

## **The St Michael Steiner School Early Years Admissions Procedure for Kindergarten**

1. (See Admissions Policy & Procedure and Application Form Procedure)
2. The parents and the child meet with two members of the Early Years team together.
3. During the initial meeting, 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. One member of staff will be available for the child. 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 initial meeting.
5. Reports from previous schools/nurseries/kindergartens are requested as part of the application procedure, but if they have not been provided, the 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 admissions co-ordinator, who will send an offer Letter. 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 admissions co-ordinator should send a consent form, the Parents' Handbook 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 admissions co-ordinator so that they can inform parents within a week of the initial meeting. 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 admissions co-ordinator to be typed and sent within a week of the initial meeting, 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 admissions co-ordinator (who should file the child's application).