

London Steiner School

ADMISSION POLICY AND PROCEDURES

In accordance with section 85 Equality Act 2010, London Steiner School (LSS) is committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; religion or belief; sex; sexual orientation; gender reassignment or pregnancy and maternity. The school will not discriminate in the arrangements it makes for deciding who is offered admission as a pupil, the terms on which it offers to admit a pupil, or by not admitting a person as a pupil.

The school must also feel reasonably sure that we are able to educate and develop the prospective pupil to the best of his or her potential so that there is every chance that the pupil will have a happy, fulfilling and successful school career. These aims must continue to be met throughout the pupil's time at the school.

ADMISSIONS PROCEDURE

Registration

As Steiner education has a distinctive approach to education, it is important that parents understand our methods and some of our educational philosophy. In this policy the word 'parent' is used to mean 'parent/carer/guardian'. Experience has shown that pupils benefit if parents and the school have a mutual understanding of child development and our curriculum. It is strongly recommended that prior to registration, prospective parents attend one of our open day events or a school tour and meeting with a member of staff. A non returnable registration fee of **£60** is payable.

Application

When a place is available in the school, parents will be sent an application form, which should be returned with all the appropriate documentation. **This includes reports from any previous setting including samples of work if home schooled.** Without full reports - attainment, behaviour and Special Educational Needs (SEN) information - from the previous setting, including other Steiner Waldorf Schools, we will not proceed with the admission.

Please provide us with as much information about your child as possible including any disability as defined by the Equality Act 2010. This information, together with class visits and interviews (as outlined below), will be used by the school to construct a full picture of the child developmentally and academically so that we can ensure that we can responsibly meet the needs of your child in the school. **We will require a signature from both parents (unless there is only one legal guardian) to tell us that they have provided a truthful and complete picture of their child.**

At any stage in the Admission Process, the school may request that an applicant has further SEN assessments before moving to the next stage.

Early Years – Kindergartens 3½ to 6 years old

For a child to join the Kindergarten, **she/he must be at least 3½ years old before the date of admission.** Both parent(s) and child will have an opportunity to meet the teacher before admission. Parents will have ample opportunity to share information about their child. Children generally join the kindergarten either in September or January; however, in certain circumstances it might be possible to join at other times.

Classes 1 to 8 (6 -14 years)

The admissions process happens in one of two ways depending on circumstances.

- The child and his/her parent(s) will be invited for interview. Your child will be interviewed by their prospective class teacher and another member of staff. The parent(s) will have a separate meeting with the class teacher. The aim of this process is to gauge the suitability of the school for each pupil and the suitability of each pupil for a particular class.

Or:

- If circumstances allow, the child will be invited to join the class, usually for 3 days, and the interviews will take place during these 3 days. The school reserves the right to cut short the length of the visit if necessary.

The School will make any reasonable adjustments necessary during the admissions process including the interview and class visit.

Contact with previous educational setting

As part of our information gathering for the admissions process we will contact the pupil's previous school.

Teachers Decision and financial interview.

Once all the pedagogical information has been collated a financial interview will be arranged and **the faculty of teachers will make a decision.**

Offer of a place.

If the financial arrangements are in order and the teachers feel they can meet the needs of the child, the school will send parents an Offer Letter which may outline any special conditions needed to support the child's integration into London Steiner School - for example extra language or other tuition. Acceptance of a place should be confirmed in writing or by email within 5 working

days. The parents will be asked to sign a home school agreement and a range of consent forms.

If a place cannot be offered, parents will be informed in writing.

The child can start at school once the deposit is received and payment arrangements are made. The school will decide the date of admission. If parents have a preference this will be taken into account. **All places in the classes are offered on a term's probation, including places offered in Kindergarten.** In exceptional circumstances the probationary period may be extended, After the probationary period, any withdrawal is subject to **a term's notice.**

ADMISSIONS POLICY

Selection for entry to the school will be made on the basis of the Admissions process. Specifically, we consider:

1. **LSS's suitability for her/his age, ability or special educational needs. (please see LSS SEND Policy)**
2. **Whether we can make reasonable adjustment to accommodate a particular pupil's needs.**
3. **Whether the acceptance of the applicant is compatible with the efficient education of the children already placed in our school.**
4. **Whether we have the resources to meet his/her needs within our Teaching Team.**
5. **A signing of the *home school agreement* which indicates that parents will work with us to support their child.**

Initially, a new child might need some extra tuition in certain areas; in foreign languages or music for example. The cost of extra tuition will be covered by parents, except where additional tuition is a reasonable adjustment for a disabled person within the meaning of section 20 Equality Act 2010. The School is entitled to take into account the cost of a reasonable adjustment when determining whether it is reasonable.

