



Name of policy: **Admissions Procedure—ED02**

Publication date	10 October 2017
Date of last review/revision	21 February 2023
Type of policy (statutory, procedure, adopted, protocol...?)	procedure
Purpose	To give an overview of the procedure for admission of new pupils into the school
Related Quality Indicators (HGIOS 4)	3.1
Related school policies	Admissions Policy
Whole school or departmental policy?	Whole School
Links to national policies or legislation	
Links to OSCR	
Signature of Chair of Trustees	<i>Michael Balouge</i>
Signature of Chair of College	<i>Jimmie</i>
Key contact (name, role, email address)	Admissions Secretary (Jenny Innes); School Coordinator (Helen Newton)

Admissions Procedure

Edinburgh Steiner School is a non-sectarian, co-educational day school offering Steiner/Waldorf education from Seedlings to Class 12 (age 2 to 18). Baby and Parent and Child groups are available for younger children.

Children entering the School at kindergarten stage (from the age of 3½) will remain there until the August after their sixth birthday, thereafter entering Class 1. The School operates an 'all year' admissions policy, admitting pupils at any point throughout the school session.

- All applications should 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) and by reports from the child's current school wherever possible. The application fee does not apply to families in receipt of funding from the Scottish Government's early learning and childcare scheme.
- Admission to Classes 1-12 is by interview with the Class Teacher in the Lower School, and with the Class Guardian in the Upper School. A second teacher will attend each interview. Where it is deemed helpful to the application process, a support for learning teacher may attend.
- Applications will be acknowledged by the Admissions Secretary within 5 working days during term time and an interview date will be offered if a suitable place is available. All applications will be carefully considered, but the School reserves the right not to offer an interview and might decide not to offer a place based on the application alone.
- Where a child has previously attended another Independent School, the Bursar will request a financial reference from the previous School.
- Parents may request an informal talk with the Teacher or Class Guardian prior to applying formally. We also welcome prospective applicants on our regular 'Open Tours', even if an application is already in progress.
- For applicants to Class 1 through to Class 12 two teachers will normally interview the prospective pupil and their parent(s) or legal guardian. This interview aims to determine a prospective pupil's level of maths and English; for the interviewing teachers to get a wider sense of how they might fit within a Class; and to get a sense of how the family might fit within the school community. Often a preliminary talk with the parents alone is helpful to build up a picture of the School and the form of education. If there is any indication in the application that pupil support will be

required, the Class Teacher or Class Guardian will consult with the Pupil Support Department prior to interview, and afterwards, and a member of the Pupil Support department might attend the interview.

- Admission to Seedlings and Kindergarten involves completion of the application form and supporting paperwork. The Early Years Coordinator will review the application and contact the family. An initial conversation may form part of the application process. If wellbeing or additional support for learning needs are highlighted, the Pupil Support Coordinator will liaise with the Early Years Coordinator and may contact the family. When a place is available, the child will be allocated to a Group and the teacher will contact the family to deepen their understanding of the child and their needs. Families will be invited to meet the teacher ahead of the start date. If a place is not available because Groups are deemed to be full, applicants will join a Waiting List. Criteria will apply. A copy of the Waiting List criteria can be requested from the Early Years Coordinator.
- Following the interview and the offer of a place, parents applying to the Lower or Upper School may request that their child has a two or three day visit in class. This may be granted at teachers' discretion and is not available until a place has been offered.
- Applications are first discussed in the Kindergarten or relevant Early Years meeting, Lower School Meeting or Upper School Meeting. These bodies will make a recommendation to the College of Teachers as to whether a place will be offered or not.
- Applications will be presented to the College of Teachers, who meet weekly in term time. A recommendation to College will be made by the interviewing teachers following consultation with teachers (see above) and a decision is normally made within three weeks.
- When a child is accepted a letter of offer will be sent out by the Bursar within 5 working days of College's decision. Acceptance of the place must be made by completing the enrolment form which accompanies the letter. The enrolment form is a legal document which binds the parents to the terms therein. All pupils begin on a term's trial, as set out in the Trial Period Policy.