

Admissions Policy

Policy statement

The school is mainstream, non-selective and provides education for children between the ages of 3 and 18. We aim to meet the needs of any child who may apply; we consider it our responsibility to ensure that we can support all of the children who are accepted into the school. Because of limitations of space, staff, facilities or the individual needs already being accommodated in a particular class, it is not always possible to support everyone.

Enquiries

Initial enquiries usually come by email or phone. Questions about admissions should be answered with the general policy above in mind. Sometimes enquirers are under the impression that Steiner Waldorf education is an easy option for children who struggle in mainstream schools. It is important for the health of the school community that it includes children of all abilities, so it should be made clear to enquirers that ours is a mainstream school and not a Special Needs school.

Applications

There are separate application forms for:

- **Kindergarten** - for children aged between 3 and 6 during the academic year for which they are applying.
- **Class 1 (external)** - for children from other schools whose 7th birthday falls during the academic year for which they are applying.
- **Class 1 (internal)** - for children from our own Kindergartens whose 7th birthday falls during the academic year for which they are applying.
- **Classes 2 - 8** - for pupils whose 8th to 14th birthdays fall during the academic year for which they are applying.
- **High School** (Classes 9 - 12) - for students whose 15th to 18th birthdays fall during the academic year for which they are applying.

Application form processing

Please see Application Form Procedure

Interview

The interview process and probationary period are designed to enable staff to assess whether or not the school is able to meet a particular child's needs.

- The Administrator must be kept informed of any decisions made or steps taken.
- The relevant teacher is responsible for contacting the applicant to arrange a time for interview. If the application is for more than one child, the relevant teachers should co-ordinate interviews.
- For information about conducting interviews, see Interview Procedure.
- Teachers must read through the application and depending on the child and circumstances follow-up with the relevant procedure (alerting the Administrator to any and all action taken):
- *Under no circumstances should teachers tell parents or children/students at the interview that they have been accepted or tell them when they can start. They should be told that the Administrator will be in touch with them in the next few days.*

- If the interviewing teachers feel the school cannot accommodate a particular child, they must write or email the family and tell them why. A copy must be given/sent to the Administrator to file with the application form.
- If the interviewing teachers cannot come to a decision themselves, they should inform the Administrator and let the College know that they need advice.
- If a decision is made to offer the applicant a place, the interviewing teachers should inform the Administrator, who will then complete the process.
- It is important that all documentation is completed and forms, fees and deposits are returned, so the teachers should not take any further action until asked to do so by the Administrator.
- The Administrator will inform the College of the decision.

Probationary term

All places are offered subject to the conditions laid down in the Parents' Handbook. These are referred to in the offer letter sent to parents.

Teachers should be aware when a probationary term is coming to an end and refer to the Terms of Acceptance and Probation for details of the procedure.