



ADMISSIONS POLICY

Policy Statement

BOSCA is a non-profit making organisation which provides an out of school care service for children attending Broomhill Primary School.

BOSCA is an equal opportunities service and will not refuse any child admission on the grounds of race, gender or religion.

BOSCA, in line with our Equality, Diversity and Inclusion Policy, GIRFEC and our statement of aims and objectives, will endeavour to provide a service for children living with a disability. Through consultation with the child's parents/guardian and any relevant others the manager will make an assessment on whether or not BOSCA, can at that time, meet the individual needs of that child. Such an assessment is carried out on an individual case by case basis and is open to review at any time.

BOSCA is accessible to wheelchairs and walking aids.

BOSCA's management board have reserved the right to refuse admissions.

BOSCA serves to work with parents to ensure they have accurate and sufficient information not only about the service but the care provided so to make an informed decision prior to registration. We welcome you and your child to visit the service at any time prior to accepting a place.

See also:
Equality, Diversity and Inclusion Policy



Admissions Procedures

1. Admissions will be received on a first come first served basis after the re- registration of existing members. Admissions will continue to be received until the service's roll for that year is full. Prior notice of registration will be given to parents for siblings
2. The service will cover term time with the exception of public holidays.
3. The service will cover school holidays with the exception of the Christmas break and public holidays.
4. When a waiting list situation arises places will be allocated in chronological order.
5. The waiting list will be regularly reviewed.
6. When a waiting list situation arises, a number of places are reserved for the use of service users in an emergency.
7. Due consideration will be given to exceptional circumstances
8. Children must be collected by 6pm. If for any reason your child has not been collected we will try to contact you in the first instance. If we are unable to contact you we will then try and contact your child's emergency contact number. If we cannot contact them or they refuse to collect your child, we then have the option of contacting Glasgow City Council's Social Work Department and placing your child in their care.
9. Due to financial restrictions if your child is collected after 6pm you will be charged a late fee to cover the cost of staff overtime.

BOSCA works in partnership with parents to ensure the best possible care for your child. Information provided by a parent or carer concerning your child, family or circumstances will be treated with confidentiality and respect.