

## **Admissions Policy and 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 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.

### **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 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**

#### **Admission**

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; an admission form; fees schedule and policy; term and festival dates.
2. The parents come for an informal visit or attend an Open Afternoon or 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 a trial and an educational interview. Any additional paperwork will be sent to the parents to be presented at the educational interview.

#### **In Main School**

1. A trial period will 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.
2. Following the trial 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.
3. 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.

#### **In Kindergarten**

1. Parents are invited to visit the Kindergarten with their child during an afternoon to see the setting and meet the teacher.

2. The administrator will arrange a meeting between the parent(s) and the Kindergarten Teachers. This will normally be in the afternoon when the Kindergarten Teachers are available to talk with the parent(s) and where appropriate the child.
3. The Kindergarten Teacher will arrange for the parent(s) to spend a morning in Kindergarten to gain a full understanding of how Kindergarten works.
4. The Kindergarten teacher will come and visit the parent(s) in their home. This will be an opportunity to discuss the child's background, home life, previous education and any concerns

#### **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. 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 lead at the previous school.
2. Following the administration interviews the teacher(s) will be informed.
3. A letter of acceptance will be sent with a starting date for the child/children and a Parent's Handbook.
4. The parents will then give confirmation of when their child/children will be starting school and the first instalment is paid.
5. There will be a no obligation 6 week trial.
6. If a child is not accepted, a letter explaining the reasons from the school will be sent to the parents.

**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: March 2019**