



ADMISSIONS POLICY

Policy Statement

Canterbury Steiner School operates a socially inclusive admissions policy that is free from any discrimination on the grounds of disability; race; religion or belief; sex; sexual orientation; gender reassignment or pregnancy and maternity. We consider all children as having individual needs, and we aim to meet those needs as best as possible taking into consideration the child's age, developmental stage and other circumstances. We accept children who have the potential to thrive in our school. We will help parents to have a good understanding of our approach in order to enable them to make an informed decision before they apply and to have a mutually supportive relationship with us once the children have been accepted and throughout their time at the school.

This policy is subject to current legislation, the school's policies for Equal Opportunities and in particular section 85 of the Equality Act 2010.

Selection for entry

Selection for entry to the school will be made on the basis of the Admissions process and in consideration of the following criteria:

- 1. Canterbury Steiner School's suitability for her/his age, ability or special educational needs.**
- 2. Whether we can make reasonable adjustment to accommodate a particular pupil's needs.**
- 3. Whether the acceptance of the applicant is compatible with the effective education of the children already placed in our school.**
- 4. Whether we have the resources to meet his/her needs within our own Learning Support Team.**

Special Needs

We aim to follow the Special Educational Needs Code of Practice 2015. Where resources and the curriculum allow, adjustments will be made to accommodate children with medical or Special Educational Needs. As part of the admission process, in the case of pupils with medical needs, a risk assessment will take place as well as consultation with relevant specialists to ensure that an informed decision is made.

All pupils have access to the services of our learning support department on the basis of need, and as part of making reasonable adjustments to our provision.

We strive to provide an inclusive education and will consider all applications carefully. Unfortunately sometimes we have to take the difficult decision that the school cannot meet a child's special educational needs adequately.

This Admissions policy ensures children with SEN are only accepted when:

- **the child's needs can be met within our approach and reasonable adjustment budget, and**
- **their acceptance to the school does not adversely affect the education of the pupils already in our care.**

As we are not a Section 41¹ school the Local Authority will not normally name us in an Educational Health Care Plan. (EHCP)

¹ Section 41 is a new category of independent school "specially organised" to make provision to pupils with SEN.

Oversubscription

In case of oversubscription, the order of priority is:

- Siblings
- Children of staff
- Children transferring from other Steiner schools
- Length of time on waiting list

Appeal

Appeals about an Admissions decision must be made to the School Leader in writing within 5 working days of the receipt of the admissions decision. A response to an appeal will normally be provided within 10 working school days of receipt unless external specialist advice is required in which case a response will be provided as soon as practicable.

Temporary Education away from Canterbury Steiner School and re-entry.

If a child is away from school for an authorised reason, their place will be kept in the class for up to one term provided that parent(s) continue to pay the fees up to date and in full.

Classes and their equivalents in the State sector:

The chart below is designed to show the order of the classes, the ages of the children in each class and how these correspond with schools in the state sector. The cut off birth date for a class is 31st August.

| Canterbury Steiner School | Age | State sector |
|-----------------------------|------------------|--------------------------|
| Parent and Child Groups | 0 -3 ½ | Playgroups and nurseries |
| Kindergarten Year 1 & 2 | Rising 3 – 5 yrs | Primary [Reception] |
| Kindergarten Year 3 | 5 – 6 yrs | Year 1 [Infants] |
| Class One – Lower School | 6 – 7 yrs | Year 2 |
| Class Two – Lower School | 7 – 8 yrs | Year 3 [Juniors] |
| Class Three – Lower School | 8 – 9 yrs | Year 4 |
| Class Four – Lower School | 9 – 10 yrs | Year 5 |
| Class Five – Lower School | 10 – 11 yrs | Year 6 |
| Class Six – Middle School | 11 – 12 yrs | Year 7 [Secondary] |
| Class Seven – Middle School | 12 – 13 yrs | Year 8 |
| Class Eight – Middle School | 13 – 14 yrs | Year 9 |

Admissions Procedure

Registration

As Steiner education has a distinctive approach to education, it is important that parents understand our methods and some of our educational philosophy. Experience has shown that pupils benefit if parents and the school have a mutual understanding of child development and our curriculum. Prior to registration, prospective parents are required to attend a school Open Tour. (Prospective children do *not* attend these events) These are held regularly and appointments can be booked by contacting admissions@canterburysteiner.co.uk.

Application

Parents complete an application form, which should be returned with all the appropriate documentation and an application fee of £100. Without full reports [attainment, behaviour and SEN information] from the previous setting, including other Steiner Schools, we cannot proceed with the Admissions process. At any stage in the process, the School may request that an applicant has further SEN assessments before moving to the next stage.

A finance discussion is arranged with the school Business Manager to ensure parents are aware of billing arrangements, notice periods and the requirement to maintain timely fee payments. A place will not be offered if there is evidence of an inability to pay fees or non-payment of fees/significant debts at another educational setting. A school place may be subsequently withdrawn if financial commitments to the school are not met.

Early Years – Kindergartens 3 to 6 years old

Entry into the Kindergarten is from the term after the child's third birthday. Both parent(s) and child will have an opportunity to meet the teacher before admission. Parents will have ample opportunity to share information about their child.

The Classes (6 -13 years)

The child and his/her parent(s) will be invited for interview. Your child will be interviewed by a class teacher and the SENCo and parent(s) will have a separate meeting with another member of staff. The aim of this process is to gauge the suitability of the school for each pupil and the suitability of each pupil for a particular class.

Class Visit

Following the interviews, a decision will be made whether to invite the prospective pupil for a class visit of 1-2 days. The school reserves the right to cut short the length of time during the visit if necessary.

The School will make any reasonable adjustments necessary during the admissions process including the interview and class visit.

Offer of a place

The school will send parents a Letter of Offer which may outline any special conditions needed to support the child's integration into Canterbury Steiner School for example extra tuition. Acceptance of a place should be confirmed in writing within 5 working days. You will be asked to pay a deposit and sign a contract and the child can start at school once all payments are received. If a place cannot be offered, parents will be informed in writing.

Children are usually admitted at the beginning of each half-term. All places in the classes are offered on half-term probation. In exceptional circumstances the probationary period may be extended, this will involve writing a provision map for the pupil. After the probationary period, any withdrawal is subject to one term's notice.