



ADMISSIONS POLICY

Related Policies:

- Inclusion Policy
- Learning Support Policy

Date: 3rd November 2011

Note: This policy could be revised following publication of government amendments to SEN policy and the Equality Act 2010.

ADMISSIONS POLICY

The school exists to provide education for children according to the indications laid down by Rudolf Steiner. To this end the school is happy to accept children regardless of ethnic, religious or financial background (refer to school's Inclusion Policy), subject however, to the following provisos:

- (i) Children who have or develop special educational needs are welcome to join our classes except when it is considered that their admission would be incompatible with the delivery of the curriculum for the class.
- (ii) In accordance with the Equality Act 2010, the School seeks to make reasonable adjustments where possible to facilitate the entry of pupils with disabilities.
- (iii) The school, being entirely dependent on parents for its funding, is currently obliged to require parents to pay fees in full before their child can start.
- (iv) Class size

The procedures outlined below are intended

1. To enable parents to make informed decisions, by providing opportunities for them to become acquainted with the distinctive ethos and pedagogy of a Waldorf / Steiner school.
2. To enable the school to come to decisions as to the child's ability to participate positively in the class they intend to enter.
3. To ensure that in the case of children with special needs the school has the skills and resources necessary to deal properly with their needs.
4. To ensure that the acceptance of a new child will not affect adversely the education of the children already in the class.
5. To ensure that parents understand the financial commitment incumbent on them as parents of children at the school and that they are in a position to honour that commitment.
6. To ensure as far as possible that each application is dealt with speedily and that the criteria for admission are applied consistently and fairly.

Note: This policy could be revised following publication of amendments to SEN policy and the Equality Act 2010.

Procedures for Admission

A. Informal and optional

Parents and sometimes children may get to know the school through Open Days, talks, social events like the Advent Bazaar or school plays,

or attendance at one of the Open Tours. This is an optional procedure, but it can be very helpful in getting a better understanding of the School, its values and its educational approach.

B. Formal and Mandatory

Kindergarten (Age 3 – 6 years)

1. Parents fill in the Application Form attaching if applicable reports from previous and / or current school. Please provide as much information about your child as possible so that we can be sure that we can meet your needs responsibly. It is of particular importance that a parent informs the School on the application form should a prospective pupil be disabled under the definition of the Equality Act 2010.
2. The school Admissions Secretary will acknowledge receipt of the Application Form and arrange a First Interview with the designated Interview Teacher. This interview will seek to inform parents of all aspects of the whole school, give a general sense of the ethos of the School as informed by Rudolf Steiner's educational philosophy, answer questions and begin to build up a picture of the family and educational background of the child. If, at the end of this First Interview, it is apparent that either the School would be unsuitable for the Child or we are unable to offer a place to the child the parents will be informed in writing within a few days and the application will automatically lapse. In certain circumstances, where, for example, the initial documentation is felt to warrant it, a telephone interview may be preferred instead of a personal interview at school.
3. After satisfactory conclusion of the first interview, the Admission Secretary will then arrange for the Parents to meet the Kindergarten Teachers with their child. Kindergarten teachers still in their probationary year at the school will be accompanied by their mentor. At this Second Interview the Kindergarten Teachers will describe the nature of the Kindergarten and seek a more detailed picture of the child, family background and the child's ability to take part in and benefit from Kindergarten activities. This meeting may involve the child spending some time alone with the Kindergarten teacher.
4. If possible on the same visit a Finance Interview is held with the School Administrator. At this meeting all aspects of the fee structure and the Parents' financial commitments can be clarified. The Interview Teacher is informed of the outcome.
5. If stages 3 – 4 are satisfactorily completed, the Kindergarten Teachers will, after consultation with the Interview Teacher, normally at their next meeting, review the application and decide to offer a place. The Kindergarten Teachers will decide which group the child will enter.

6. The Interview Teacher will write to the Parents to convey the offer of a place, mentioning any conditions which might apply, and invite them to contact the relevant Kindergarten Teacher to arrange a starting date. On average this letter arrives in 2 weeks. A copy of this letter is filed with the Admission Secretary. All Staff should be informed of each new admission to the School.
7. In the case of an unsatisfactory outcome to stages 3 or 4, the Interview Teacher will write to the parents within one week of the date of the last interview. A copy of this letter is filed with the Admissions Secretary.

