



Admissions Policy

- The Edinburgh Steiner School provides a holistic education for children from the age of 3½ to 18 years. Children entering the School in Kindergarten will remain there until the August after their 6th birthday, thereafter entering Class 1. The School operates an 'all year' admissions policy, admitting pupils at any point throughout the School Session.
- All applications must be in writing on the School's standard application form which is available from the School Office (0131 337 3410) or the website www.edinburghsteinerschool.org.uk. Applications must be accompanied by the application fee (currently £60), reports from the child's current school, a copy of the child's birth certificate, and any court orders relating to the child (if applicable). We may contact the child's current school directly if there is insufficient information provided.
- Admission to the Kindergarten is by initial meeting with the Kindergarten Teachers.
- Admission to the School is by interview. Interviews are conducted by the Class Teacher in the Lower School, and by the Class Guardian in the Upper School. All interviews will be attended by at least two teachers.
- Applications will be acknowledged by the Admissions Officer within five working days during term time (it may take longer during school holiday periods). Following this an interview date will be offered.
- The interview with the Teacher/Guardian may be followed by a financial interview with the School Bursar. The financial interview may be in person or by phone. Where a child has previously attended another Independent School, the Bursar will request, in writing, a financial reference from the previous school.
- Parents may request an informal talk with the prospective Class Teacher prior to applying formally.
- Following the interview, the Class Teacher may offer that the child has a two or three day visit in the class they are applying to.
- Applications will be presented to the College of Teachers, who meet every Thursday evening within term time. A recommendation to College will be made by the interviewing teachers and a decision is normally made on the same evening. In some instances, a decision will be held over until the following week.
- When a child is offered a place, a letter of offer will be sent out by the Admissions Officer within 5 working days of the College's decision. Acceptance of the place must be made by completing the enrolment forms which accompanies the letter. The enrolment form is a legal document which binds the parents to the terms therein.
- Invitation for an initial meeting or interview does not guarantee a place at the School. If the child is not offered a place, their parents will be notified by letter within 5 working days of College's decision, and we are regrettably unable to offer any feedback.
- The School will process the applicant's and their family's personal information for the purpose of registering their interest in applying for a place at Edinburgh Steiner School, and for collecting information required by the School to enable applicant selection. We will hold this information for six months after we have informed you of the outcome of our decision to offer admission to the prospective pupil.
- We retain your personal information for this six month period so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the admissions exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

For all Admissions enquiries, please contact admissions@edinburghsteinerschool.org.uk