

Waiting List Policy

Document Title	Waiting List Policy
Document Status	Version 1.0 New Policy
Last Reviewed:	16 MAY 2019
Next Review Date:	MAY 2020
Distribution:	Website

Publication History

Version	Date	Changes
1.0	16 MAY 2019	Draft
1.1	27 SEP 2019	Update Section 3.5

1. Policy Statement

- 1.1. This Policy applies to potential singers in Finchley Children's Music Group ("FCMG") who are interested in joining the FCMG choirs where a number limit is imposed, if that number limit is reached.
- 1.2. There will be a maximum of 23 children in each school year group. With an absence rate of 10% or more each week this allows an expected rehearsal limit in the Beginner Choir of 40 children (room capacity) and in Intermediate Choir of 80 children.
- 1.3. The Policy does not apply to intake into Senior and Chamber Choirs, where all singers must audition with the Musical Director and admission will be strictly dependent on the outcome of the audition and the Musical Director's decision.

2. Aims of the Policy

- 2.1. To outline a clear decision chain to ensure fair and transparent allocation of places in the choirs as they become available. The Dots is for children in Reception and for those in Nursery once they turn 4, Beginner Choir is for children in Years 1 and 2, Intermediate Choir is for children from Year 3 up to Year 7.
- 2.2. FCMG aspires to an equal gender balance in all choirs and will operate its admissions policy in line with this aspiration.

3. Procedure

- 3.1. All applications by parents of new potential singers are placed on a waiting list in chronological order of application according to school year group and by gender, irrespective of **ability, disability, nationality, ethnicity, religion or belief**.
- 3.2. At the start of each academic year, places in The Dots, Beginner Choir and Intermediate Choir will be offered to the maximum numbers stated in this policy according to the number of places available in that school year group, strictly in line with the following criteria and in this order;
 - i) A singer is an existing member of an FCMG choir - therefore at the end of each academic year existing singers will automatically progress to the next year group or choir where relevant.
 - ii) A singer on the waiting list has a sibling already in an FCMG choir.
 - iii) A singer is on the waiting list and there are spaces in that year group within the relevant gender.

- iv) A singer is on the waiting list and there are spaces in that year group regardless of gender.
- 3.3. Any singer who does not attend the choir regularly without the parents providing explanation or without reasonable excuse will be asked to leave, to allow another singer to join in their place.
- 3.4. Any singer whose parents do not pay the fees in a timely manner, and at latest by the end of the term, unless by prior arrangement with the Treasurer, will be asked to leave, to allow another singer to join in their place.
- 3.5. If a singer was a previous member of an FCMG choir and wishes to return, they will be considered individually to determine placement on the waiting list.

Agreed by the FCMG Trustees Sep 2019