer the requested places you will first be offered days where there are spaces and/or added to the waiting list.
- **For new applicants**, a different form will be made available when registration opens new users. Forms need to be submitted by 6.00pm on the date given on their registration form. Applicants who are not successful will automatically be placed on the waiting list in order of receipt.

**Brac will only be accepting Registration forms for the new academic year in TERM 5 and 6 so that we will be able to give everyone who would like to apply for places at the club the chance to apply.**

#### After School and Breakfast Club

**The following admissions criteria will be used to allocate places at the After School Club, in order of priority:**

1. **Children currently attending BRAC** Children attending BRAC are given priority and automatically enrolled for the same sessions and days as the previous year. If you need to reduce the number of sessions, you are in this category but please ensure that sufficient notice is given by completing the relevant section of the registration form. If your child has been subject to a behaviour meeting at BRAC within the last academic year and their behaviour has continued to cause concern, you may lose this priority in the Admissions Policy.
2. **Siblings of children currently attending BRAC** whose application forms are received by the designated deadline as stipulated on the registration form . (Siblings to go on the same form as the current children, not a separate form)

### **3. Children currently attending BRAC who require a change of days or additional days**

Please complete the relevant section of the registration form to indicate which additional days and/or change if you require. Every effort will be made to accommodate any changes, however BRAC cannot guarantee the request will be met due to demand and limited places.

### **4. Any children who have been on the waiting list and have not been offered a place during the year will be given priority over new registrations.**

### **5. Children new to Bishop Road School and / or Bishop Road After School Club whose applications are received by the designated deadline as stipulated on the 'New Users' registration form.**

### **6. For any forms received after the deadline, will be added to the waiting list in the order they are received.**

#### **Registration Forms**

Registration forms can be downloaded from the BRAC website [www.bishoproadactivityclubs.com](http://www.bishoproadactivityclubs.com) once registration has opened. Current parents will also be sent an email with the forms attached informing them that they can now register. A separate 'New Users' registration form will be available to download from the website for anyone registering to BRAC for the first time. Paper copies will also be made available from the BRAC building or from the BRAC office during opening times. Please do not hand registration forms to BRAC playworkers when they are off site, dropping off or collecting children from school. Registration forms must be handed in, emailed or posted to BRAC, see below for address. Please DO NOT hand forms into the school office, as we may not receive them.

Pavillion House  
Bishop Road  
Bishopston  
Bristol  
BS7 8LX

email: [admin@bishoproadactivityclubs.com](mailto:admin@bishoproadactivityclubs.com)

#### **Waiting List**

The waiting list will be reviewed monthly to ensure that any spaces are quickly given out to those on the waiting list. BRAC will contact you if the desired place becomes available. You will need to reply by the deadline stated, otherwise the place will be offered to the next person on the waiting list.

#### **Reception Start Date**

Please note that if you are registering Reception children, the school operates a phasing of days in the first couple of weeks of term. Because the school does not start and finish at normal times for reception classes during this phasing in, BRAC is unable to accept reception children for breakfast or after school club. As soon as the reception schedule matches normal school time, reception children can attend (this is normally on the Thursday and Friday of the second week). You will however need to pay for Term 1 in full to secure your place and ensure staff numbers are correct for when reception children start full time.

### **Playscheme (Holiday Club)**

Bishop Road Activity Playscheme is open to all primary school aged children. During the summer playscheme children who will be starting school in September will also be permitted to attend Playschemes as long as they are 4 years old.

You do not need to be a current member of BRAC to attend and registration forms do not need to be completed. Anyone wishing their children to attend playschemes must book the required days through the BRAC website, and fill in all the required details on the website booking form, including families already registered with BRAC. However places are limited and bookings must be made in advance.