

Admissions Policy and Procedure

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 policy 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 policy is designed to ensure that:

- The school operates a fair and open system of admissions.
- 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.

Aims

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 the 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

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

1. The potential parent(s) make contact with the school.
 - a. An enquiry form is completed by the administrator and preliminary admissions information pack is sent out via email or post; consisting of a letter thanking them for their enquiry and inviting them to an informal visit or an open day; a prospectus; an admission form; fees schedule and policy; term and festival dates.
2. The parents come for an informal visit or attend an Open Day.
3. The parents complete an admission form with the required deposit and return to the school office.
4. On receipt of the admission form the school administrator will inform the relevant teachers and contact the previous school for any reports. The administrator will arrange a mutually convenient time for an educational interview, or the teacher will make contact with the parents themselves. All additional paperwork will be sent to the parents to be presented at the educational interview.
5. Following the educational interview with the relevant teacher(s), a trial period may be offered to the child of 1 to 5 days. During the trial the Class and Subject teachers will monitor the child and give a short assessment of the child in the school. After the trial the teacher will discuss the child and any observations with the Teaching Team.
6. The teaching team will decide whether the school will be able to fulfil the child/children's needs. Identification and assessment of any additional educational needs will be established and discussed with parents where appropriate. The teacher(s) will then inform the administration team.
7. Administration team will make contact with the parents and arrange a time and date for the administration and financial interview. The administrator will also request the child's previous school files.
8. Following the administration interviews the teacher(s) will be informed.
9. A letter of acceptance will be sent with a starting date for the child/children and a Parent's Handbook.
10. The parents will then give confirmation of when their child/children will be starting school and the first instalment is paid.
11. A family may decide to leave within 6 weeks of admission of their child with no further financial obligation, after this time full notice will be required.

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.

Review Date: December 2018