

Waiting list policy

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Biggleswade Scout Group has eight Sections: Three Beaver Colonies, three Cub Packs and two Scout Troops. We also have a partnership agreement with Phoenix Explorers who meet at our Headquarters.

Currently all the Group Sections are full, so we run a waiting list system to enable parents/guardians/carers to register that their young people wish to join. This policy details how we match places, as they become available, with young people on the list.

How to Apply:

- For a young person to be added to the waiting list, they need to apply for a place:
 - Beavers biggleswadebeaverwaitinglist@gmail.com
 - Cubs cubwaitinglist@gmail.com
 - Scouts scoutwaitinglist@gmail.com
 - If you don't have access to email then please call 07970 269896.
- The following details must be supplied: full name, date of birth, address including postcode, phone and email contact details of at least one parent/guardian.
- Applications are taken from the following ages:
 - Beavers – applicants must be **under** 7.5 years old
 - Cubs – applicants must be **under** 10 years old
 - Scouts – applicants must be **over** 10 years old
- Young people will be offered places in priority order (see below), once they have reached the appropriate age for that section and there are places available, to start the following term/half term:
 - Beavers – 6 years of age
 - Cubs – 8 years of age
 - Scouts – 10.5 years of age
- The age ranges for the Sections are: Beavers: 6 to 8 years, Cubs: 8 to 10½ years, Scouts: 10½ to 14 years. There is some flexibility on those ranges, and further flexibility for those with additional needs.
- Our Group relies on the efforts of our adult volunteers (Leaders, Assistants, Executive Committee etc), without whom it would simply not continue. We always need more adult volunteers. Therefore, we give a high priority to

those on the waiting list who have an adult family member who is willing and able to take on a role within the Group.

- Scouting is open to all young people (irrespective of gender, faith, ability, sexuality or any other factors). If a young person needs additional support in order to participate in scouting, this should be discussed with the leaders, who will work with parents to establish a plan of action. This will not affect their allocation of a place.
- The school that a young person attends is NOT a factor in deciding the priority for allocation of places.

Priorities when allocating places

The following is a list of criteria that we use when allocating places to young people – in order of priority (highest priority first).

1. The young person is already a member of Biggleswade Scout Group and is moving up from the section below (i.e. Beavers to Cubs or Cubs to Scouts).
2. A parent or other adult family member is a regular volunteer with the group as a Leader, Assistant Leader, Section Assistant or Executive member.
3. The young person is already a member of The Scout Association at a Group outside of Biggleswade District and has recently moved to Biggleswade.
4. The young person has a sibling who is already a member of Biggleswade Scout Group
5. Finally, we will allocate places to the person who has been on the waiting list the longest.

Further considerations

- On application, the young person will be asked to give a preference on which Colony, Pack or Troop they wish to attend. While every effort will be made to accommodate this, due to the high demand for spaces we cannot guarantee the preferred section.
- We will follow these criteria where possible however ultimately the allocation of places is at the discretion of Section Leaders and the Group Scout Leader.

Offering Places

Places will be offered out before the end of the preceding term/half term (Intake in January, February, April, June, September, November). We will contact you by email to the email address provided at application. This process takes place during term time to avoid people missing emails whilst on holiday. The email will contain details of the offer and the section offering a place.

You will need to respond to this email within **5 working days** to confirm if you want the place. If you don't respond we will inform you that the place will be reoffered if you don't contact us immediately.

After this point if we do not hear from you the place will be offered to another young person from the waiting list.

Waiting List Review

If a young person waiting for a particular Section does not obtain a place in time to join that Section, then they will be automatically moved to the waiting list of the next section and informed of the change.

We will contact applicants regularly to confirm if they are still interested in joining Biggleswade Scout Group and give 10 working days to confirm.

It's very important that you inform us if your contact details change.

If we contact you, and do not hear back, we will remove you from the waiting list.