

Holiday Bible Week

Bishop's Stortford



Holiday Bible Week Selection Policy

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed: 14 March 2024

Next review: Spring 2025

Purpose

At Holiday Bible Week we aim to give a place to every child who applies, but unfortunately we do not always have sufficient helpers to enable us to do this. Normally over 90% of children who apply get a place. This document describes how we allocate places should we be oversubscribed.

Children of Volunteers

Children of volunteers get places automatically, as without these we would not be able to run the event. This also applies to children in the care of volunteers e.g. Grandparents and Childminders who have regular care of children.

Applications received before the closing date

All other applications received by the closing date are treated equally. We do not prioritise on the basis of church or school attended, or on declared special needs, or on date of application. The applications are randomised by address and places assigned based on an anonymous numerical system.

We assign the same priority to siblings living at the same address, so that either all siblings or none will be offered places. This is to avoid the problems of splitting up families during the week.

Any child not offered a place will be put on a waiting list, unless the application is withdrawn.

We will notify you whether your child has a place or is on the waiting list by the published date for responses.

Should further places become available, either because of children dropping out or because of extra helpers becoming available, places will be offered to those on the waiting list, using the same priority system.

Applications received after the closing date

Depending on the number of volunteers we have, we may accept applications after the advertised closing date. Places here will be offered on a first come, first served basis. With the same sibling proviso as above.

Where all places are not filled by this random process families will be informed of any spaces left available even where whole families cannot be accommodated.

Where discretion is needed in any case – decisions are made and documented by the Selection Officers from the HBW Committee.