

**Malmesbury Park Primary School**  
**3:15 Club Admissions Policy**  
**(Policy adopted May 2021 – Policy review date May 2024)**

<b>Applies to:</b> All Staff	<b>Pages:</b> 2	<b>Ref:</b> 001
<b>Written by:</b> Jackie Green	<b>Issue Number:</b> 3	<b>Date:</b> May 2021
<b>Approved by:</b> SLT		

### **Introduction**

- Malmesbury Park Primary School 3:15 club is an inclusive club that welcomes children from all backgrounds.
- All parents are able to book places at 3:15 club via the Wisepay system. These can be booked up to midnight the day before the session.

### **How parents can apply for their child to be admitted to the club**

1. Parents of children new to 3:15 club also need to complete a 3:15 paper work pack which includes all relevant forms needed.
2. It is strongly recommended that parents should make an appointment to visit the club in operation. However, if this is not possible applications will be accepted in advance of the visit or without this being arranged. The forms should be signed by the person(s) with parental responsibility for the child for whom the application is being made. The appropriately signed form should be sent to the school finance officer.
3. Places at 3:15 club are given to those booking first and there is a limited capacity at the club.
4. Should any parent, prospective or current, feel that the contents of this policy have failed to be applied, they should write with details of their complaint to the Headteacher. The headteacher will consider the issues listed and reply to the complaint within a week with measures to rectify the situation, if appropriate. Should this fail to sort the matter, the procedures listed in the school's complaints policy should be followed.