

# Norwich Steiner School

## Admissions procedure – School & Kindergarten

Revised November 2009

### 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 would 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 Open day or similar event and take the opportunity to attend the introductory talks that are on offer; these Open Days also provide informal opportunities for talking to the teachers about Steiner education.

### Admissions procedure

Once a parent has decided that they are interested in pursuing a place for their child/children in the school/kindergarten, the following steps outline the procedure we will ask that parent to follow:

1. Complete and submit application form and administration fee of £50 (school) & £35 (kindergarten); provide school with relevant reports from previous settings.
2. Meeting to be arranged by the administration team for the parent with the relevant teacher.
3. In the case of applications for the school, it is usual for the child to spend a day or more in the relevant class (period to be agreed at the above meeting) before any decision is made. This allows the child to experience the school, and provides the wider teaching team with an opportunity to meet the child.
4. Decision by teachers, which may be one of the following:
  - a. a) Offer of a provisional place, with a probationary period of one half term;
  - b. b) Offer of a place, conditional upon it being possible to put into place appropriate levels of support to meet the child's identified learning or behavioural needs. A longer probationary period than usual will also be applied, usually one term, but subject to extension if necessary;
  - c. c) Decline of place. Children that are assessed as having needs which are beyond the scope, experience or capacity of the school to meet, will not be offered a place.
5. As soon as place is confirmed, parent to pay deposit of £200 for a school-age child and £100 for one entering the kindergarten. This deposit is refundable when the child leaves, subject to any deductions for unpaid amounts due.
6. 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 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. 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 administration team; the latter becoming particularly relevant a) in terms of health and safety if the child has identified medical needs or behavioural difficulties, and b) in terms of administration 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.

#### Early Years (up to age 6)

Two kindergarten staff meet with and interview the parents; one of whom will talk to the parent(s), whilst the other plays with and assesses the child. Following the meeting with the parents and the child, the kindergarten teachers jointly make a decision about whether to offer the child a place, and if so, into which kindergarten and on which days of the week.

#### Lower School (rising 7 – 14, but currently able to accept up to age 12)

The Lower School teaching team makes the decision whether to offer a particular child a place or not, based on their cumulative experience of the child during their trial days in the school and any issues/concerns raised by the parents and the child's previous school reports. Where a child is graduating from Norwich Steiner kindergarten, the relevant kindergarten teacher will also be involved in the admissions process into the Lower School on an advisory basis.

#### Future Upper School (14 – 16/17)

It is anticipated that there will be a separate admissions process for this part of the school for all children wishing to progress through the school.

*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 consider 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 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 at 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.

ANNEX 1                      TRANSITION REPORT/RISK ASSESSMENT                      SAMPLE REPORTS

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

ANNEX 1                      TRANSITION REPORT/RISK ASSESSMENT                      SAMPLE REPORTS

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.

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