



*Education according to the principles given by Rudolf Steiner*

### **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. 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.

- **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.

- **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 1<sup>st</sup> 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.