Lower School (age 6 –14)

The basic procedure remains the same as for Kindergarten, except that the Second Interview will be conducted by the relevant Class Teacher. New Teachers (still in their probationary year) are accompanied by their mentors.

Upper School (ages 14 – 18 years)

Applications are referred to the next weekly Upper School Teachers Meeting. If the Application Form and accompanying documents (e.g. reports from previous or current school) are satisfactory, the parents and their child will be asked to attend for an interview with all or some of the Upper School teachers. New Upper School class teachers still in their probationary year will be accompanied by their mentor. Wherever possible, a Finance Interview will be scheduled for the same day. The Chair of the Upper School is notified of the outcome of this interview. A decision is usually reached at the next weekly Upper School Meeting and the parents will be notified in writing by the Upper School Chair within one week. If there are concerns the Upper School Teachers may request further details and / or refer the decision to the College.

If at any stage of the admissions process concerns arise the school may request further details from parents or other bodies, seek medical reports, or request the advice of the School's Eurythmy or Learning Support staff. Financial questions may be referred to the Finance Group.

Special Needs

We only cater for children who fall within an academic ability range which enables them to benefit from our rigorous and broad curriculum from Lower School up to GCSEs. Where possible, the school will look to make reasonable adjustments to cater for children with special educational needs, unless it is considered that their admission would be incompatible with the delivery of our curriculum for the class.

Where resources and the curriculum allow, children with Special Educational Needs may be accepted, especially if they attend at a young enough age. In a few cases we can accept pupils with extra needs at a later stage. Please refer to the Learning Support Policy for more details.

Appeals and Complaints

If the parents or guardian are convinced that the wrong decision was made about their child's application to the school then they have the right of appeal. Firstly, parents should make an appeal in writing to the Interview Teacher within 7 working days of the receipt of the admissions decision. A response to the appeal will normally be provided within 7 working days. If the parent is still unsatisfied, they should contact the School College of Teachers. The final arbiter in the process will be the Board, if the appeal to the College fails.

Other provisions

1. The school may require, or parents may request, a short trial visit (usually a few days) in the appropriate class, before a decision is reached.
2. All newly admitted pupils enter a probationary period lasting one term. During this period a child may be withdrawn by the Parents or be excluded by the School at short notice and without initiating the normal procedures for withdrawal or exclusion. A first review will take place after six weeks: a final decision is reached two weeks before the end of term. In certain cases, the probation period may be extended by the School.
3. In certain cases a pupil may be admitted conditionally – for example where extra tuition in languages is required or other support or therapeutic work is prescribed.

Withdrawals of pupils for a temporary period

Although we understand that there may occasionally be instances when parents need to withdraw their child/children for a temporary period, we regret that we are not able to hold a place in the school or in a particular class. On reapplication the usual admission procedure will take place and where appropriate and possible the child *may* be placed in his/her previous class. However, this may not be possible for one or more of the following reasons:

- A significant amount of the curriculum will have been missed
- The pupil in question may have changed
- The constitution of the class may have changed
- The class may now be full
- Other

Important:

Notice to withdraw a pupil: the following term's tuition charges will be payable unless one full term's notice is given.

Addendum

Agreed Reductions Policy

Canterbury Steiner School operates on a fee basis, therefore in order to have pupils from as wide a social economic grouping as possible we operate the following financial policy:

- A. Family Fees:
- | | |
|-----------------------|--------------|
| 1 st child | full |
| 2 nd child | 10% discount |
| 3 rd child | 50% discount |
| 4 th child | free |
- B. Pupils in Kindergarten can obtain help on an annual basis subject to financial review.
- C. Deferred terms can be obtained by financial interview.
- D. Short term help can be applied for by:
- i) Letter to the Administrator
 - ii) Consideration by the Finance Group

The school tries to keep a balance of 80% paying full fees. The school does not have a bursary fund therefore all financial assistance comes from fee income.