**APPLICATION FOR ADMISSION**

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| **SECTION 1 – CHILD’S DETAILS** | | | | | | | | | | | | | | | | | |
| **Surname** |  | | | **First Name(s)** | |  | | | | **Preferred Name** | | | |  | | | |
| **Gender** |  | | | | **Date of Birth** | | | |  | | | | | | | | |
| **Nationality** |  | | | | **Ethnicity** | | | |  | | | | | | | | |
| **Preferred Start Date** | |  | | | **First Language(s)**  **(Spoken at Home)** | | | | | | | | | |  | | |
| **Does the child have a ‘Looked After Child’ Status?** | | | | | | | | | | | | | Yes/No (Please circle) | | | | |
| *(placed with foster carers, in a residential home, looked after by the Local Authority or under any other circumstances)* | | | | | | | | | | | | | | | | | |
| *Please circle as appropriate:* | | | | | | | | | | | | | | | | | |
| **Mornings requested to attend (Kindergarten only)** | | | | | | | | Mon | | | Tues | | Weds | | Thurs | | Fri |
| **Afternoons requested to attend (Kindergarten only)** | | | | | | | | Mon | | | Tues | | Weds | | Thurs | | Fri |
| *Please circle as appropriate:* | | | | | | | | | | | | | | | | | |
| **SECTION 2 – PARENT/GUARDIAN CONTACT INFORMATION** | | | | | | | | | | | | | | | | | |
| **PARENT/GUARDIAN (1)** | | | | | | | | | | | | | | | | | |
| **Relationship to Child** | | |  | | | | **Resident with Child?** | | | | | | | | | Yes/No | |
| **Full Name** | | |  | | | | **Has Parental Responsibility** | | | | | | | | | Yes/No | |
| **Home Address** | | |  | | | | | | | | | | | | | | |
| **Post Code** | | |  | | | | **Telephone (Day)** | | | | |  | | | | | |
| **Mobile No.** | | |  | | | | **Telephone (Eve)** | | | | |  | | | | | |
| **Email Address** | | |  | | | | | | | | | | | | | | |
| **Occupation** | | |  | | | | | | | | | | | | | | |

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| **PARENT/GUARDIAN (2)** | | | | |
| **Relationship to Child** |  | **Resident with Child?** | | Yes/No |
| **Full Name** |  | **Has Parental Responsibility** | | Yes/No |
| **Home Address** |  | | | |
| **Post Code** |  | **Telephone (Day)** |  | |
| **Mobile No.** |  | **Telephone (Eve)** |  | |
| **Email Address** |  | | | |
| **Occupation** |  | | | |

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| **SECTION 3 – EDUCATIONAL BACKGROUND** | | | | | | | | | | | | |
| **Name/Address of Present School** | | | |  | | | | | | | | |
| **Telephone No.** | |  | | | | **Date Joined** | | |  | | | |
| **Contact Name** | |  | | | | **Position** | | |  | | | |
| **Previous School details (including Nurseries, Playgroups and other group experience, day care etc.** | | | |  | | | | | | | | |
| **Is there an Early Help Assessment in place?** | | | | | | | | | | Yes/No | | |
| **Does your child receive external support from any other agencies?** | | | | | | | | | | Yes/No | | |
| **Please use this space to give further details of agencies and support provided:** | | | | | | | | | | | | |
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| **SECTION 4 – OTHER CHILDREN IN THE FAMILY** | | | | | | | | | | | | |
| **Name** |  | | **D.O.B.** | |  | | **School** | | | |  | |
| **Name** |  | | **D.O.B.** | |  | | **School** | | | |  | |
| **Name** |  | | **D.O.B.** | |  | | **School** | | | |  | |
| **Name** |  | | **D.O.B.** | |  | | **School** | | | |  | |
| **Name** |  | | **D.O.B.** | |  | | **School** | | | |  | |
|  | | | | | | | | | | | | |
| ***Please circle as appropriate:*** | | | | | | | | | | | | |
| **Will boarding be required?** | | | | | | | | Yes/No | | | | |
| **If ‘Yes’ give type of boarding.** | | | | | | | | Weekly/Termly | | | | |

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| **SECTION 5 – MEDICAL HISTORY** | | |
| **Name/Address of Family Doctor** |  | |
| **Telephone Number of Family Doctor** |  | |
| **Does your child experience any sight, hearing or speech difficulties?** | | Yes/No |

