

Prepared with reference to the DFE publication the EYFS Statutory framework 2017

Admissions policy

General Statement

The procedure for applying to the school is set out in a document entitled 'Kindergarten Admissions procedure' (appendix 1) and 'Main School Admissions procedure' (appendix2).

In this policy the word 'applicant' refers either to the applicant pupil or to their parent(s) or guardian(s), depending upon context.

The school aspires to a non-selective admissions policy and does not discriminate between applicants on grounds of physical or intellectual ability, gender, religion, ethnic origin or for any reason other than its capacity to meet the applicant's educational needs (see inclusion policy for further details)

The admissions procedure is considered started on receipt of a completed application form, and with the correct fee. The form can only be accepted from parent/s who have parental responsibility for the child on the form.

The school wishes to treat all applicants fairly and openly, and to be timely and effective in its communication with them. All applicants to the school are assessed by an individual teacher or group of teachers if necessary and, for the Kindergarten and Classes 1 to 6, a visiting period of 1 - 2 weeks in the class. The sole criteria for admission are as follows:

- The availability of a place in the class appropriate to the applicant's age
- The capacity of the school to meet the applicant's educational needs, taking into account its responsibility to the children already in the class, the distinctive nature of the curriculum and any other factor which the school considers may be relevant
- The willingness of the applicant's family or guardian(s) to contribute financially and to ensure that any previous debts are made good. We may not admit a child if the family has a previous debt or if we have previously taken court action to recover debt.
- The continued good relationship between the school and the applicants family

The application form must be fully filled out and we must have a copy of the child's two year, three year and final year review if you are coming from early years settings

1. The availability of places

Each year group whether in Kindergarten or classes 1-6 can under normal circumstances accommodate 26 children. These are the levels at which the classes are regarded as technically full. When the number in a class is below these levels, places will usually be given to applicants who meet the other criteria for admission in the following order:

- to the children of staff coming to or already working in the school
- to the children moving up from Kindergarten to be in the school
- to the siblings of existing pupils
- to the children of past pupils of Iona Steiner School

- to children from other Steiner schools
- to those families who have demonstrated their commitment to Steiner education
- on a first come first served basis

If a place is offered but not taken up, the applicant will be placed at the bottom of the waiting list if the place is still wanted. At the end of each academic year the school will contact all those on the waiting list to ask if they wish to remain on it. The school may decide to admit additional pupils above the level at which the class is technically full, provided that the educational needs of the pupils to be admitted and those already in the class, can continue to be met.

Decisions will be taken on an individual basis and may take into account the ease with which applicants are expected to adjust to the class and the curriculum. In some cases this may result in an applicant being offered a place before another, earlier applicant.

For definition of siblings, these are defined, by the Iona trustees as ;

“ a child living at the same address (for at least five days a week, every week) as a half or full brother or sister, an adoptive brother or sister at the time of application and remaining so at the time of admission”.

2. The capacity of the school to meet the applicant's educational needs

The school has always given places to families regardless of their financial circumstances. As a result of this policy of inclusivity there are some constraints on the resources available to support pupils requiring additional learning support and/or having special educational needs. Each class is, however, able to accept some children with specific learning needs. Extra help for these children is available from the dedicated Learning Support Department.

Iona School considers all children as having individual needs, and aims to meet these needs, as well as possibly taking into consideration the child's age, development stage and other circumstances.

Children with SEND will not be accepted, when following detailed assessment, in terms of the school's determination to apply its best endeavour for inclusion, the admission of the child would prevent the school from fulfilling its duty to provide effective education.

This assessment will be made by the College. If, following the assessment by the College the school considers that it cannot meet the applicant's educational needs, it will meet the applicant explaining the reasons for this conclusion.

In some cases, places may be offered subject to conditions requiring, for example, extra tuition, outside support such as G.P, education psychologist. Any such conditions will be clearly set out when offering a place.

When the school considers that it can meet an applicant's educational needs in Early Years (Nursery and Kindergarten) it does not automatically follow that it will be able to do so in Classes 1 to 6.

The progression from Early Years to Class 1 is therefore subject to an individual assessment of the school's capacity to meet the child's continuing educational needs. This assessment will be made before the child's 5th birthday or by the end of the Spring Term of the year in which the child turns 5, whichever is the sooner.

3. During the first term

- 1) This time is still a trial for your family, we want your child to progress through the Iona School and be happy. If at any time we feel that your child is not adjusting or settling into the setting, we will discuss this with you at regular intervals. These will be noted on the child's file and signed by the parent.

If at the end of the trial period we feel that your child would be better suited to another educational setting;

- We will explain this in a meeting with both parents, giving you reasons as to why we feel your child is not suited to life at the Iona School.
- We will then give you at least four weeks to find the best place for them to continue their education.
- If a notice period continues into a holiday then this will still be classed as a notice period

The first term starts from your date of admittance. Under normal circumstances we would expect a child to attend at least 95% of the time so we can make an assessment as to their settling in. If during the first term, you are not attending at least 95% we may extend the first term by the amount of time that has been lost so we can make full and fair assessment of your child's place in the school.

