

## **Admissions Procedure**

**Nant-y-Cwm Steiner School is a non-selective school providing a Steiner education for children aged 3 -14.**

### **Statement**

At Nant-y-Cwm Steiner school we are committed to ensuring that any admission decisions will be made in accordance with the Equalities Act 2010 and by a process that is free from any discrimination on the grounds of disability; race; ethnic or national origin; gender; religion or belief. In accordance with the Equality Act 2010 the school seeks to make reasonable adjustments where possible to facilitate the entry of pupils with disabilities.

The admissions procedure is formulated to ensure that enquirers and prospective parents:

Are provided with sufficient information about the school to enable them to make a realistic judgement about the suitability of NYC for their children's education.

- Experience an introduction to the school, and subsequent visits, that are warm and welcoming,
- Find that the school's response is sufficiently prompt to enable them to make their arrangements within a reasonable amount of time,
- Are clear about the expectations, responsibilities, and level of co-operation required of them by the school.

The procedure is designed to ensure that:

- The school operates a fair and open system of admissions.
- The school follows the Safeguarding Guidelines and communicates with other schools when a child is admitted to the school.
- The financial agreement between the parent and the school is clearly agreed before the pupil is accepted for admission.
- The school is confident about its ability to provide an adequate education for the child.

### **Aim**

It is our aim to:

1. Provide a step-by-step procedure for managing the admissions process.
2. Keep clear and adequate records for each new admission.

3. Ensure that prospective parents understand what the school can provide for children with Additional Learning Needs, where this provision is necessary.
4. Ensure that staff who conduct the interviews for admissions have a clear structure and format for the interview.
5. Ensure that the interview process realistically assesses the balance between the social and educational needs of the prospective pupil, the needs of the class, and the resources, which the school can provide to meet those needs.

## **Procedure**

### **Admission**

The procedure to be followed for admission to the school is as follows:

1. The potential parent(s) make contact with the school.
2. The administrator will email a preliminary admissions pack to the parent(s); consisting of a letter thanking them for their enquiry and inviting them to the next open afternoon, the frequently asked questions document, an admission form, fees schedule and policy, and term and festival dates.
3. The parents come for an informal visit or attend an Open Afternoon.
4. The parents complete an admission form with the required deposit and return to the school office.
5. On receipt of the admission form the school administrator will contact the previous school for any reports and inform the relevant teachers.
6. The administrator will arrange a mutually convenient time for a trial and an educational interview

### **In Main School**

1. An educational interview will be undertaken at the school by the class teacher with the child and their parents. This will be an opportunity to discuss the child's background, home life, previous education and any concerns. The child will then have a separate interview entailing some tasks with another teacher whilst the parents continue to talk with the class teacher. The purpose of this interview is to ascertain whether the school can provide an education for their child.
2. Following a satisfactory interview, a trial period will be offered for the child of 1 to 5 days. During the trial the class and subject teachers will monitor the child in the classroom and in the school. After the trial the teacher will discuss the child and any observations with the Teaching Team.
3. The teaching team will make a decision whether the school will be able to fulfil the child/children's needs. Identification of any additional educational needs will be

established and discussed with parents where appropriate. The teacher(s) will then inform the administration team.

#### **In Kindergarten**

1. The Administrator will forward all KG applications to the Early Learning team for their consideration.
2. The Kindergarten Teacher will arrange for the parent(s) to spend a morning in Kindergarten to gain a full understanding of how Kindergarten operates.
3. The Kindergarten teacher will come and visit the parent(s) in their home. This will be an opportunity to observe the child in their home setting.
4. A child accepted into Kindergarten will be assessed at age 5 before a place is offered in the Main School.

#### **Administration**

1. If the child is accepted, the Administration team will make contact with the parents and arrange a time and date for the administration and financial interview.
2. The administrator will also ensure that the child's previous school files have been received, a separate letter and form will also be sent to the Safeguarding Officer at the previous school.
3. All consent forms to will be completed before entry.
4. Following the administration interviews the teacher(s) will be informed.
5. A letter of acceptance will be sent with a starting date for the child/children and a Parent's Handbook.
6. The parents will then give confirmation of when their child/children will be starting school and the first instalment is paid.
7. There will be a no obligation 6-week trial.
8. If an application has not been successful, a letter clearly explaining the reasons will be sent to the parents.
9. Any child that does not arrive at the expected start date will be followed up.

#### **Guest Pupils**

On occasion the school may take guest pupils for a minimum of half a term. The admission procedure will be the same as above.



**Related Policies:**

Children Missing in Education Policy

Meet and Greet & Open Days Policy

Safeguarding Policy

Educational Interview Policy

**Review Date: February 2021 v.1**