

## Admissions Policy

Prepared with reference to the DFE publication Statutory Framework for the EYFS, February 2018.

The procedure for applying to the school is set out in a document entitled Admissions Process (Appendix 1).

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.

The admissions procedure is considered started on receipt of a completed Registration Form with the correct fee. The form can only be accepted from the parent(s) that has/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 to 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 applicant's family.

The Registration Form must be fully completed and we must have a copy of the child's two year, three year and final year review if coming from Early Years settings.

### The Availability of Places

Each year group, from Class 1 to 6, can under normal circumstances accommodate 26 children. Kindergarten can accommodate 18 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:

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

- families who have demonstrated their commitment to Steiner education;
- first come first served basis.

We regard about 26 children as a healthy optimum size for a class. However, a class may carry a limited number of extra children if: (a) the children are a positive influence in the class/school; (b) there are siblings applying to classes where there is already space and refusal would prevent the entire family coming to the school. We reserve the right to cap the size below 26 based on the Class Teacher's discretion.

## **Waiting List**

If a place is offered but not taken up within 6 weeks of the written offer, 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.

## **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 financial support is available from the local authority.

The Iona School considers all children as having individual needs, and aims to meet them.

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, e.g. extra tuition, outside support such as GP, education psychologist. Any such conditions will be clearly set out when offering a place.

## **During the First Term**

This time is 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 ideally 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, exclusive of any school holidays to find the best place for them to continue their education.

### **Progression from Early Years to the Main School**

When the school considers that it can meet an applicant's educational needs in Early Years (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.

### **School Fees**

The school requests a Registration Fee of £50.00 before a child visits the school. School fees contribute towards the school's 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 admissions 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 by the Communications and Admissions Manager in the final step of the admissions procedure.

### **Part Time Places and Attending Two Settings**

Once your child has reached their 5<sup>th</sup> birthday, they must attend 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 5, you are able to take up a part time place in Kindergarten. If your child attends two settings, you must let the school know on the Registration 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.

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 September 2019.

### Review Date

This policy will be reviewed and revised on an annual basis.

### Endorsement

Full endorsement to this policy is given by:

<b>Name:</b>	Mr Martin Taylor
<b>Position:</b>	Trustee
<b>Signed:</b>	
<b>Date:</b>	19 <sup>th</sup> November 2019

### Related Policies

- Financial Policy
- SEND Policy
- Inclusion Policy

## **Appendix 1 – Admissions Procedure**

We aim for our admissions process to be completed within a month, sooner whenever possible. Our process is intended to help you determine with clarity and grounding if The 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 Kindergarten from the age of 3. They must be using the toilet independently and need to be ready to separate from their parents. Admission to main school is from the age of 6 (rising 7).

Community Supported Places are available from time to time. Please request further details from the Communications and Admissions Manager at initial enquiry step.

### **Step 1 Initial Enquiry**

Speak with the Communications and Admissions Manager who will send you relevant admissions information, including a Prospectus, Fees List and Admissions Policy.

### **Step 2 Attend Open Morning**

It is recommended that you attend an Open Morning which gives parents/carers the opportunity to have a tour of the school, meet with other prospective parents and have time to speak with staff. These are held monthly.

### **Step 3 Registration Form**

You will be asked to complete a Registration Form, Home Information Form and pay a non-refundable £50.00 fee.

### **Step 4 Meeting with the Kindergarten/Class Teacher**

A time will be scheduled for parents to meet with the relevant class teacher to further discuss admission. Parents to bring previous Nursery/Kindergarten/School reports along. For admission to our Kindergarten class, we will schedule an additional visit for parents to spend a morning session (9.00am-10.30am) in the class to join in with the children's activities.

### **Step 5 Child Trial Visit**

We will schedule for your child to attend a week's trial with their appropriate age-related class. If parents are seeking a part time Kindergarten place, attendance will be scheduled over two weeks. The trial visit will be charged at the standard fee rate. Feedback will be provided to parents during the trial.

### **Step 6 Offer of a Place**

If the trial has been successful, the Kindergarten/Class Teacher will verbally offer a place. This will be formally offered in a letter.

### **Step 7 Acceptance of a Place**

If parents wish to take up the offer of a place, a start date will be agreed with the Communications and Admissions Manager, ideally as soon as possible after the trial visit so a good routine is established (i.e. the following week). A deposit is required upon acceptance. A Parents' Handbook will be issued and discussed with the Communications and Admissions Manager after which a financial agreement will be arranged with the School Business Manager.