



## Kindergarten Admissions Process

### When can I apply?

We operate an “all year” admissions policy, where children aged 3 to 6 can join at any point throughout the year, subject to spaces being available.

We accept applications at any time (from birth up). Because of growing numbers of applications, we recommend you apply **as early as possible**. You can visit before your child reaches 3 and join a waiting list for future admissions.

### Admissions and Attendance Criteria

Children need to be at least 3 years old when they start.

Before your child reaches ‘compulsory school age’ (the term after a child’s fifth birthday) children can attend Kindergarten part-time, from three to five mornings a week, from 9.00-1.00pm. This supports a gentle and gradual introduction for your child to School and the wider world.

Once your child reaches ‘compulsory school age’ (the term after a child’s fifth birthday) they attend Kindergarten five mornings a week, from 9.00-1.00pm.

*Flexible Wrapround Care is available from 8.00 to 3.30pm, 4.30pm or 6.00pm.*

We expect the following pattern of attendance:

- Age 3 a minimum of three mornings a week
- Age 4 five mornings a week (with a minimum of four)
- Age 5 and 6 five mornings a week\*

*\*Full-time education is a legal requirement for all children aged 5 to 18, either at school or otherwise. Full-time schooling in Kindergarten is 5 mornings a week.*

### Application Process

#### If your child is younger than 2 <sup>3</sup>/<sub>4</sub>

1. Contact us to book a **Visit** where you can find out more about Steiner Education, tour the School and see the Kindertartens and Classes in action.
2. Complete and return the **Application Form**.
3. We will put you on our **Admissions List** and contact you in the term before your preferred start date to arrange a Taster Session and Parent Interview (see below).

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## If your child is 2 ¾ or older

1. Contact us to book a **Visit** where you can find out more about Steiner Education, tour the School and see the Kindergarten and Classes in action.
2. Complete and return the **Application Form**. There is no fee to do so, and no obligation to take your application further.
3. We invite you for a **Taster Session** where you and your child can join in and experience a full Kindergarten morning. Tasters are between 1 and 3 mornings depending on the age of the child, and help the teachers gain an all-round picture of the individual child.
4. The teachers will make a decision on admission, and we will contact you with an **Offer of a Place**. You then fill in an Acceptance Form and pay a deposit of £300 to secure your place. The deposit is returnable when your child leaves the School as long as a full term's notice has been given in writing. (If we have no places available at this point we will put you on our waiting list, as unanticipated openings do occur during the year.)
5. We'll invite you to a **Parent Interview** where you have the opportunity to discuss the admission of your child with the teacher, and agree a start date and individual settling in process. It also helps us build a comprehensive picture of your child and their development. A non-refundable administration fee of £60 is required at this stage to facilitate the registration process.

You will also have a **Registration Meeting**, with our Business Manager Jenny, where we go through a breakdown of your fees, payments and documents needed in order to accomplish the registration.

6. After that your child will be ready to start at our Kindergarten using the individual **Settling In Process** agreed with the teacher.

If you have any questions, please do not hesitate to contact Kamila Klimczewska in our Admissions Office, who will be pleased to help, **on 029 2056 7986** or email **admissions@cardiffsteiner.org.uk**.