

Fakenham Primary Federation

Extra –Curricular Access Policy

Aim: To ensure that all children, no matter their background, gender or ability have fair access to any extra-curricular provision.

Definition of Extra-curricular:

Any provision/ activity which is offered outside of the school's normal curriculum and teaching hours (with the exception of music tuition). Activities can include free-to-access or those paid for by parents.

Access arrangements:

- Emails informing parents about the activities, dates, times and costs will be sent at least two school weeks prior to the commencement of the provision.
- An expression of interest email/form will need to be completed and returned to school by the date required.
- Parents will be informed if their child has a place in the club a week before the commencement of the provision unless a place becomes available after this date.
- We will not be using a 'first come first served' policy for filling the places in the activity instead we will use the criteria below:

Criteria for selection

- 25% of places will be reserved for pupils who attract 'pupil premium' funding to the schools. These places will be 'reserved' until three school days prior to commencement.
- If an activity is for pupils across two or more year groups then places will be allocated equally.
- A gender balance will try to be maintained where possible.
- Ability in a particular activity will not be taken into account unless it is a 'training or practise' club for a particular sport or music. This will be made clear to parents on the initial letter. In this instance we retain the right to 'invite' pupils to attend.
- If a pupil has been accepted for one activity then they will not be selected for more unless other activities are under-subscribed or the number of pupils wanting to do one activity has been exhausted
- A waiting list for extra-curricular activities will be kept and used from one term to the next.

Right of refusal:

- Parents retain the right to refuse the place offered however the child's name will then return to the bottom of the waiting list for other activities.

Complaints:

- This policy is covered by the school complaints procedure and as such parents should refer to the policy.

Digitally Signed : Claire Howard

Chair of Governors

Date: September 2022

Review Date: September 2024