



Waiting List and Admission policy.

The 1st Wotton-under-Edge Scout Group Waiting List and Admission Policy for children to Beaver, Cub and Scout sections is conducted on the following basis:

1. Following their 4th birthday, an application may be made to add a child to the Waiting List, by emailing their name, address, disabilities and birth date to waitinglist@wottonscoutgroup.org. We will acknowledge by Email that your child has been registered on the Group's Waiting List or give you a reason why not.
2. We will treat all data stored on your child within the Guidelines set out in the Data Protection Act 1998.
3. Position on the Waiting List is determined by the length of time since registration.
4. When a Beaver, Cub or Scout section is below the maximum number set by the section leader, the child on the top of the Waiting List, who also meets the appropriate age criteria¹, will be offered a place.
5. It is the Scout Association's wish and the Group's intent to provide a child with a complete 'scouting experience' programme, ie from 6 years through to 14 years and then beyond in the District-based Explorers for 14 to 18 year olds. Through age profiling and succession planning the Group endeavours to meet the requirements to achieve this 'experience'.
6. As a result of the policies stated in Paragraphs 3 to 5, there can be no guarantee that any child will eventually be offered a place. Cub and Scout section places generally only become available when a child leaves.
7. Due to the dynamic affect of the above polices, the Group' does not publish a Waiting List or a predicted time when membership can be expected, as this could lead to undue expectation.
8. There are no preferential admission arrangements for siblings of existing members.
9. We adhere to the guideline of the Sex Discrimination Act 1975 and later revisions.
10. Please do not ask Leaders for admission 'favours', as these will be firmly refused.
11. An annual review will be carried out at the end of each calendar year of the age profile of existing group members and those on the waiting list. Parents of children on the waiting list will then be notified of the likelihood of a place becoming available in the following 12 months. However, factors can change during this period and any indication of availability should not be taken as a firm commitment and parents should therefore manage expectation accordingly. At the same time parents will be asked to confirm whether or not their child wishes to remain on the waiting list.
12. Group members approaching the upper age limit for Beavers will be offered a place in one of the Cubs Packs when a space becomes available. As progression profiling is carefully controlled, there is normally no scope for choice of Packs and if a

¹ 6-7.5 years old for Beavers, 8-10 years old for Cubs and 10.5-13.5 years old for Scouts



place is refused, then it will be offered to the next eligible member. The same process is applied when moving from Cubs to Scouts.

Parents should note that an important part of the ethos of Scouting is to help our youngsters achieve their full physical, intellectual, social and spiritual potential as individuals, as well as responsible members of the local and wider communities. The Group Executive and Leaders believe that this process is helped by meeting youngsters from different backgrounds, (rather than those they meet on a daily basis, either at school or when carrying out a sporting activity) and working with them to develop their individual and team skills.

13. Exceptions:

a. Scout Association Rules state that existing members moving into the Group's catchment area must be given priority over those on the Waiting List.

b. Scout Association Rules state that all Groups have to admit both boys and girls. To maintain reasonable retention levels, it has been agreed by the Group Executive Committee that if the number of either sex is below a workable minimum (4), the section leader can request either a boy or a girl (as appropriate) to recover the minimum number. Again, the boy or girl who has been on the Waiting List the longest and also meets the appropriate age criteria¹, will be offered a place.

c. To facilitate the policies stated in Paragraphs 2 to 4, in very exceptional cases, children of parents who take up a substantive role within the Group, either as a leader/helper or an Executive Committee officer/member may be given priority. This role, which will have a fully documented description and an agreed commitment of those fulfilling the position, requires agreement of the Group Chairman and Group Scout Leader and approval of the Group's Executive Committee.

14. Complaints procedure.

Any comments or complaints regarding the Group's Admissions Policy must be submitted by writing or Email to both the Group Chairman and Group Scout Leader, who will endeavour to resolve it as quickly as possible. If you consider that your complaint has not been satisfactorily resolved, you may then take it to the District and/or County Commissioner. Details of the Scout Association's complaints process is detailed on www.scout.org.uk/complaints.

1st Wotton under Edge Group Scout Leader
groupscoutleader@wottonscoutgroup.org

1st Wotton under Edge Group Chairman
chairman@wottonscoutgroup.org