



Exeter Steiner School *Early years admissions policy*

1. Parent/carer contacts the administrator. The enquiry and contact details are noted. The procedure for admissions is communicated. Information about the kindergarten and Steiner education are sent as required. An informal visit to the school is possible at this time.
2. A teacher arranges a mutually convenient time to meet the parent/carer and the child in the kindergarten and to ask any questions. A further meeting with the parent/carer may be arranged to discuss any concerns about the child.
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. The finance group arrange a meeting with the parent/carer to discuss how the financial requirements and finances in general are dealt with within the school, (including vouchers and bursaries, if applicable.) The day and time of the meeting are co-ordinated with the administrator, so that he/she may talk through the parent contract with the parent/carer. 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

6. 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 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 families details about the website and parent handbook and any other relevant information about school life. 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. 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.

In the interests of the child and of the group/class the first 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.