

Admissions Policy and Procedure

(Revised January 2019)

Prepared with reference to:

- The Equality Act 2010
- Dfe document 'The Equality Act 2010 and schools -Departmental advice for school leaders, school staff, governing bodies and local authorities' May 2014
- Welsh Government Independent schools registration and operation guidance Information document no: 165/2014 November 2014

Please note that references to parents includes parents, carers and those with parental responsibility

General Information

Kindergarten is a mixed age group setting with children from age 3 to 6. Kindergarten may be part-time or full-time (including afternoon sessions) with a minimum of 2 mornings per week. We recommend a minimum of three mornings at age 3, four at age 4 and five at age 5 and 6. We would expect all children of statutory school age (the term after their 5th birthday) to attend 5 mornings a week.

From Class 1 (starting the September after a child's 6th birthday) we have combined Classes across two year groups. Children joining Cardiff Steiner School are allocated to Classes according to their age. It is only in very exceptional circumstances that the School will place a pupil in a Class that is 'inconsistent' with their age.

Admissions Criteria

Cardiff Steiner School is a non-selective school. There is no entrance examination and the School does not discriminate between applicants on grounds of physical or intellectual ability, gender, religion, ethnic origin or for any reason other than its capacity to meet the applicant's educational needs.

The School wishes to treat all applicants fairly and openly, and to be timely and effective in its communication with them. The sole criteria for admission are as follows:

- the availability of a place in the class appropriate to the applicant's age
- the capacity of the School to meet the applicant's educational needs, taking into account its responsibility to the children already in the class and the distinctive nature of the curriculum
- The willingness/ability of parents to pay fees

1. The availability of places

Cardiff Steiner School accepts applications at any time (from birth upwards) and operates an '**all year' admissions policy, admitting children throughout the year.**

Where places are limited they will usually be given to applicants who meet the other criteria for admission in the following order:

- In Kindergarten - children who currently attend and need to increase days in line with our recommended attendance (three days at age 3, five days at age 4 and 5)
- In Class 1 children coming up from our Kindergartens
- Children of staff coming to or already working in the School
- Siblings of existing pupils who aim to continue at Cardiff Steiner School up to age 18
- Children with siblings who are also applying for admission to the School who aim to continue at Cardiff Steiner School up to age 18
- Children who have previously attended our Kindergarten or Classes who aim to continue at Cardiff Steiner School up to age 18
- Siblings of existing pupils who do not intend to continue at Cardiff Steiner School up to age 18
- In Kindergarten - children who have attended our Parent & Toddler Groups regularly who aim to continue at Cardiff Steiner School up to age 18
- Children from other Steiner schools
- In Kindergarten - children who have attended our Parent & Toddler Groups regularly (to Kindergarten) who do not aim to continue at Cardiff Steiner School up to age 18
- On a first come first served basis

If a place is offered but not taken up, the applicant will be placed at the bottom of the waiting list if the place is still wanted. At the end of each academic year the School will contact all those on the waiting list to ask if they wish to remain on it. Decisions will be taken on an individual basis and may take into account the ease with which applicants are expected to adjust to the class and the curriculum, and the balance of the class group agewise. In some cases this may result in an applicant being offered a place before another, earlier applicant.

2. The capacity of the school to meet the applicant's educational needs

Cardiff Steiner School considers all children as having individual needs, and aims to meet these needs, as well as possible taking into consideration the child's age, development stage and other circumstances.

The School aims so far as possible to create balanced, mixed-ability class groups and decisions on admission of a child, and assignment to a particular class, is based on an assessment made as follows:

- **Application form** including (if applicable) a review of reports from previous schools/settings and any medical or other assessment reports (e.g. for dyslexia, speech therapy), including any Individual Education Plan or Behaviour Plans from any existing or previous school, any Statement of Special Educational Needs and Educational Psychologist's report.
- **Taster Days** at the School - in **Kindergarten** a visit of between one and three mornings for children age 3 and 4, and three to five mornings for children age 5 and 6. In the **Classes** a visit of five full days which may be extended if necessary. This provides an opportunity for the child to explore our provision, and for parents to see whether they feel that the setting suits their child. It also allows the School the chance to get to know the child, and observe how he or she responds to staff and peers, and the School environment. Our Additional Needs Coordinator (ALNCo) may assess the child during the Taster Days if there is evidence of a need for support.
- **Parent/Teacher Meeting (Classes)** - with the Class Teacher, and another teacher for a discussion around the child and the Steiner school environment. The interview provides the opportunity to further discuss any aspects of our educational approach as well as the child's particular needs. The child will be invited to attend part of this meeting also. It is very important that we work in partnership with parents to best support each child, and therefore that parents discuss with us any issues or concerns regarding their child, or regarding our educational provision.
- **Verbal contact with a child's previous teacher** (if applicable) to gain as full an understanding of the child as possible.

