



## **Admission Policy and Procedure**

Policy owner	Administration Manager	March 2022
Formally endorsed by	Trustees	March 2022
Review date		Under Review

## **Admission Policy and Procedure**

*In accordance with section 85 Equality Act 2010, St. Paul's Steiner School 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. Prior to registration, prospective parents are required to attend a school Open Tour held once a term. If the parents are not able to attend a scheduled Open Tour, parents can arrange a private tour for a fee of £150. A registration fee of £100 (£60 for siblings) 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. Without full reports (attainment, behaviour and SEN information) from the previous setting, including other Steiner Schools, we cannot proceed with the admission. We do not usually accept applications for Class VII, unless under very exceptional circumstances.

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.

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 3 to 6 years old**

For a child to join the Kindergarten in September, she/he must have had their 3<sup>rd</sup> birthday before August 31<sup>st</sup> of that year. Both parent(s) and child will have an opportunity to meet the teacher before admission. During this meeting, parents will have the opportunity to share information about their child and ask questions about the education.

Kindergarten admissions are done on a rolling basis. We begin the application process with new children from the waiting lists, as places become available.

Siblings are placed together to create further continuity, convenience and understanding in families. If a family has reason to believe siblings or twins should be separate, the school will consider these on the merits presented.

## **Offer of a place**

The Admissions Team makes decisions concerning admissions.

Acceptance of a place should be confirmed in writing within 5 working days. The child can start at school once all payments are received.

If a place cannot be offered, parents will be informed in writing. Children are usually admitted at the beginning of each half-term.

## **The Classes (6 -13 years)**

The child and his/her parent(s) will be invited for interview. Your child will be interviewed by a class teacher and the SENCo and parent(s) will have a separate meeting with another member of staff. 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.

## **Class Visit**

Following the interviews, a decision will be made whether to invite the prospective pupil for a class visit of 5 days. The school reserves the right to cut short the length of time during the visit if necessary.

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

## **Offer of a place**

The Admissions Team makes decisions concerning admissions. The school will send parents a Letter of Offer which may outline any special conditions needed to support the child's integration into St. Paul's Steiner School for example extra language or other tuition. Acceptance of a place should be confirmed in writing within 5 working days. The child can start at school once all payments are received.

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

Children are usually admitted at the beginning of each half-term. All places in the classes are offered on half-term probation, including places offered to Class I children not from St Paul's kindergartens. In exceptional circumstances the probationary period may be extended, this will involve writing a provision map for the pupil. After the probationary period, any withdrawal is subject to one 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. St. Paul's suitability for her/his age, ability or special educational needs.**
- 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 own Learning Support Team.**

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.

Although we would hope that pupils can enjoy their entire education here, progression from the kindergartens to Class I is not automatic and an admissions process takes place at this stage.

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 2015. 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**

In case of oversubscription, the order of priority is:

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

### **Appeal**

Appeals about an Admissions decision must be made to the School in writing within 5 working days of the receipt of the admissions decision. A response to an appeal will normally be provided within 10 working school days of receipt unless external specialist advice is required in which case a response will be provided as soon as practicable.

## APPENDIX A

### St. Paul's classes and their equivalents in the State sector:

The chart below is designed to show the order of the classes at St. Paul's, the ages of the children in each class and how these correspond with schools in the state sector. The cut off birth date for a class is 31<sup>st</sup> August, while in the state sector it is the 1<sup>st</sup> September. We regard the month of August as a borderline month and will look especially carefully at pupils with August birthdays.

Children enter Class I in the September after their sixth birthday. Pupils leaving at the end of Class VIII would enter Year 10 in a state school.

St Paul's	Age	Mainstream
Parent & Child Groups	0 – 3.5	Playgroups, nurseries
Kindergarten Yr 1 and 2	Rising 3 – 5	Primary (Reception)
Kindergarten Yr 3	5 – 6	(Infants) Yr. 1
Class I Lower School	6 – 7	Year 2
Class II Lower School	7 – 8	Year 3 – Juniors
Class III Lower School	8 – 9	Year 4
Class IV Lower School	9 – 10	Year 5
Class V Lower School	10 – 11	Year 6
Class VI Middle School	11 – 12	Year 7 – Secondary
Class VII Middle School	12 – 13	Year 8
Class VIII Middle School	13 – 14	Year 9