

LANCASTER STEINER SCHOOL

ADMISSIONS POLICY AND PROCEDURE

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Lancaster Steiner School is open to all children irrespective of race, religion, gender, social class or disability. Decisions about admission are made on the basis of the school's ability to meet the needs of each child.

Initial Contact

Initial contact will be through the school office. Information about Lancaster Steiner School, including an application form and our admissions procedure, will be sent out to parents. The administrator/ office staff will answer any immediate questions. Parents will be offered the opportunity of visiting the kindergarten and/ or school and they will have the opportunity of talking to the class teacher.

Application for Admission

Parents wishing their children to join the school will be asked to fill out an application form and include a non-returnable fee of £20. The administrator will contact the teacher and an appointment for an interview will be arranged with the parent / carer.

The interview will take place between the parents and two teachers, one of whom will be the prospective teacher. With children under five years the admissions interview will be with the kindergarten teacher only.

The interview will take place at the school. Both parent/s and child are asked to attend. During this time one of the teachers will work with the child to gain a more in depth understanding of the child and their needs.

A standard form will be used at the interview to guide the interview and provide important information and insights to help the teachers make a decision on how the child will fit into the class/school and to provide a background to help the teacher educationally.

In some cases, where special needs are involved, a second interview will be arranged so that teachers can find out more about the child's particular needs.

The teachers will then make an educational decision as to whether the child will be offered a place. This decision will be made at the teachers' weekly meeting.

The Administrator will notify the parents, in writing, of the availability of a place at the kindergarten or school within working ten days and arrange a financial interview with the family. If there are special arrangements needed, the Administrator will contact the Treasurer who will arrange a second interview. On successful completion of the financial application the Administrator will contact the family to arrange a starting date.

Before the starting date the parents/carers will need to register their child. This can be done in the school office where relevant school information can be found and the parent /carers may ask any questions.

The child's name will then be entered in the Admissions Register. Registration forms will be kept at the on school premises as they contain medical information and consent in case of an emergency.

All places are initially for a trial period of 4weeks for children in the lower school and 6 weeks for kindergarten children. At the end of this time teachers meet with parents to discuss how the child is settling in and whether they wish their child to continue at the school. In exceptional circumstances the teacher might make the decision that the kindergarten or school was not able to meet the needs of the child. Parents might also make this decision. In either case no further fees would be owed. Generally, the meeting at the end of the trial period is an opportunity for both parents and teachers to meet and talk.

Moving from the Kindergarten to the School

In the term after your child turns 5, they are, by law, obliged to attend school full time unless they are registered as home educated.

In Steiner Waldorf Education, the child only begins what we call formal education (lower school) when they are 6/7 years old, until that time they remain in Kindergarten. The qualities and the rhythmical education that the children are offered in Kindergarten, span the 5 mornings of the week. This is important in helping to prepare them to engage in the more formal learning that is necessary in the next stage of their education.

We expect the children who have reached 5 years of age to attend the full 5 days a week. In exceptional circumstances and with sound educational reasons which are for the benefit of the child, a 5 year old child may attend kindergarten for less than 5 days a week. These exceptions would be agreed on a case by case basis with the College of Teachers. Our school entry cut off date is 31st May.

As children approach the transition time between kindergarten and school they are observed for school readiness. For children moving from the kindergarten to the lower school there is an interview process to assess readiness and to enable the teachers to discuss with parents those children who are border-line. In exceptional cases the school may not be able to meet the needs of the child.

Parents are asked to bring when applicable

- relevant medical information eg hearing loss
- information about any special needs assessments
- the last two school reports
- examples of child's school work