

1.3

WAITING LIST

- The Ark Centre uses a fair and transparent process when using this policy.
- When parents/carers make an enquiry for a placement for their child and they are advised that there are no available places then they will be informed of The Ark Centre Waiting List Policy.
- Parent/Carers will be advised how long it may be before a place at The Ark Centre could possibly be available (this will only be an estimate and not a guaranteed time scale).
- The list will be kept on a 'first come first served' basis.
- When a place is available at The Ark Centre then the Manager will contact the parent/carer whose is at the top of the waiting list. They will be required to follow the [Registration Policy](#) within two weeks of the offer being made. If the registration process has not been completed within the two weeks The Ark Centre will have the right to offer the place to the next child on the list.
- If the parent/carer still wishes to take up the place for their child, they will then be asked to complete a registration form.
- If they no longer require the place then the parent/carer of the child highest up on the waiting list will be contacted.