



Admissions Policy

Reviewed by: Sarah Fox and Katharina Woodhouse

Reviewed: March 2023

Next review: March 2024

Related Policies: Admissions Procedure, Special Educational Needs and Disabilities Policy, Equal Opportunities/Inclusion Policy. Accessibility Policy

Full endorsement is given to this policy by:

Name: Joel Chalfen

Position: Cambridge Steiner School Trustee

A handwritten signature in blue ink that reads "Joel Chalfen".

Signed:

Date: March 25th 2023

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 is done by sharing the School's Handbooks early, so that parents understand the philosophy and ethos of our school, the Steiner Waldorf approach to child care and teaching, the rhythms and contents of the Kindergarten and/or School day, as well as the anticipated involvement of the parents. Parents applying to enrol their children need to demonstrate that they have given consideration to this form of education, agree and support the educational principles on which it is based and wish it for their children.

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.

Cambridge Steiner Schools is an inclusive educational environment where we accept and promote understanding of the diversity of human beings, including ethnicity, gender, disability, neurodivergence and social and family backgrounds.

We will try to ensure that our admissions process is clear, and adequate records are held; that prospective parents understand what the school can provide for children with particular needs, and that we have adequate training of staff and resources for those needs, whilst also ensuring that the needs of the existing class are also taken into consideration.

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 or Upper 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.

Early Years Timeline

The Cambridge Steiner School has a timeline for admissions in our Early Years settings. The application deadline is on the 15th of February. The aim is to give Kindergarten staff a clear idea of numbers and names of applicants for September, and to give families early notice to whether their child/ren will have a space in September in our Kindergartens. If there is no space available, you will be placed on our waiting list.

Once we have a complete application, you will be invited to a family-teacher meeting in March. If this meeting is successful, we will send you an offer letter by the end of April for you to accept or decline within the following two weeks.

Oversubscription Selection Criteria

Where there are more applications than spaces available, we will use the following criterias which are listed in order of precedence:

- Children of staff members
- Children with siblings* already attending KG, LS or US classes
- Children progressing from Parent and Child groups (where application is made in line with Admissions Application Deadline)
- Children already attending a Steiner Waldorf School / Setting
- Applications for more than one prospective pupil
- Other applicants who have demonstrated commitment to Steiner education on a first come first served basis.

*Siblings including half-siblings and step-siblings, foster siblings, adopted siblings, and other children living permanently in the same household.

Policy of Acceptance

An offer will be made to successful candidates by the Admissions team and will specify the start date, class and any special conditions attached to the offer.

Cambridge Steiner School will subsequently issue the deposit invoice which requires immediate payment. Deposits are £500 for each applicant child, payable within 2 weeks of receipt of the offer letter.

Policy of Non-Acceptance

The school reserves the right to refuse admission if, on the basis of the above criteria, the school does not feel that the child's needs can be best met at the school without detriment to those already in our care.

Applicants will not be accepted where the family has a pre-existing debt with the school

Additional considerations will be given to applications where:

- the applicant has previously been enrolled in the school
- a conflict of interest is observed.

In these instances, the school reserves the right to deny admission.

If you are not satisfied with the decision that we reach, you should put your appeal in writing to the Bursar within fourteen days of the date of our admissions decision.

Links to related policies

Please see further related policies and papers:

- Special Educational Needs and Disabilities Policy
- Equal Opportunities/Inclusion Policy
- Accessibility Policy
- Admissions Procedure
- Bursary Policy

Our Handbook for Kindergarten and Lower School parents are available on our website:

<https://cambridge-steiner-school.co.uk/policies/>

Thank you for taking the time to read this policy