2) As a parent, you are responsible for working harmoniously with the school to further the best education for your child. If we do feel that the school/parent relationship is obstructive, detrimental or damaging to life at the school for staff, other parents or children and therefore, breaks down the ongoing trust that has to be fostered between the school and parent, we will ask you and your child to leave the school.

- The College, or key members of the college shall meet with the parents should the circumstances as described above arise, before making a decision to require the withdrawal of a pupil of the school.
- If both parents refuse to attend this meeting, or in the case of separated parents, the parent who has parental responsibility, without reasonable excuse, then the college will make the decision without consultation of both parents.
- During this meeting, we will have a written timeline of concerns to present to the parents.
- The college shall meet after this meeting and make a decision in writing to the parents
- No notice period is necessary for a required withdrawal
- The College shall act with procedural fairness in making this decision, full supporting documentation will be evidenced and discussed until all college members present feel satisfied that the withdrawal will be in the ultimate interests of the child and staff continued well-being
- Parents may ask for a review of this decision and must do so in writing with grounds within 7 days of receipt of the College letter regarding the withdrawal of their child

Trustee review

- A review will be carried out by the Iona trustees
- The member/s of Iona Trustees who carry out the review will have no involvement in taking the decision for the withdrawal of a pupil
- The parents will be informed of those member/s of the Trustees who should consider the review.
- The review will be conducted under fair procedures and in accordance with the requirements of natural justice. An oral hearing may not (at the discretion of the board) be necessary
- Until such time as the review of the college's decision is completed by the board, the pupil and parents will not be permitted to attend the school.
- The board shall provide its decision in writing as to if they uphold or disagree with the college's decision.

4 Progression from early years to the main school

When the school considers that it can meet an applicant's educational needs in Early Years (Nursery and Kindergarten) it does not automatically follow that it will be able to do so in Classes 1 to 8.

The progression from Early Years to Class 1 is therefore subject to an individual assessment of the school's capacity to meet the child's continuing educational needs. This assessment will be made before the child's 5th birthday or by the end of the Spring Term of the year in which the child turns 5, whichever is the sooner.

5 School Fees

The school requests an Admissions Administration fee of £35 before a child visits the school. School fees contribute towards the schools operating costs.

A schedule is published annually of the amounts requested, which are intended to be contributions to the cost of running the whole school and does not reflect the cost of providing the education on an individual or class basis.

Fees are increased annually.

Applicants are required, as part of the application process, to agree to pay the requested amount or a lower amount agreed by the school as fairly reflecting the applicant's financial circumstances. The school's ideal is to be socially inclusive and to welcome families having a wide range of financial circumstances. It aims also to be fair in the level of contributions it requests from individual families. Applicants are made aware of the school's need for non-financial support in the form of volunteer work in the school community, as set out in the statement published in the 'Parents' Handbook'. This is also reiterated in the New Parents' meeting which is the final step in the Admissions procedure.

Required Withdrawal

If parental behaviour is obstructive, detrimental or damaging to life at the school for staff, other parents or children, we will trigger our required withdrawal policy, this can be done at any point in your child's time here.

We will also consider a number of issues surrounding child behaviour under this policy. Please do make yourself aware of this.

Part time places and attending two settings.

Once your child has reached their 5th birthday, they must go full time by the following term. We do not offer flexi schooling or part time places in the school.

However, whilst your child is under five, you are able to take up a part time place in the kindergarten. If your child attends two settings, you must let the school know on the application form or notify us as soon as this happens.

We always need to have a regular two-way flow of information with parents and/or carers, and between providers, if your child is attending more than one setting. We would ask parents to notify us at the time of admittance if their child is at another setting. We will then contact the setting on a monthly basis to ensure that we have good flow of information.

Staff will

- email the other setting
- ensure that this is recorded on the child's record and that the child's key worker does the monthly update.
- Monitor the information from the setting and ensure we get parent's feedback on the information you receive

Admissions Procedure

Please see appendix 1 and 2 for this

In the unlikely event the child does not have a birth certificate; we will contact the LADO to ascertain if the information provided is correct and that we are compliant. This will also involve us having to contact the Dfe and the registrars to register this.

Issue date

This policy takes effect from January 2013

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor
Position: Iona School Trustee
Signed: *MW Taylor*
13/08/18

Related policies

- Financial policy
- SEND policy
- Inclusion policy
- Required withdrawal policy
- Waiting list policy

Appendix 1

Kindergarten Admissions Procedure for parents

Please note our admissions processes can take 1-2 months to complete. It is designed to help you determine with clarity and grounding if Iona School is the place you want to send your child. Your clarity will help your child to feel comfortable at school.

Children can join the Kindergarten from the age of three. They must be using the toilet independently and need to be ready to separate from their parents.

