

Norwich Steiner School

Admissions procedure for Kindergarten & School

Reviewed August 2013

School Admissions procedure – August 2013.doc

Introduction

Thank you for your interest in Norwich Steiner School. The following provides a summary of our admissions process and policy. If you have any questions, please do not hesitate to contact our administration team and we will be pleased to help.

As the approach to education followed by Steiner Schools differs considerably from that which is offered in the mainstream sector, it is important before applying for a place for a child in this school, that parents understand something of the educational philosophy we follow.

In addition to any research or reading parents may do, we suggest parents attend an Introductory Morning which provides the opportunity to see the school on a normal day and allows an opportunity to look at work done by the children and to talk to some of the teachers.

Admissions procedure

If a parent is interested in sending their child to the school, our policy is as follows:

For the School:

1. Phone or email the school and provide some basic details about your child and register your interest in the school. A relevant teacher and/or the school administrator or SENCO may need to speak to you depending upon your child's needs.
2. We usually like to meet the child with you before they come to the school; this can be quite informal and brief, such as at an introductory morning, but if an introductory morning isn't convenient for you, we will ask you to come in and meet the teacher on another occasion.
3. Usually the school will then invite your child to come and spend a day or two in the class they would be joining. This allows your child and the school to experience one another.
4. The class teacher will consult any other staff who have experienced your child during their visit, and then will meet with or telephone you to discuss possible next steps. Sometimes the next step is for your child to spend another day or two in school. It may also involve a meeting with the school SENCO or other relevant staff.
5. Once both you & the school agree that your child would benefit from joining the school, parents are invited to submit an application form. School reports are also required at this point and the school may wish to speak to teachers at your child's previous school in order to gain a full picture of their educational needs. At this point a £50 administration fee is payable, which is only refundable if the school decides for any reason not to offer your child a place.
6. A start date will be agreed and your child can then begin school on a probationary basis for 2 weeks. Before starting school, parents must pay a deposit of £200 (refundable after your child leaves the school) and fees in advance (preferably for the term or half-term).
7. At the end of 2 weeks, your child's class teacher will meet with you to discuss the probationary period. If for any reason it is felt that the needs of your child cannot be met by the school and in the context of the class they are joining, you will be entitled to a full refund of all monies paid thus far.

For the kindergarten

1. Phone or email the school and provide some basic details about your child and register your interest in the kindergarten. A relevant teacher and/or the school administrator or SENCO may need to speak to you depending upon your child's needs.
2. The Kindergarten teacher will invite you to come for a meeting and talk about your child; normally you and the kindergarten teacher can talk, whilst the assistant plays with your child in the same room.
3. If your child seems ready for the experience, the Kindergarten teacher will arrange for your child to spend some time in kindergarten and after the visit will contact you to talk about how it went and to agree next steps. Next steps could involve your child spending another morning or two in kindergarten before any decision is taken, or a meeting with the SENCO.
4. Once both you & the school agree that your child would benefit from joining the kindergarten, you will be invited to submit an application form and fill out a kindergarten profile form. Reports from any previous settings are also required at this point and the kindergarten teacher may wish to speak to any previous teacher of your child in order to gain a full picture of their educational needs. At this point a £50 administration fee is payable, which is only refundable if the kindergarten decides for any reason not to offer your child a place.
5. A start date will be agreed and your child will then begin kindergarten on a probationary basis for 2 weeks. Before starting kindergarten, parents must pay a deposit of £100 (refundable after your child leaves the kindergarten) and fees in advance (preferably for the term or half-term).
6. At the end of 2 weeks, the kindergarten teacher will meet with you to discuss how the probationary period has gone. If for any reason it is felt that the needs of your child cannot be met in kindergarten and in the context of the rest of the children they are joining, you will be entitled to a full refund of all monies paid thus far.
7. The minimum attendance is 3 mornings a week and all children age 5 and above are required to attend 5 mornings a week.

