Juniors Membership and Attendance Policy

Membership, withdrawal and attendance expectations

Applies to	OTMYT Juniors
Version	October 2026 | Review by October 2027

OTMYT Juniors develops confidence and performance skills through regular practical work. Consistent attendance helps members benefit fully from the programme and allows the group to prepare effectively for end-of-term sharing and performance work.

Places and membership

- The maximum capacity is 40 members per Juniors session.
- Where a session is full, OTMYT may operate a waiting list.
- If a member leaves OTMYT Juniors, their place cannot normally be held. Any future return will be subject to availability and the joining arrangements in place at that time.
- Members are expected to remain for at least the duration of the current term.

Notice to leave at the end of a term

- A parent/carer may give notice for a member to leave at the end of a term without an additional withdrawal charge, provided notice is received within two weeks after the final session of that term.
- Notice should be given in writing to OTMYT so that there is a clear record of the date it was received.

Withdrawal during a term or outside the free notice period

Where a member withdraws after the free notice period or during a term, the total fee payable for that term will be calculated as follows. Any amount already paid will be deducted from the amount due.

- Withdrawal during weeks 1-2: 1/3 of the termly fee.
- Withdrawal during weeks 3-4: 2/3 of the termly fee.
- Withdrawal during week 5 or later: the full termly fee.
- Payment by instalments does not change the total amount due under this policy.
- These withdrawal amounts are intended to reflect OTMYT's committed costs and the loss arising when a place is given up during a term. OTMYT will not seek to recover more than its reasonable loss and will take account of costs saved or a place successfully refilled where relevant.

Attendance

- Members are expected to attend regularly and to remain for the full session, either 9:00am-10:30am or 10:45am-12:15pm, as applicable.
- Missing more than 30 minutes in total from a single session will normally be recorded as a missed session for the purposes of this policy.
- OTMYT may take genuine exceptional circumstances into account, but parents/carers should notify OTMYT as early as possible about planned or unavoidable absence.

Attendance concerns

- After the second missed session in a term, OTMYT will contact the parent/carer and remind them of the attendance requirement.
- After the third missed session, OTMYT may issue a formal attendance reminder.
- After the fourth missed session, OTMYT may issue a final attendance warning.
- A fifth missed session may result in the member's place being withdrawn where OTMYT considers that continued absence is materially affecting participation. Any outstanding fees due under the withdrawal provisions above remain payable.

OTMYT discretion and safeguarding

- OTMYT may vary or waive an attendance step where there are exceptional welfare, medical or safeguarding circumstances, or where doing so is otherwise reasonable.
- OTMYT may also withdraw or suspend a place where required for safeguarding, safety or serious conduct reasons. Any financial consequences will be considered separately and fairly in the circumstances.

Staffing arrangements

- OTMYT does not guarantee that any particular member of staff, worker, freelancer, tutor, director, practitioner or other individual will deliver any particular session, rehearsal, workshop, production or activity, unless OTMYT has expressly confirmed in writing that a named individual is a material part of the booking. Staffing arrangements may be changed at any time, including at short notice and, where necessary, without prior notice, because of illness, availability, safeguarding, operational requirements or other reasonable circumstances. OTMYT will take reasonable steps to maintain appropriate staffing and supervision arrangements. A change of staffing alone will not normally give rise to a right to cancel or receive a refund.

Cancellation or changes by OTMYT

- If OTMYT cancels a paid session, rehearsal, workshop, event or other activity and does not provide a reasonable replacement or rearranged activity, OTMYT will provide an appropriate refund or credit for the part of the service that has not been provided. Where a cancellation or material change is caused by circumstances beyond OTMYT's reasonable control, OTMYT will not be responsible for indirect or consequential losses such as travel, accommodation or other personal costs. Any refund or credit due for the OTMYT service itself will be dealt with fairly and in

accordance with applicable consumer law. OTMYT may offer a replacement date, credit or alternative activity where appropriate, but this does not affect any statutory right to a refund.

Acceptance of this policy

Parent/carer acknowledgement

By accepting a Juniors place, continuing membership, or paying fees for a term, the parent/carer confirms that they have read and accepted this policy. Where OTMYT uses an online acceptance box or booking form, that acceptance forms part of the membership agreement.