

The St Michael Steiner School

Application Form Procedure

- Where possible, families should be advised about any restrictions on admissions at the time of their first enquiry so that they do not pay the application fee unnecessarily (e.g. if a class is full, they should be informed that if they apply, they may be put on a waiting list, etc.).
- When an application is received - regardless of who receives it - it must first be passed to the Admissions co-ordinator¹ who will:
 - mark on the front of the application form, the date on which it was received.
 - check that all required documentation has been received and completed:
 - The Application form is complete, signed and dated
 - The Financial Undertaking form is complete, signed and dated
 - The Application fee has been received
 - The Trial Days Consent Form has been signed
 - School reports and SEND reports have been submitted (if applicable)
 - make a copy of the form and give/send it to the Bursar, who will send the applicant a Financial Undertaking form showing the fees that will be due in the particular case.
 - if any necessary paperwork has not been received, hold the form until the application is complete.
 - ensure the family is contacted to follow up the missing elements, and ensure they understand that their application will not be processed until everything has been received.
 - when all paperwork is complete, mark accordingly the front of the application form and notify the applicant that the application is being processed.
 - photocopy the application form and reports, file the originals in the appropriate applications folder, pass the information to the Bursar, and pass the photocopy to the appropriate teacher.²
 - The relevant teacher is then responsible for contacting the applicant to arrange trial days and a time for interview. If the application is for more than one child, the relevant teachers should co-ordinate trial days and interviews.
 - Teachers must read through the application and, depending on the child and circumstances, follow up with the relevant interview procedure (alerting the Admissions co-ordinator to any and all action taken):
 - If a decision is made to offer the applicant a place, the interviewing teachers should inform the Admissions co-ordinator, who will then complete the process using the offer letter template, and send all relevant documentation³ to the family.

¹ The Admissions co-ordinator for 2023/2025 is Grace Oladeinde

² see the Data Protection Policy for the procedure for handling copies of personal data

³ Consent Form, Parents' Handbook and any other specific information.

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- If the interviewing teachers feel the school cannot accommodate a particular child, they will compose an email to the family telling them the reasons for the decision and give/send it to the Admissions co-ordinator to send to the family and to file with the application form.
- If the child is applying a long time in advance, the Admissions co-ordinator will ensure applications are followed up at the appropriate times and inform the parents accordingly. children will be interviewed from:
 - April for a September start
 - October for a January start
 - January for an April start
- If a family has applied for a child to start soon, and there are no reasons a child cannot be considered, the teacher should proceed with the appropriate Admissions procedure.
- If, for any reason, a child who has applied is not enrolled at the school, the application form will be filed in the appropriate folder and kept for the appropriate time (see Policy for Processing and Retention of Personal Data)
- If a child is enrolled at the school, the Admissions co-ordinator will open a file for the child, and their application form will be kept in their file on Engage.

A handwritten signature in black ink, appearing to read 'Brian Hipkin', with a long horizontal line extending from the end of the signature.

Approved by Chair of trustees on behalf of trustees

Review date April 2027