

## **Admission and Waiting List Policy**

### **Section Numbers**

The maximum number of Young Members per section will be agreed by the Leadership team.

The maximum number of Young Members per section will fluctuate over time dependent upon:

- The number of Adult Helpers per section
- The anticipated throughput of Young Members through the Sections in order to ensure that all Young members are guaranteed a place in each Section as they progress.

### **Waiting List**

All requests to become a Group Young Member, including requests made through the website, will be directed to one of the nominated Section Leaders, to be loaded to OSM. Request must include Name, DOB and email address.

Where the number of requests exceeds the number of available places, a waiting list will be held as a whole group on OSM.

The date that a potential Young Member is added to the Waiting List will be recorded.

Potential Young Members will be accepted to the waiting List from any age, including pre-Beaver age.

#### **Data on OSM**

Name, DOB and email address along with the date entering the list will be recorded by the appropriate leader. An email invitation along with OSM instructions will be sent to the parents or guardian. It is up to the parent/Guardian to enter all the relevant information to OSM. A waiting list place will not become active until all the information is present. If full data is not present a place will not be offered.

Twice a year a holding place invitation will be sent to the Email address recorded on OSM. Parents replying "no" or failing to reply before the closing date will forfeit the place on the waiting list and will be removed.

Due to data protection no information can continue to be held. If at a later date a young member would like to re-enter the waiting list this will be treated as a new entry at the bottom of the list.

It is the responsibility of the parent/Guardian to ensure information on OSM is correct and upto date.

#### **Offer of a place**

Noting the priorities below, Young members will be taken from the waiting list in strict date order according to the date at which they were added to the waiting list.

If a potential Young Member cannot be offered a place in the appropriate Section but continues to wait and becomes too old for that Section, they will stay on the list ready for the next section and holding the current position on the list ready for the next Section.

Places will be offered to sections and evenings where places allow, if the place is not accepted the member will remain on the waiting list holding their current position.

Offers of a place will first be on a 4 week trial period. After this if successful a full time place will be offered.

### **Prioritisation**

Young Members who are a member of the Beaver Section will be given priority such that they will move directly to Cubs (without the need for entering the waiting list) at the appropriate age as agreed between the Beaver and Cub Leaders.

Young Members who are a member of the Cub Section will be given priority such that they will move directly to Scouts at the appropriate age as agreed between the Cub and Scout Leader. Places will be offered where space allows in the relevant troop. If a place is not accepted the member will go on to the waiting list as a new entry.

In order to ensure the safety and welfare of young members, priority will be given to female or male Young members to ensure that there are a minimum number of female or male Young Members in the Section (where possible).