

|  |
| --- |
| **Admission’s Policy – Kindergarten** |
| Authors | Kate LunnRichard Bunzl |
| Policy Lead | Richard Bunzl |
| Date Ratified by management team | Dec 2010 |
| Status | Ratified  |
| Last Review Date | October 2017 |
| Policy Number | CVSE doc 8a |

**Introduction**

The Calder Valley Steiner School provides Steiner Waldorf education, based on the educational philosophy of Dr Rudolf Steiner.

The school aims to fill all Kindergarten places at the beginning of the academic year (i.e. September) however if places are available through the year it may be possible to stat at an alternative date. Admission is by interview with the Kindergarten teachers and the administrator as laid down in the Admissions procedure. **There will be a half term’s trial period.**

**Purpose**

The aim of this policy is to set out and explain the procedures and regulations for admission into the Kindergarten.

**Responsibilities**

The initial contract for admissions to school is:-

* Administrative – Kate Lunn
* Teaching – Helen Corney and Angie Whitehead

**Procedures for entry to the Kindergarten**

To enter Kindergarten

* A child should be at least 3 years old, and out of nappies.
* Priority will be given to children who are 3 before the previous Easter
* The Kindergarten recommend a child should attend a minimum number of 3 days, by the age of 4 years old this recommendation becomes 4 days and subsequently 5 days for the 5 year olds.
* We will give priority to ;
1. Children from families who are already part of the association of Calder Valley Steiner Education.
2. Siblings
* We admit children with special educational needs whenever possible every endeavour will be taken to accommodate the physical, emotional, social, and intellectual and spiritual needs of each child. However, the health of the existing Kindergarten will be

Paramount in any decision made about admitting a child and there will sometimes be learning, emotional and disciplinary problems, which will be beyond our scope.

* The commitment of the Kindergarten to inclusive education will therefore apply as long as the child’s specific needs can be met within the facilities and resources available in the school at the time.
* The school must also ensure it works within the OFSTED/Early Years guidance regarding numbers of children on the site. (this may have a limiting effect of class and kindergarten sizes)

**Further information**

We will consider all applications to the School. However we believe that children will best gain the benefits from the Steiner Waldorf School experience that we offer it they are able to stay until they are 14. If transferring to another school at the end of Kindergarten, they gain the most by leaving at 6 years of age.

There will be an allocation of places between Willow and Birch Kindergartens and these allocations will be decided by the teaching staff in consultation with the parents.

**Admission Procedure Guideline**

* Your enquiry about the school is noted and your address and telephone number taken down
* A provisional visit may be arranged on request.
* A member of staff will contact you within one week if you left a message on the answer phone. This also gives you an opportunity to ask questions
* There are often open days where you can visit to talk to staff.
* All applications or any other responses go back the Administrator (see the address at the bottom of the page).
* As per NEF guidelines the teacher will be required to see one piece of documentation, wither the child’s birth certificate of a passport.
* Places will be allocated in September after a child is 3 years. If places are available after September parents on the waiting list will be informed. (places cannot be held open)
* Criteria for acceptance: priority will be given to:
1. Siblings of children in the school or Kindergarten
2. Children from the schools Kindergartens or Parent and Child.
3. Children from other Steiner schools.
4. Children who will carry on into the school.
* Teachers will discuss with the parent kindergarten readiness and the school behaviour policy.
* If there is an available place you will be contacted to arrange an interview date and time with the teacher to talk about your child. This will last approx. one hour. Half an hour to be spent with the child and parent and half an hour with the parent on their own, a medical form, photo consent and an enrolment form will be completed at this time.
* If the places in the Kindergarten are full, the child will be put on the waiting list and parents will be contacted when a place becomes available.

NB due to sizes of class room and general premises (including toilet facilities) Kindergarten class sizes will need to be capped in line with regulations.

**Further information**

The aim of the School is to promote equal opportunity for all. We recognise and have regard for the family’s religious persuasion, ethnic origin, cultural and linguistic background. We aim to be socially inclusive and do not practice selection on basis of academic ability, gender, race or religion.

**Monitoring Compliance**

* All interest will be recorded and available for audit
* This policy will be reviewed every 12 months or as contact details change
* Any admissions will follow the procedures documented
* All staff will be aware of the policy and procedures