

**Approved by Trustee Board:** 23<sup>rd</sup> July 2024 (by email between meetings)

**Date of next review:** April 2025

This aims to make sure that admission of new members to the Group conforms to the Policy, Organisation and Rules (POR) of the Scout Association and are seen to be fair when applied consistently.

## Section Capacities

The maximum number of children in each Section is mainly dependent on the availability of uniformed adults to run the Section. When we are oversubscribed for places (which is most of the time) we will run a waiting list.

## Waiting List

Children must be registered on the Waiting List before being offered a place. We hold basic details on OSM (Online Scout Manager) including the child's name and date of birth and parent/carer contact details.

Parents/carers should contact the Waiting List Co-Ordinator Jo March by email  
[wl5thhaywardsheathstpauls@gmail.com](mailto:wl5thhaywardsheathstpauls@gmail.com)

## Who can join?

Any child (boy or girl) who is of the right age category is entitled to ask to join our Sections. Our Squirrels meet at the Redwood Centre near the station in Haywards Heath and the older sections meet in the Franklands Village Scout Hut so in practical terms parents/carers need to be able to access those locations but we do not have a catchment area as such. We do have a formal link to the church of St Paul's but no priority is given to children with a connection to the church. Children of all faiths, or none, are very welcome.

Children with Special Education Needs or Disabilities are very welcome to apply, but we will need to have a conversation with you to make sure that we can keep your child and the other children safe and to determine what reasonable adjustments we might be able to make so that your child and Scouting are a good fit.

## Transfer between sections

We will always aim to ensure there is a place available for any child moving up from one section to another.

## Priority for admission

Should places become available once all moving-up has taken place we will apply criteria in the following order

1. New children whose parents are or are willing to be part of a uniformed leadership team with us
2. Children moving into the area who are already invested into Scouting where they used to live (this will require official notification from the previous group).
3. New children whose parents are or are willing to be part of the Board of Trustees or a non-uniformed team member
4. Children who have been on the waiting list for the longest time if over 6 months
5. Siblings of existing children in the Group
6. Children will then be admitted according to the length of time on the waiting list if under six months.

Children of Scouting volunteers receive such high priority because there is a shortage of volunteers and without them we cannot continue to provide Scouting.

## Offers of a place

If a place is offered and declined the child's name will be removed from the waiting list. If a place is offered and the Waiting List Coordinator has not received official acceptance within 1 week the offer will be withdrawn and the child's name removed from the waiting list.

If you accept the offer of a place your child is welcome to attend a few sessions to see if they like it, you will not be required to pay subs (currently £14 a month) for the first three weeks.

## Questions

Please contact Fred Thomas, GSL [gsl@5hhscouts.org](mailto:gsl@5hhscouts.org)

## Admissions process

### 1. Initial enquiry comes in.

This could be via email to Waiting List Coordinator  
[wl5thhaywardsheathstpauls@gmail.com](mailto:wl5thhaywardsheathstpauls@gmail.com) or to the GSL.

Our own website has a contact form, this goes to GSL who will forward the message.

Or it might come from District who handle 'Want to Join' requests from the national website.

Any inquirers in person (e.g. regarding siblings at a Section meeting) should be directed to the Waiting List Coordinator



### 2. Recording on Waiting List

WL Coordinator acknowledges enquiry and requests child's Date of Birth and a parent/carer's phone number plus email and child's name if they weren't in the original message.

Once that information is received, create a new entry on the Waiting List Section of OSM consisting of child's name, DOB, parent email and phone and confirm with parent that they are on the list.



### 3. Place comes up

WL Coordinator applies priority criteria to work out which child/ren to invite.

Send out invitation(s) by email. Follow up with phone call after a week if no response.



### 4a. Parent accepts place

Transfer child on OSM from Waiting List to relevant Section

Send joining emails using templates provided and include Code of Conduct. This includes a request for information on any SEND so that if necessary GSL can speak to parents to put in place reasonable adjustments

### 4b. Parent declines place or no response after a week

Remove child from Waiting List on OSM

Parents can re-apply to join again but their eligibility under priority criteria 4 will be affected.