Fees

School and Kindergarten fees are payable in advance each term, unless special arrangements with the finance team have been pre-agreed. Once a child is registered as a pupil in the school/kindergarten, a full term's written notice is required if a parent wishes to withdraw the child. This notice period is important to us because it may affect staffing. Fees must be paid in full even if the parent chooses to withdraw the child in advance of this notice period and by applying for a place for your child at this school, you are entering into a contract to pay fees in advance and to provide a term's notice of your intention to take your child out of this school. As a matter of course, Norfolk County Council's attendance team is notified when a pupil leaves the School.

Decisions about admissions

Decisions to admit children are taken by the relevant teaching group alongside the SENCO and school administrator. Decisions will need to take into account health and safety issues if the child has identified medical needs or behavioural difficulties, and educational, administrative and financial implications if the child has or requires a Statement of Special Educational Needs. If necessary, a risk assessment form will be completed (see Appendix A) to be sure that we can meet the needs of individual children responsibly.

Although we would hope that pupils can enjoy their entire education here, progression from Early Years to Lower School (class 1) and from Lower School to Upper School (class 9) is not automatic and an admissions process takes place at each stage.

When considering the application of a pupil, we take into account the following:

- Norwich Steiner School's suitability for her/his age, ability or special educational needs.
- Whether we can make reasonable adjustment to accommodate a particular pupil's needs.
- Whether the acceptance of the applicant is compatible with the efficient education of the children already placed in our school.
- Whether we have the resources to meet his/her needs.

Special Needs

We aim to have a 'healthy constellation' of pupils in each class and not to over-burden any class or teacher with more than a few children needing extra help. Although we especially welcome pupils from other Steiner schools, the normal admission procedure still applies.

In the kindergarten with the emphasis being on play and imitation, the range of learning needs that can be accommodated may be wider than that which is possible in the school; hence the need for a clearly separate admissions procedure for the Lower School; parents should be aware that there is no automatic right of admission to the Lower School from the Kindergarten.

Within the Lower & Upper School, we aim to cater for children who fall within an academic ability range which enables them to benefit from our broad and developing curriculum. Children with mild dyslexia, dyspraxia and related conditions may be accepted, particularly if they attend from a young enough age. Where resources and the curriculum allow, adjustments will be made to accommodate children with medical or Special Educational Needs. In the case of pupils with medical needs, as part of the admissions process a risk assessment will take place as well as consultation with relevant specialists to ensure that an informed decision is made.

Appeal against an admissions decision

Parents may be entitled to appeal against a decision made by the School/kindergarten, if they feel that the decision to decline a place is unfair, in the following situations:

- a) The child already attends Norwich Steiner Kindergarten and has been refused a place in the relevant Lower School class;
- b) The child already has a sibling elsewhere in the school or kindergarten;

In this instance, parents should ask for and follow the Schools Parent's Concerns/Complaints procedure.

CHILD'S NAME.....Child A.....

DATE.....

ISSUE	ACTION TAKEN IN PREVIOUS SETTING TO DEAL WITH ISSUE	IDENTIFY POTENTIAL AREAS OF DIFFICULTY IN SCHOOL CLASS	HEALTH, SAFETY & WELFARE (wellbeing)	SUGGESTED ACTION TO ADDRESS ISSUE
Child has difficulty concentrating on any activity	Staff encourage child to participate in each activity and complete a small defined part of task each session	Child may become restless, unable to sit still, which could disrupt other children and interfere with child's own learning ability.	General class discipline may be affected.	Child may need some one-to one learning support

CHILD'S NAME.....Child B.....

DATE.....

ISSUE	ACTION TAKEN IN PREVIOUS SETTING TO DEAL WITH ISSUE	IDENTIFY POTENTIAL AREAS OF DIFFICULTY IN SCHOOL CLASS	HEALTH, SAFETY & WELFARE (wellbeing)	SUGGESTED ACTION TO ADDRESS ISSUE
Child has visual difficulties	Not really a problem in Kindergarten, except for sewing activities, which can be difficult. Use larger needle and assist child with threading. Needs more support/one-to-one assistance with detailed work	Reading, writing, possibly handwork	Possibility of child finding it difficult to keep up, may affect wellbeing and self-esteem. May be some issues for outdoor activities etc. May have difficulties for some of coordinating rhythmic work – eg passing beanbags	Child to sit close to blackboard. Assess whether some one-to-one support needed and for which activities.