



CVSE Admissions Policy

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Introduction

Calder Valley Steiner Education is fully committed to the active promotion of equality of opportunity for all children and families interested in sending their child or children to the Kindergarten. We want Calder Valley Steiner Education to be a real part of the local community. The Kindergarten is committed to making every effort to ensure that Steiner Waldorf education is available to all who choose it regardless of religious or cultural beliefs, ability or social and financial background, and to ensuring that each child and adult is valued as an individual without racial or gender stereotyping or prejudice.

The Kindergarten strives to enable the children in its care to grow up knowing that all people are of equal worth whatever their racial origin, culture, religion, language or ability; we want the children to respect and value the difference between people and to celebrate the richness that there is in diversity. Together in our community we look to find ways of celebrating our common humanity, of finding unity in our diversity.

We prepare our children for society by helping them develop empathy. Our curriculum aims to create the conditions for this, for true and genuine interest in others.

The Kindergarten is open to every family in the community; there are no geographical boundaries with regards to admission.

The individual needs of each child and family wishing to join us will be considered.

We are open to children with special needs and the SENDCO is available to speak with all interested prospective families.

Purpose

The aim of this policy is to set out and explain the procedures and regulations for admission into the Kindergarten for children aged 3 & 4.

Admission Procedure Guidelines for children aged 3 & 4

A child should be at least 3 years old, and out of nappies on entry to the kindergarten.

Your enquiry about the Kindergarten 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 Setting Manager

As per NEF guidelines the Kindergarten will be required to see one piece of documentation, wither the child's birth certificate or 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.

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.

Teachers will discuss with the parents the practical aspects of attending the kindergarten and the CVSE behaviour policy.

Every endeavour will be taken to accommodate the physical, emotional, social, 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 are beyond the resources of the Kindergarten. 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 Kindergarten at the 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.

Oversubscription criteria: priority will be given to:

Siblings of children in the Kindergarten

Children from the CVSE Stay and Play group.

Children from other Steiner schools/kindergartens.

Length of time on the waiting list.

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

If a place is available, following your enquiry you will be contacted by the Setting Manager to arrange a financial interview. Parents/Guardians please return the completed forms to Kate Lunn

Calder Valley Steiner Education

St Johns Centre

Church Bank Lane

Cragg Vale

Hebden Bridge

HX7 5TF

Further information

CVSE has a range of Policies which you are able to access via our website or ask at the CVSE office. If you have any questions or concerns, please view the particular policy in question in the first instance. If you then wish to speak to someone in person, your child's teacher or the Setting Manager will be happy to help.

Please be aware that the Kindergarten may need to share some confidential information (regarding fees, income, contact details, your child's needs, etc.) with relevant parties CVSE (for example, the Setting Manager, Finance Team, the

SENCO, etc.). Information will only be shared when strictly necessary, and with full adherence to the Data Protection Act and best practice guidelines.

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

Related policies

- CVSE Equal opportunities policy
- CVSE Special educational needs policy and procedures