

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.
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 will hear from the school within 3 days during term time, and perhaps a little longer during holidays, with information about the next stage of the process. No decisions can be made 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 a decision is made to offer the child a place, the kindergarten teacher should tell the Admissions co-ordinator, who will send an offer letter and all relevant documentation, and put the family in touch with the Bursar to discuss finances. Children may join the kindergarten after their third birthday. Three-year-olds usually attend for a minimum of three mornings, although two mornings can be offered.
7. If more time is needed for the decision, the kindergarten teacher should tell the Admissions co-ordinator so that they can inform parents within 3 days of the initial meeting. The delay should not normally be more than 7 days. If it needs to be longer, the parents should be kept informed. Once a decision has been made, proceed with points 6 or 8.
8. 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 who will send it within 7 days of the initial meeting, unless parents have been otherwise advised.
9. If parents decide not to take up the place, it should be ensured that this information is passed on to the relevant teacher, the Bursar and the Admissions co-ordinator (who should file the child's application).