



## Exeter Steiner School Admission policy for classes

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1. The parent(s) will have an interview with two members of staff, without the child, to discuss the possibilities and parental commitment to the school. Information regarding references from previous schools and any other relevant sources will be sought at this time to be followed up by the class teacher.
2. The child visits her or his prospective class by prior arrangement with the class teacher. This visit should be made without the parents so that a clear picture of the child in situ can be gained.
3. Following the visit, if the parent/carer takes the decision to continue the admissions process, and also if the teacher is in agreement that the child may join the group, the administrator then gives/sends the parent/carer a registration form, an interview form, (which includes permission slips for non-allopathic medicines and outings) plus a parent contract.  
A non-refundable registration fee of £25 is now payable. (Please make cheques payable to Exeter Steiner School.)
4. When the completed forms have been received by the administrator, he/she then contacts the finance group.
5. Parents will then be invited to a meeting with a member of the finance group to discuss fee payment and deposit. Child record forms will be given to the parent to fill in before the next stage.
6. When parents have made a positive decision, a meeting is arranged with the class teacher to hand in finished record forms and arrange a start date. This will be subject to the agreed deposit being paid.  
Deposits are refundable at the end of the child's time at school subject to a half term's written notice being given and all fees being paid up to date.
7. If there is a waiting list, this may be discussed at this stage.  
Waiting List - factors influencing priority:-
  - Age
  - Previous involvement in the school/ school community
  - Siblings in the school
8. Providing the parent/carer agrees, then as soon as
  - the full deposit has been received by the finance group
  - the parent contract, medical and outing permission slips have been received by the administrator,the administrator informs the teacher and sends a letter of conditional acceptance to the new family, confirming the start date with the parent/carer so that the child may start attending school. The letter will also give the family details about the website and parent handbook and any other relevant information about school life.
9. The teacher arranges to meet the parent/carer to discuss the interview form and to create a child profile, and also to set a mutually convenient date and time for an informal visit to the home of the family.
10. In the interests of the child and of the group/class the first half term is viewed as a trial period, during which on-going communication between parent(s)/carer and the school is maintained, so that any problems may be addressed and an appropriate way forward can be found. At the teacher's discretion, the trial period may be extended to a full term.



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