Admissions process for children applying from overseas

Children applying from overseas will undergo the same admissions process; however, if the child is unable to come for interview, we will arrange an initial interview by Skype and do a face to face interview to gain a fuller picture when the child arrives in the country. Please be aware that in these circumstances, the term's probation gives a chance for child, parents and teachers to review the situation during this probationary period and take action where required.

Short term enrolment - One term or less.

Children visiting the school for short term, often from abroad, will go through the same admissions process. However, the teachers will not interview the child. It is recognised that short term visits can be a good pedagogical experience for the children; however, while we make every effort to integrate the child, one term is not long enough to guarantee progression in academic subjects. The parents will be asked to sign a disclaimer to such effect.

Progress from Kindergarten to Class 1.

Although we would hope that pupils can enjoy their entire education here, **progression from the kindergartens to Class 1 is not automatic. Progress reports are kept for each child in accordance with the EYFS. As a child reaches statutory school age i.e. rising 5, a review of the child will take place and if there are any difficulties or concerns that point to the child possibly not being able to progress through the school, a meeting will be held with parents to discuss the situation. This is to keep parents informed, so that if they chose to, they have the opportunity to find different provision in time for reception age entry to another school. Nevertheless, a full review process, will take place for each child between February and May of the child's rising Class 1 year. This review is part of preparing the teachers in the lower school for accepting the children into Class 1.**

The parents of rising Class 1 will receive a letter in January asking if they would like their child to join Class 1 (see Appendix A). Once the deadline for responses has passed we will begin our review process. Parents will be notified of the outcome of the review.

Although we welcome pupils transferring from other Steiner schools, the normal admission procedure still applies.

Special Needs

We aim to follow the Special Educational Needs Code of Practice May 2015. (Please see LSS SEND Policy.)

Where resources and the curriculum allow, adjustments will be made to accommodate children with medical or Special Educational Needs. As part of the admission process, in the case of pupils with medical needs, a risk assessment will take place as well as consultation with relevant specialists to ensure that an informed decision is made.

We strive to provide an inclusive education and will consider all applications carefully.

Unfortunately, sometimes we have to take the difficult decision that the school cannot meet a child's special educational needs adequately.

Oversubscription

Where a place cannot be offered due to classes being full, the family will be put on our waiting list and informed as soon as a place becomes available.

In case of oversubscription, the order of priority is:

- Children of staff
- Siblings
- Length of time on waiting list
- Children transferring from other Steiner schools

Appeal

Appeals about an Admissions decision must be made to the College Chair in writing within 10 working days of the receipt of the admissions decision. A response to an appeal will normally be provided within 15 working school days of receipt unless external specialist advice is required in which case a response will be provided as soon as practicable.

Temporary Education away from the London Steiner School and re-entry.

If a child is away from LSS for an authorised reason, their place will be kept in the class for up to one year provided that parent(s) continue to pay the fees up to date and in full.

Disclaimer

I accept the terms and conditions for short term entry stated in the policy above,

for **my**
child.....

Signed.....**Date**.....
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Reviewed February 2018

Related policies:
LSS SEND
LSS finance/Bursary
LSS Attendance

APPENDIX A

Dear Parents,

In light of the level of interest we have received from families outside the school, for September 20__ Class 1 places, we would like to give you the opportunity to submit your child's application before we consider external applicants.

Please be aware that even though your child is in kindergarten they still need to be considered under the School's application process.

Kindly tick the appropriate box below and submit this letter to the office before the end of January 20__

- I will be making an application for my child to attend Class 1 next year.
- I would like to meet with a member of staff to discuss my child's education next year.
- I will not be sending my child to class 1.

If you are not intending to apply for Class 1 we would be grateful if you would provide a reason below.

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Name of
Child

Name of KG
teacher

Signature of
parent.....

Name of Parent in print
Date