No new Community Supported Places are currently available in the Kindergarten, we hope to raise money for a new Community Supported Place this year.

Step 1-Parents notify the Administrative team of your interest

You will be sent a pack with a prospectus, fee list and description of the admissions process

Step 2- Open Day

This is a recommended step of the process, but not required for entry to Kindergarten. You will have a tour of the school in action, meet with other prospective parents and have plenty of time to ask questions of a teacher

Step 3- Parents arrange with office to meet with Kindergarten teacher)

Step 4 -Parents Meet with Kindergarten Teacher

These meetings occur every other Monday at 3.30 PM. Ideally both parents/carers attend this meeting. Depending on the number of current enquiries, there may be other prospective parents at this meeting.

Step 5-Parents Attend Morning in Kindergarten

Ideally both parents/carers attend this visit as well. You will spend from 9-10.30 AM in the Kindergarten and join in with the children's activities. This is just your time to see the kindergarten so we would ask that if possible you come without your children.

Step 6 -Parents decide they want their child to come for a visit

It is important the decision is made with all the grounding of the previous steps. You will be asked to fill in paperwork. This includes an initial visit form, home information sheet, emergency medical form, and photography consent form. At this point you will be asked to pay for your child's visit days at the regular kindergarten rate. You will be also asked to complete an Application Form and pay a non-refundable fee of £35.00. If you wish to cancel you must do so within 3 working days of the meeting.

Step 7 -Child Visits Kindergarten

Your child will visit the kindergarten for a minimum of 4 mornings or 3 full days. If you and the kindergarten teacher are happy to proceed, you will be given a start date. We do like to start your child as soon as possible after this trial so a good routine is established, this will ideally be within a week.

It is vital at this step you make an appointment with the Administrative team to sort out the necessary paperwork so admission can move forward.

Step 8 -Conversation with Administrative team

A conversation is set up with a member of the Administrative team to go over information about how the school runs, and to put a financial agreement in place. We will require a month's fees to be paid in advance, these are usually by standing order on the 1st of every month

Other points to note

In case of emergencies the Kindergarten reserves the right to cancel meetings at short notice; this will be due to situations beyond our control. We will not charge the £15 fee and another appointment will be made as soon as possible.

Appendix 2

Main School Admissions Procedure for parents

We aim for our admissions processes to be completed within 1 month, sooner whenever possible. It is designed to help you determine with clarity and grounding if Iona School is the place you want to send your child to. Your clarity will help your child to feel comfortable at school. Children can join the main school from the age of six (rising 7).

Community Supported places are available from time to time, these are a limited number per class. Please make a further inquiry through the Administrative office if you think you would be eligible tel: 01159 415295.

- **Step 1 - Parents notify the Administrative Office of your interest**

You will be sent a pack containing a prospectus, fee list and description of the admissions process.

- **Step 2 - Open Day (held monthly)**

This is a recommended step of the process, but not required for entry to the main school. You will have a tour of the school in action, meet with other prospective parents and have plenty of time to ask questions of a teacher.

- **Step 3 - Parents arrange, with the Administrative Office, to meet with the Class teacher**

You will be asked to complete the Application Form and pay a non-refundable £35.00 fee when setting up this meeting. If you wish to cancel you must do so within 3 working days of the meeting.

- **Step 4 - Parents Meet with the Class Teacher. The Class Teacher will also request to see the previous school reports**

Ideally both parents/carers attend this meeting. We will ask to see your child's school reports at this point.

- **Step 5 - Parents decide they want their child to come for a visit**

It is important the decision is made with all the grounding of the previous steps. You will be asked to fill in paperwork. This includes an initial visit form, home information sheet, emergency medical form, and photography consent form. At this point you will be asked to pay for your child's visit days at the regular Main School rate.

- **Step 6 – The child visits the class**

Your child will visit the Main School for one full week by joining the class that is appropriate to their age. If you and the Class teacher are happy to proceed, you will be given a start date. We do like to start your child as soon as possible after this trial so a good routine is established; this will ideally be within a week. It is vital at this step that you make an appointment with the Administrative team to sort out the necessary paperwork so admission can move forward.

If the class teacher finds that your child is not settling in to the rhythm of the day or it becomes clear to them that Steiner education is not suitable for your child they may end the trial early and ask you to collect your child. This may also happen at the end of the trial week. We rely on the class teacher's knowledge of their class and how your child will find their place in their class. We will give verbal feedback on our reasons for this. during one call or meeting.

- **Step 7 - Conversation with the Administrative Office**

A conversation is set up with a member of the Administrative team to go over information about how the school runs, and to put a financial agreement in place. We will require a month's fees to be paid in advance; these are usually by standing order on the 1st of every month.

- **Other points to note** Iona School reserves the right to cancel meetings at short notice; this will be due to situations beyond our control. All efforts will be made to offer some alternative dates to parents so that another meeting can be arranged as soon as possible.

The Iona School