

Admission Policy and Procedure

This policy, alongside others where relevant, falls under the School's general policies for Equal Opportunities and in particular The Equality Act 2010.

Although admission to the school at the beginning of a term is preferable, this is not a fixed policy. Admission to the Nursery and Kindergarten is by interview with the Nursery and Kindergarten teachers.

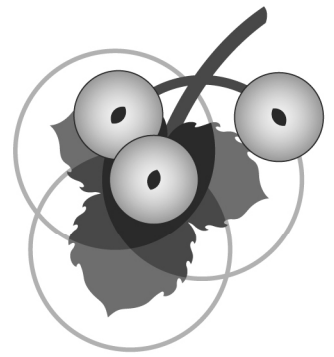
Children joining Elmfield School are allocated to classes according to their developmental stage. We do not in principle put a child 'up' a year, finding from experience that emotional immaturity by adolescence becomes a real handicap, irrespective of academic capacity. In particular, children whose birthday falls in June, July or August - the youngest end of the class - are assessed as to their emotional readiness for their prospective class. By mutual agreement of parent and teacher such children may benefit from a younger class. Generally such arrangements are made as early as possible in a child's school career, or when s/he enters Elmfield. Such decisions are always subject to the mutual consent of teacher and parent and with reference to the child's own disposition. In addition, the issue is brought to all teachers of the College for their acceptance. Once a child is established in a group, social factors become very important and we are reluctant to interfere with rooted friendships.

Children who are not doing well in other schools may flourish at Elmfield, but there are many learning, emotional and behavioural problems which are beyond our scope. In the first instance applications of this nature are referred to the Learning Support Co-ordinator. The School will consider all reasonable adjustments to admit children with a range of disabilities where we feel they are able to benefit from Waldorf education with or without support. We take into account the needs of both the existing class and the applicant when placing a new child.

In all cases children are first accepted on a half term's trial basis. Initially a new child might need some extra tuition in certain areas, such as foreign language. Admission into School from Kindergarten will be reviewed by the Kindergarten teachers and the school doctor, with acceptance by the agreement of the College of Teachers.

Admission Procedure

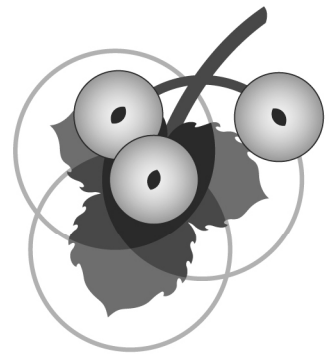
1. The parents contact the school secretary who will send an Application Form, prospectus and other information. They will be invited to attend the next open evening, attendance at which is required as part of the process.



2. At a preliminary visit to the school a teacher will describe our approach to education and conduct a brief tour of the campus.
3. The child is invited to join their prospective class for at least one day. The parents given a copy of the Parents' Handbook.
4. The parents and prospective pupil are invited to attend a formal interview to which they should bring school reports and some samples of work as appropriate. The child is interviewed by the teacher, while a colleague discusses the child's biography with the parents. At this point the Interview Form is completed. This gathers relevant pedagogical and social information. In the main school, the class teacher, possibly together with the learning support teacher, will assess the pupil's literacy and numeracy skills, co-ordination etc. and will establish whether the child may need extra learning support. Both the parents and the teacher need to arrive at a sense of the suitability of the education offered at Elmfield for the child.

In the case of a nearly full class, the teacher's recommendation to the College of Teachers for pupils will take into account the following priorities, and take into account the requirements of the Equality Act 2010.

- Children of teachers appointed to work at Elmfield.
 - Children with siblings already in or applying to Elmfield
 - Children applying from other Steiner schools
 - Children from families with a clear commitment to Steiner Waldorf Education and Elmfield
 - Length of time waiting.
5. The interviewing teachers will need to see previous school reports prior to a child's acceptance, and may request further information direct from the child's current or previous school.
 6. Immediately following the educational interview, a preliminary fee discussion is arranged or may take place with the Administrator to discuss financial arrangements.
 7. If the teachers are satisfied with the child's potential well-being at Elmfield, and the financial interview is satisfactory, the College will offer a place in a letter to the parents where any special conditions of admission will be stated. The parents are also sent an



Enrolment Form, which incorporates a Parental Consent Form covering local extra-mural activities. This form, once signed and returned by the parents, is a legally binding contract, and the child will be admitted at an agreed date or as soon as possible.

8. ***Before the child starts in School, one month's fees in cleared funds must be received.***

The first half term is considered a trial period at the end of which a child's progress and integration will be reviewed by the class teacher. This may result either in the ending of the child's stay at Elmfield, an extension of the trial period, or full acceptance by the School.

9. Withdrawal of a child by the parents after full acceptance is subject to one term's notice to the school, or a term's fees in lieu of notice. Any child entering the school is seen by the school doctor within a few weeks, and in some cases will be seen by the doctor prior to possible acceptance. A one-off registration fee covers this session.

October 2011.