

**The St Michael Steiner School**  
**Admissions Procedure for Kindergarten**

1. *(See Application Procedure)*
2. The parents meet with the child and the Kindergarten teacher together.
3. During the interview parents should have an opportunity to ask questions about the Kindergarten pedagogy and the school. The child/ren can use drawing and craft materials and play in the Kindergarten while the adults speak together. These meetings usually last around 45 minutes.
4. Families 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. 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.
6. If the decision is made to offer the child a place, the Kindergarten teacher should tell the Administrator who will send an Offer letter. This letter may include details of which mornings will be offered, in which case the letter should be composed by or in consultation with the Kindergarten teacher. (Children may join the Kindergarten the term after their third birthday. Three-year-olds usually attend for a minimum of three mornings, although two mornings can be offered.)
7. 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.
8. If more time is needed for the decision, the Kindergarten teacher should tell the Administrator so that s/he can inform parents within a week of the interview. Once a decision has been made, proceed with points 6 & 7, or point 9.
9. If the decision is not to accept the child, the Kindergarten teacher 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.
10. If 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).