

The St Michael Steiner School

Admissions Procedure

N.B. (Class 1 applications for the beginning of the academic year, and Kindergarten applications have their own procedure)

Application (See Application Form Procedure)

Interviewing

Interviews are usually part of a longer process during which the child spends about 3 trial days in the relevant class. During this time, the child is interviewed by 2 teachers, without the parents present. One teacher observes and takes notes while the other works with the child.

The structure and content of the interview depends on the age of the child. The interview form suggests possible activities and Class Teachers should know beforehand what they need to find out about the child in order to make a decision. Some things can be done during the course of the trial days.

Parents and teachers should have an opportunity to ask questions, without the child present, at the time of the interview.

Parents must either pay the deposit and fees due, or meet with the Bursar to make arrangements for paying before the child can be accepted. It should be made clear to them that this is part of the process.

Teachers should tell the parents that they will hear from the school in writing (which can be by email) within 1 week during term time, perhaps a little longer during holidays, about the decision. No decisions can be given on the day of the interview.

The interviewing teachers discuss the interview and leave at least 1 night before making a decision, which is then presented to the College. The College makes the final decision on consideration of the interviewers' report. In the absence of a College meeting within the week, at least 2 College members, in addition to the interviewers, should be consulted before a decision is made.

Decision

When a decision has been made to accept a child, and the school has received all reports and approved financial forms, the Class Teacher tells the administrator who sends out a formal letter offering the child a place and giving a proposed starting date – the letter should be a standard one, stating that the child is accepted subject to satisfactory financial arrangements and under the terms and conditions laid out in the parents handbook under 'Terms and Conditions of Acceptance.' A copy of this section should

be included with/in the letter. They should be asked to confirm within 10 days whether or not they wish to accept the place.

If the decision is not to accept the child, the Class Teacher should inform the Administrator who will inform the parents in writing within a week of the interview, giving reasons. In most cases, this letter should be written by the Class Teacher and approved by at least one other College member before being sent.

If more time is needed for the decision, the Class Teacher should tell the Administrator so that he/she can inform the parents within a week of the interview.

When the letter of confirmation from the parents has been received, the Administrator should send a Parents' Handbook, term dates and any other relevant information, including relevant financial forms and Consent form, together with a letter welcoming the family to the school, if it is a new family.

When the child's admission has been confirmed, the Administrator should inform the relevant teacher.

If the parents decide not to take up the place, the Administrator should move the child's file to the relevant section in the filing cabinet and advise the relevant teacher.