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| **SECTION 5 - Medical History (continued)** | | | | | | |
| **If yes, please give further information:** | | |  | | | |
| **Has your child ever had any serious illness, been hospitalised for any reason or undergone any surgery?** | | | Yes/No | | | |
| **Please give details and include any relevant medical report(s):** | | | | | | |
| **Does your child suffer from any allergy or acute or chronic medica condition?** | | | | | Yes/No | |
| **Please give details and include any relevant medical report(s):** | | | | | | |
| **Is your child on any special diet?** | | | | | Yes/No | |
| **Please give details and include any relevant medical report(s):** | | | | | | |
| **Please use this space to give further details of any heath problems (past or present):** | | | | | | |
| **Has your child been vaccinated?** | | | | | | Yes/No |
| **If Yes:** | Yes, he/she has received all prescribed vaccines. | Yes, he/she has received some vaccines. | | Did he/she have any contraindication/adverse reactions? Yes/No | | |
| **Are there any areas in which you feel your child may need support (e.g. with language skills, dyslexia, social confidence, behaviour, food, ‘Gifted & Talented’, or anything else that might be helpful to know?** | | | | | | |

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| **SECTION 6 – OTHER INFORMATION** | | | | | |
| **How did you hear about the school (please tick)** | | | **Where?** | | **When?** |
| * **Poster** * **Flyer** * **From a friend/word of mouth** * **Publication** * **Web Search** * **School Event** * **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  |  |  |
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| **Have you attended any open events?** | | | | Yes/No | |
| **Have you had a tour of the school?** | | | | Yes/No | |
| **At this point, do you intend for your child to continue through to Class 11?** | | | | Yes/No | |
| Any other comments you wish to make? | | | | | |
| Please tick accordingly: | | | | | |
|  | I/we have enclosed a copy of my/our child’s most recent nursery/school report. | | | | |
|  | I/we have enclosed a passport sized photograph of my/our child. | | | | |

I/we agree that you may contact my son’/daughter’s current/previous school prior to an interview. I/we understand that in matters relating to any admission to Elmfield School, the decision of the College of Teachers is final.

**PLEASE NOTE: TO REGISTER FOR A PLACE PARENTS MUST FILL OUT THE REGISTRATION FORM AND PAY A REGISTRATION FEE. FOR UK AND OVERSEAS ONE-TERM STUDENTS, THE REGISTRATION FEE IS £50. TO PAY THE REGISTRATION FEE, CLICK** [**HERE**](https://evolve.edufocus.co.uk/shop/shop_item_public.asp?site=elmfieldrudolfsteinervisits&estab=0&id=2328&guest=) **OR GO TO**

**THE ELMFIELD WEBSITE AND SELECT EVOLVE SHOP UNDER THE COMMUNITY TAB.**

**REGISTRATION FEES ARE NON-REFUNDABLE, REGARDLESS OF WHETHER THE PLACE IS TAKEN UP OR NOT. REFUNDS ARE COVERED BY THE PARENT CONTRACT WHICH MUST BE AGREED AND SIGNED PRIOR TO OTHER MONIES BEING TRANSFERRED.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian) (Parent/Guardian)

Print Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulation 2018. For more information on how we use your data, please see our Privacy Notice on our website*** [***www.elmfield.com***](http://www.elmfield.com)***. The information provided on this application form will be used in the admission process only. It will then be placed in the confidential pupil records and retained in accordance with the Information and Records Management System (IRMS) toolkit. Where applications do not proceed, this document will be shredded after 12 months.***

**Admissions Policy and Procedure**

**General information**

Elmfield Rudolf Steiner School accepts children with a wide range of abilities and the admission of any individual applicant is subject to the criteria set out below. The school believes that all children have individual needs and aims to meet those needs as far as possible, taking into consideration the child’s age, developmental stage and other circumstances. The school aims so far as possible to create balanced, mixed-ability class groups. This policy, alongside others where relevant, is subject to current legislation, the school’s policies for Equal Opportunities and in particular the Equality Act 2010. Applications are welcomed on behalf of all children, although not all applicants can be admitted to the school. Decisions on admission of a pupil and assignment to a particular class take into account the needs of the individual pupil, the likely impact on other children in the class, the balance of the class group and the resources available to the school. Although admission to the school at the beginning of a term is preferable, this is not a fixed policy. Children joining Elmfield School are allocated to classes according to their age. It is only in very exceptional circumstances that the school will place a pupil in a class that is ‘inconsistent’ with their age.

**School’s resources**

We will consider applications on behalf of children with physical, medical and special educational needs. The school will make reasonable adjustments to accommodate these needs. However, there are some children whose needs cannot, in our view, be met by the School, and such children will not be admitted. No definitive statement can be made about which children with special educational needs or learning difficulties can and cannot be accommodated in the school, as every situation is unique. However, we only offer places to children who we feel will be able to access and benefit from our rigorous and broad curriculum. In addition, our school site has some challenges and is not suitable for children and young people with some physical limitations. Some pupils have access to the services of our Learning Support Department, on the basis of need. However, the services and resources that we can fund from Learning Support within normal tuition fees are very limited. Please see our SEND policy for further information.

