

The St Michael Steiner School
Admissions Procedure for Class 1
(to start in September)

For children who apply to join class 1 during the course of the year, follow the general application procedure.

1. *(See application procedure)*
2. The child is interviewed by 2 teachers. If no Class 1 teacher has yet been appointed, two teachers and members of College will take on responsibility for these interviews.
3. Parents and teachers should have an opportunity to ask questions at the interview.
4. Parents should be told that they will hear from the school within 1 week during term time, perhaps a little longer during holidays, with information about the next stage of the process. No decisions can be given on the day of the interview.
5. The interviewing teachers discuss the interview, preferably the next day, before making a decision. This should also be reported at the next College meeting.
6. Reports from previous schools/nurseries/Kindergartens are requested as part of the application procedure, but if they have not been provided, the interviewing teachers should request them at this point, before an offer is made.
7. If the interviewing teachers decide to offer the child a place, they should tell the Administrator who will send an Offer letter.
8. If the family accepts the place, the Administrator should send a Financial Undertaking Form, Consent Form (to be returned at the beginning of the school year), Parents' Handbook, term dates, and any other relevant information, and put the family in touch with the Bursar who will discuss finances with the family, and arrange payment of fees.
9. If the child is offered a place or there is no clear decision, the interviewing teachers should inform the Administrator who should then add the child's details to the list of children to see the school doctor, and inform the parents of the date and time of the doctor's visit as soon as it is known.
10. If a child is unable to see the doctor on the date given, or if the application arrives after the doctor's visit, the Administrator should ask his/her parents to make a private appointment to see an Anthroposophical doctor to assess class 1 readiness, and should be given the school doctor's details, but this is not a requirement unless

specifically requested by the interviewing teachers; otherwise, the child will be able to see the doctor at school in the first term.

11. In the case of children where no clear decision was made, after the child has seen the doctor, if the decision is made to offer a place to the child, go through points 6 & 7.
12. If the decision is not to accept the child, the interviewing teachers should draft a letter to the child's parents, giving reasons, and pass it on to the Administrator to be typed and sent within a week of the interview, unless parents have been otherwise advised.
13. If more time is needed for the decision, the Class Teacher or interviewing teacher should tell the Administrator so that s/he can inform parents within a week of the interview.
14. If the parents decide not to take up the place it should be ensured that this information is passed onto the relevant teacher, the Bursar, and the Administrator (who should file the child's application).