

<b>This policy was amended on</b>	<b>Signed on behalf of BASK</b>	<b>Date for review</b>
<i>3 September 2023</i>	<i>Andy McEwing</i>	<i>September 2025</i>

## **BASK Admissions Policy**

At **BASK** we care for **50** children between the school stages of **Primary 1** and **Primary 7**.

The above is in accordance with the legal space requirements from the Care Inspectorate and is the overriding policy in respect of admissions.

We take the following matters into account when prioritising and deciding on admissions:

- Availability of places, taking into account the staff/child ratios, the age of the child and any registration requirements
- Children who have siblings who are already with us
- When the application is received (extra weighting is given to those who have been on the waiting list the longest)
- BASK's ability to provide the facilities necessary for the care and welfare of the child, including appropriate staffing arrangements
- A child requiring a full-time place may have preference over one requiring a part-time place.
- Any extenuating circumstances affecting the child's welfare or the welfare of his/her family.

We operate an inclusion and equality policy and ensure that all children have access to BASK places and services irrespective of their gender, race, disability, religion or belief or sexual orientation of parents.

Prior to a child attending BASK, parents must complete and sign a contract and registration form. These forms provide BASK with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, allergies, parental consent, etc.