**Assessment of applicants**

We do not hold a written entrance examination. Nevertheless, all applicants to the school are assessed for suitability by the following methods:

1.Consideration of the existing constellation of pupils in the target class and the likely impact of the new applicant were they to join the class. For example, we may not admit a child applying to join a class if there is evidence of disruptive behaviour from the applicant. Furthermore, we may not admit a child whose admission would mean the introduction of a second Learning Support Assistant into the class.

2.Review of reports from previous schools, educational psychologists or other relevant, reputable sources.

3.Consultation with our Learning Support Department.

4.Interviews and/or observation of the child by the prospective class teacher or class guardian, the Learning Support Department and/or another relevant teacher.

Applicants are also assessed in line with the following criteria, which will increase the likelihood of admission:

1.Whether the child has siblings already attending Elmfield or going through the application process at Elmfield

2.Children of staff appointed to work at Elmfield

3.Children applying from other Steiner Waldorf schools

4.Children from families with a clear commitment to Steiner Waldorf Education

Candidates are assessed against the above criteria using reports from previous schools (where applicable), interviews with pupils and parents, and an assessment of the existing class into which the new applicant would be placed. Children are accepted on a half term’s probation or equivalent period, but we may ask for a longer probation period in certain cases. Initially a new child might need some extra tuition in certain areas, such as foreign languages, and this would be a condition of entry and stated on the offer letter. In the case of foreign languages any extra tuition would need to be arranged by, and paid for by, the child’s parents.

Admission into Class 1 from Kindergarten will be reviewed by the Kindergarten teachers and possibly by our Child Development Consultant, in conjunction with the Early Years Lead, the Education Lead and the College of Teachers as appropriate. Parents should not assume that there is a guaranteed entry into Class 1 from Transition. During the Transition year, children will be assessed as to their readiness for Class 1, which may result in the offer of a place, a withdrawal of a place or, in exceptional cases, the offer of an extra year in Transition. (Please refer to our Policy for Progression through the EYD and into Class 1 for further details.) If your child is offered a place in Class 1, this will be subject to half a term’s probation.

We reserve the right to decline an application at any stage if we do not consider it to be in the best interests of the child or class.

**Admission Procedure**

1.Parents will complete an application form for the pupil in question, and submit it to the school, together with the pupil’s most recent school report.

2.We will contact previous educational settings to request references for prospective pupils and/or to find out more about them.

3.We require parents to have attended an open event or tour prior to joining the school.

4.For children applying to join the Early Years Department (Nursery, Kindergarten or Transition), parents will be offered an interview whereby the parents and the child meet with two members of staff. The child will often interact with one member of staff whilst the other discusses the child’s biography with the parents, gathering relevant pedagogical and social information.

5.For children applying to join Classes 1 to 11, children are required to attend for a trial period of five consecutive days with the relevant class, which may subsequently be extended if deemed appropriate by the School. Our Learning Support Department may assess and/or observe your child during this trial if there is prior evidence of a need for additional support of any kind, for example learning, emotional or behavioural difficulties, or if evidence of need emerges during the trial period.

6.Parents are invited to attend an interview towards or at the end of the trial period where the trial is discussed, and the teachers will gather relevant pedagogical and social information from the parents. Children applying for a place in Classes 1 to 7 are not usually required to attend this interview. For children in Class 8 and above the young person is required to attend all or part of this interview.

7.A discussion about financial assistance is available upon request. A place may not be offered if there is no evidence of the parents’ ability to pay the school fees or evidence of non-payment of fees/significant debts at Elmfield or another educational setting. Please note that a school place may subsequently be withdrawn if financial commitments to Elmfield are not met. See our Fee policy for further information.

8.The prospective pupil’s application is discussed at the next departmental teachers’ meeting and a decision is reached. This is ratified at College and parents are then informed whether a place will be offered to the pupil. If a place is not offered, parents will be informed immediately, and reasons given for this decision. If a place is offered, you will receive a written offer of a place and an enrolment form along with other relevant forms. The signed enrolment form is a legally binding contract, and the child will either be admitted immediately or at an agreed date in the future. The offer of a place is always subject to a probation period. This is usually half a term or an equivalent period but, in some instances, alternative and conditional review dates may be stipulated.

9.Towards the end of the probationary period a child’s progress and social integration will be reviewed by the class teacher/guardian, discussed at the next departmental teachers’ meeting and a decision reached, which is ratified at College. This may result either in withdrawal of the child’s place at Elmfield, an extension of the probation period, or full acceptance by the School. Parents will be informed in writing of the school’s decision. If a permanent place is not offered, parents will be told the reasons for this decision.

10.Withdrawal of a child by the parents after full acceptance is subject to one full term’s notice to the school, or a full term’s fees in lieu of notice.

11.If you are not satisfied with the school’s admissions process or the decision that we reach in relation to your child/children, you should refer to the school’s Concerns and Complaints Policy.