



## Cambridge Steiner School Admissions Procedure

*We are delighted that you are interested in a place for your child at our school and hope you find this information useful. The admissions process is tailored to each family's needs and taken at the pace that suits you and your child best. If you have any questions, please don't hesitate to contact us. **Early application is recommended as we are operating waiting lists for some classes.***

### 1. Enquiry

Please contact our Admissions Coordinator by email [admissions@cambridge-steiner-school.co.uk](mailto:admissions@cambridge-steiner-school.co.uk) or book a visit via our website <https://calendly.com/cssadmissions>.

### 2. Visit

You will be offered an opportunity to visit the school at a time that suits you. Once you have visited and we have answered your questions the Admissions Coordinator will ensure you have our Admissions information and an Application Form for your child.

### 3. Application

Complete the Application Form(s) along with:

- Your child's most recent reports from current school/setting/childminder
- Any relevant development/health reports/Education and Health Care Plan
- £60 Application Fee
- A recent photograph of your child
- A copy of their Birth Certificate

We only initiate the admissions process upon receipt of ***all required documentation***

### 4. Teacher Meeting

You and your child will be invited to attend a meeting with a Kindergarten or Class Teacher and/or the Admissions Coordinator to ascertain your child's individual needs, share information about our educational approach and to give you an opportunity to ask questions. For children with an EHCP or significant additional needs you will also be invited to meet our Special Educational Needs Coordinator (SENDCo).

### 5. Insight Visit (For Lower, Middle and Upper School only)

If your child is eligible for Lower, Middle or Upper School - Classes 1 to 10 (Years 2 – 11) they will be invited for an Insight Visit of between one day and two weeks before we make the final decision to offer a place. Insight days are charged at £50 a day.

### 6. Offer of a Place

If we are confident that we can meet your child's needs in the context of the class they are eligible for and we have space in the class we will offer you a place. If the class is full you will be offered a place on the waiting list.

### 7. Enrolment

Once the offer of a place is accepted, formal registration takes place. You are required to sign a contract (Admission Agreement) with the School, which outlines the conditions of entry and your responsibilities to the School, including fee payments and providing one full term's notice of withdrawal. By signing this agreement you signify your agreement to these conditions and your child will be able to join the school on the agreed start date.