Decisions to admit children are taken by the relevant teaching group and College, alongside the Admissions Office.

The School is committed to social inclusivity and therefore keeps fees as low as possible. As a result of this policy, and the size of the School, there are some constraints on the resources available to support pupils requiring additional learning support and/or having additional learning needs. Each Class is, however, able to accept some children with additional learning needs and we welcome children wherever we believe we are able to meet their needs to enable them to flourish and make good progress.

Consideration will take into account the needs of the individual child, the likely impact on other children in the Class, the balance of the Class group and whether we can make reasonable adjustment to meet a child's needs.

Children with additional learning needs will not be accepted, when following detailed assessment, in terms of the school's determination to make reasonable adjustment, the admission of the child would prevent the school from fulfilling its duty to provide effective education, including to those children already placed in the School. For example, we may not admit a child whose admission would mean the introduction of a second Learning Support Assistant into the classroom.

If, following the assessment, the School considers that it cannot meet the applicant's educational needs, it will explain the reasons for this conclusion. In some cases, places may be offered subject to conditions requiring, for example, extra support funded by the parent or external body, outside support such as G.P, education psychologist. Any such conditions will be clearly set out when offering a place.

A basic level of learning support is provided throughout the School to those pupils who need it and the cost of this is included in the standard School fees. However where a pupil needs more substantial support there will be an extra charge. Our ALNCo may also recommend a full individual assessment for a pupil. This is undertaken, and the cost met, by the parent. This can be done externally or provided at cost by the School. There will be an extra charge for additional tuition required on admission to make a pupil ready for the School.

Transitions

We anticipate that all children who join our School will continue to progress through the School until they leave at the age of 18. However in the Kindergarten, with the emphasis on play and imitation, the range of learning needs that can be accommodated may be wider than that which is possible in the Lower School. The progression from Kindergarten to Class 1 is therefore subject to an individual assessment of the School's capacity to meet the child's continuing educational needs. There is also an individual admissions process from Lower School to Upper School (Class 9)

It is also recognised that this is an ongoing process, as a child's needs may change over time. We therefore continue to assess a child's needs throughout their time with us, and discuss any concerns with parents (and other relevant professionals) as appropriate.

At the transition from Kindergarten to Lower School (Class 1) and from Lower School to Upper School (Class 9), we ask parents to confirm in writing that they wish their child to continue at the School. For those wishing to leave the School at a point of transition, the usual notice period is required (see Fees and Payment Policy). Following confirmation of a wish to continue, the School may meet with parents to discuss the child's progress, the transition process, and whether both the School and parents are happy that the child's needs can continue to be met. On rare occasions it may be considered (either by parents or the School) that the child's needs cannot be met in the next phase. In these exceptional circumstances, the School will discuss the alternative options with parents.

3. School Fees

The School charges fees (see Fees and Payment Policy) which are increased annually. There is an Admissions Administration fee once an offer of a place has been made, and a deposit to secure the child's place at the School. A Registration Meeting is part

of the Admissions process which includes a finance discussion to ensure parents are aware of the notice periods and the requirement to maintain timely fee payments. Applicants are required to sign a Registration Contract agreeing to our fees and payment terms and to provide proof of identity and address. A place may not be offered if there is evidence of an inability to pay fees or non-payment of fees / significant debts at another educational setting.

Cardiff Steiner School is committed to being socially inclusive and accessible to families from a wide range of financial backgrounds, whilst remaining self-funded. Therefore we keep fees as low as possible in order to minimise the financial barrier to attending, and offer a Bursary Scheme where families on low incomes, or in financial difficulty, can apply for a reduction in their fees. The Bursary Policy and Application Form is available on request during the Admissions Process. Before you apply for a Bursary you will need to have completed the School's Admissions Process and be in receipt of an offer of a place (there is no charge to get to this stage in the Admissions process).

Complaints

If you are not satisfied with the School's Admissions Process or the decision that we reach, you should put your complaint in writing to the School Business Manager within five days of the date of our admissions decision. The complaint will then be dealt with in accordance with the School's Complaints Procedure, which is available on our website.

Issue date

This policy takes effect from November 2015

Review date

This policy will be reviewed and revised by the School Business Manager at least every two years

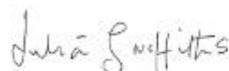
Endorsement

Full endorsement to this policy is given by:

Name: Julia Griffiths

Position: Chair of Trustees, Cardiff Steiner School

Signed:



Date: 12.01.16

Related policies

This policy should be cross-referenced to related School policies including:

- Equality and Diversity Policy
- Fees and Payment Policy
- Bursary Policy and Application Form
- ALN Policy