



Our Membership and Attendance Policies are designed to maximise the quality and consistency of our output and we ask that you read them very carefully before accepting the offer of a place at OTMYT.

Membership Policy

- The maximum capacity of OTMYT Juniors is 25 children per session
- A rolling waiting list will be operated once the maximum capacity is reached
- If a child leaves OTMYT Juniors, a place cannot be kept and rejoining options will be via the waiting list
- **Students are expected to remain with OTMYT Juniors for at least the duration of the current term:**
 - Notice may be given, of the intent to leave OTMYT Juniors, at the end of the current term, if it is **before** the registration deadline of the following term. These dates are listed on our website at www.otmyt.co.uk.
 - Notice to leave given at any other time during the Production Cycle will attract the following fees:
 - 1-2 weeks into the 12-week cycle = £45 total payable (equivalent of 6 weeks payments)
 - 3-4 weeks into the 12-week cycle = £67.50 total payable (equivalent of 9 weeks payment)
 - 5+ weeks into the 12-week cycle = £90 total payable (equivalent of the full termly cost)
- On the Registration Deadline date, any places which are to be vacant for the following Production Cycle will be offered to those names on the waiting list

Attendance Policy

- As the Mission Statement of OTMYT Juniors requires us to be developing performance skills in our young members, regular attendance is vital to keep the place in the group
- Missed sessions will be dealt with as follows:
 - Following the second missed session within a term, parents/carers will be reminded of the importance of consistent attendance from all members
 - Following the third missed session within a term, parents/carers will be issued with a letter reminding them about the details of this policy
 - Following the fourth missed session within a term, parents/carers will be issued with a final warning
 - Missing a fifth session within a term gives OTMYT Juniors the right to withdraw the member's place with immediate effect and with no reimbursement of fees

- Students are expected to attend for the full session, 9:30am-11:00am or 11:30am-1:00pm. Missing more than 15 minutes, in total, of any single session will be regarded as a missed session and dealt with in line with the above policy