

## Admissions Policy February 2019

**Reviewed by:** Rebecca Mitchell

**Reviewed:** February 2019

**Next review:** February 2020

**Related Policies:** Admissions Procedure, SEND Policy, Equal Opportunities Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Joel Chalfen

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** February 2019

### Statement of Intent

The Admissions Policy is formulated to ensure that enquirers and prospective parents are provided with sufficient information about the School to enable them to make a realistic judgement about the suitability of Cambridge Steiner School for their child's education.

This Policy aims to ensure that parents find their experience and introduction to the Class and Kindergarten warm and welcoming, that our response is sufficiently prompt to enable parents to make their arrangements in good time, and importantly that parents are clear about the expectations, responsibilities, and level of cooperation required of them by this School.

Steiner Waldorf schools are founded on respect and care for the development and individuality of human beings in the context of their cultural and natural environment. The educational approach seeks to be sensitive to the ethnicity, family background or other traditions of the children and to provide them with insight and understanding for the diversity of human beings as a whole.

Cambridge Steiner School 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, regardless of ability or disability, and regardless of social or financial background.

In Steiner Waldorf education there is an intrinsic respect for and celebration of difference and diversity. The cultivation of these virtues is a natural seamless aspect of the educational experience and learning environment.

This Policy, and the accompanying Admissions Procedure, are also designed to ensure that:

- The School operates a fair and open system of admissions;
- The financial arrangement between the parents and the School is clearly agreed before the pupil is accepted for admission;

- The School is confident that, when any child is admitted to Kindergarten or the Lower School, the School will have the resources and skills to meet that child's needs.

This Admissions Policy is an integral part of our Equal Opportunities Policy and will be reviewed when any revised guidelines are issued by Dept for Education [DfE], changes in legislation, and in the light of further information or experience, and will in any case be reviewed annually.

## Aims

It is our aim to:

- Provide a step-by-step procedure for managing the admissions process;
- Keep clear and adequate records for each new application for admission;
- Ensure that prospective parents understand what the School can provide for children with particular needs;
- Ensure that the staff who undertake administration and conduct meetings for admissions, work with a clear structure and format;
- Ensure that the admission process realistically evaluates the social and educational needs of the prospective pupil and the resources which the School will have (or will be able to acquire when the pupil is enrolled) in order to meet those needs;
- Ensure that the admissions process is fair, non-discriminatory, and transparent.

## Applications

All applications must be considered individually but fairly, in accordance with the Selection Criteria detailed below. The School is bound by the requirement on all schools and parents to deliver an effective education. It is also bound within the terms of the laws relating to disability and discrimination. In each instance, the admissions team (and, when necessary, in consultation with Faculty of Teachers and the Board of Trustees and/or external advisors) would need to decide whether the School Kindergarten can meet the child's needs with current resources, including what is possible in terms of:

- Entry to the Kindergarten or Class as it exists, or the Class that may be formed by children coming from Kindergarten;
- The facilities that the School can provide, e.g. in terms of access and classroom equipment, and so on;
- The training and experience of all the staff involved in teaching a group or class;
- The resources to meet the children's needs.

Please see the School's Special Educational Needs Policy and Admissions Procedure for more information on how we will determine the reasonable adjustments to be made to ensure we can meet a child's individual needs within our setting.

## Oversubscription Selection Criteria

Where a place in your chosen Class/Kindergarten is not available at the time of application, you will be invited to be put on our waiting list. Similarly, if your child is too young to start Little Kindergarten or Kindergarten or if there are no available places in any of the Kindergartens or Lower School classes appropriate for your child's age, you will be offered a place on our waiting list and will be informed about your position on this list at regular intervals. In this instance, as stated in Section 4 of the Admissions Procedure, the date the School receives your completed application form and all

supporting documents will constitute the date on which your entry onto the waiting list commences. Individual agreements may also need to be met.

Cambridge Steiner School is committed to providing equal opportunities for all families wishing to access provision at our setting. To that end, our process is clear, non-discriminatory, consistent with the school's charitable objectives and in line with equal opportunities law & the Disability Discrimination Act.

When there is no oversubscription and places are available, the School will use no selection criteria other than 'best fit' (in terms of demand for sessions and sessions available). When places are oversubscribed, the School (in the form of our Admissions Team, and never any single individual) will use the following criteria, which are listed in order of precedence, and which are used where all else (e.g. 'best fit') is equal:

- Children of staff members
- Children with siblings already attending Kindergarten or Lower School classes
- Children progressing from Parent and Child groups and Kindergartens at Cambridge Steiner School
- Children coming from other Steiner Waldorf schools
- Length of time on the waiting list

### **Children with Special Physical or Educational Needs**

Every effort will be made to cater for children with physical or special educational needs (SEND). Please see our SEND Policy, Equal Opportunities/Inclusion Policy and Admissions Procedure for more information.

*Thank you for taking the time to read this policy*