

Admissions Policy and Procedure

Issue Date:	March 2016, reviewed March 2018 and September 2018
Review Date:	This policy will be reviewed and revised by the administration team on a biennial basis.
Endorsement:	Full endorsement to this policy is given by:
Name:	Thais Bishop
Position:	Brighton Waldorf School Trustee
Signed:	
Date:	3 rd September 2018

Policy Statement

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 (see inclusion policy for further details).

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 Classes 1 to 10, a visiting period of one "insight" week 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 and the distinctive nature of the curriculum
- The agreement of the applicant's family or guardian(s) to contribute financially.

The Admissions Panel

The Admissions Panel determines admissions, after the completion of the Admissions Procedure, which includes an Educational meeting and, if necessary, a Financial Interview (see below). Students are admitted ideally at the start of a term or half-term block but we will intake all year round as long as we have places.

Please note that we do not normally admit students to the Upper School or to Class 8 who have no previous experience of Waldorf Education except in exceptional circumstances.

The availability of places

We can under normal circumstances accommodate the following numbers of children per class:

Little Kindergarten: 10
Kindergarten: 18
Classes 1 – 10: 22

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:

- to the children of staff coming to or already working in the school
- to the siblings of existing pupils
- to the children of past pupils of Brighton Waldorf School
- to children from other Waldorf schools
- to those families who have demonstrated their commitment to Waldorf education on a first come first served basis

If a place is offered but not taken up, 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 endeavoured to offer 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 help for these children is available from the Learning Support Department. Brighton Waldorf School considers all children as having individual needs, and aims to meet these needs, as well as possibly taking into consideration the child's age, development stage and other circumstances.

This assessment will be made by the College of Teachers. If, following the assessment by the College of Teachers, 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, for example, extra tuition, outside support such as G.P, education psychologist. Any such conditions will be clearly set out when offering a place.

When the school considers that it can meet an applicant's educational needs in Early Years it does not automatically follow that it will be able to do so in Classes 1 to 10. 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 decision will be based on observations made during the Summer Term of what would normally be their last year in Kindergarten.

School Fees

The school requests an Admissions Administration fee of £70 when an application is made. 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 application 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 'Parents' Handbook'.

In the unlikely event that an applicant 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.

Linked policies:

- Financial
- SEND
- Inclusion
- Educational, Health and Care
- EAL
- Concerns and Problems, Complaints
- Pupil Equality
- Supporting Pupils with Medical Conditions

Related documents:

Parents Handbook

Appendix 1 Admissions Procedure

Step 1: SCHOOL TOUR AND TALK

All applicants are required to attend a School Tour which are held weekly throughout the academic year (please see the website for dates). The tour last for approximately 1½ hours and can be booked through reception on 01273 386300.

Step 2: EDUCATIONAL MEETING

If you wish to proceed with an application following your visit to the school you will need to complete and return the application form, together with a non-refundable application fee of £70 per applicant, £35 for siblings, a copy of your child's birth certificate or passport, a photograph of them and a copy of your child's most recent school report (if applicable).

After the application is processed you will be invited to attend an educational meeting with the prospective Class or Guardian Teacher and a teaching colleague, which takes place at the school. Your child will be invited to spend some of this time with the prospective Class or Guardian Teacher who will ask him/her to complete some tasks in order that an informal assessment can be made, while the supporting teaching colleague and parent can have a conversation about the education and any other details that might be required.

Step 3: ADMISSIONS GROUP

The Admissions Group is responsible for reviewing the admissions process and ensuring that an application is being processed in accordance with the school's procedures. Following the educational meeting the teachers' recommendations are made to the Admissions Group. After receipt of all relevant paperwork and review by the Admissions Group an invitation to visit the prospective class may be made to the applicant in the form of an Insight Period.

Step 4: INSIGHT PERIOD

The insight period is an opportunity to join the school and class group for a week in order to help establish whether Brighton Waldorf School is the right choice for you. In certain circumstances the insight period may be extended to ensure that a full appreciation of the School has been experienced. Please note that the School does not provide insight periods to the Early Years Department (ages 3 to 6 years).

Step 5: OFFER OF PLACE

After a successful completion of the insight period there is a review meeting or conversation with the teacher and reported to the Admissions Group and an offer of a place is made for you to accept or decline. The School will also send a finance contract and fee contribution schedule for you to complete and return. After your acceptance of a place and the completion of the finance documents the Admissions Coordinator will conclude the registration process and formally welcome you to Brighton Waldorf School.

In circumstances where the school is unable to make an offer of place, a letter is sent detailing the reason why a place cannot be offered, together with the School's Admissions Appeal Policy and Procedure.

Additional Needs and English as an Additional Language (EAL)

Brighton Waldorf School has an integrated Additional Needs & Special Educational Needs (SEND) Policy which is operated with the full participation of parents and those with responsibility for the child. This policy identifies whether pupils will require provision for learning and incorporate an Individual Education Plan (IEP) if appropriate. This will include support tuition in small groups or one to one learning if required, as well as support or referral from outside agencies. Please refer to our SEND Policy.

Brighton Waldorf School, as part of its inclusive Admissions Policy, supports the enrolment of pupils who have English as an additional language through the provision of extended English lessons in partnership with the School's EAL staff.

The school's policy on supporting pupils with medical conditions outlines the support that will be given to any pupil with a medical condition. Therefore, should a medical condition be highlighted during the admissions process, the parent and interviewing teacher will prepare an Individual HealthCare Plan (IHP) in order to identify what appropriate support will be needed.

Pupil Discipline, Suspension, Exclusion and Complaints

Brighton Waldorf School has a defined school rules policy and pupil behaviour policy. In partnership with these guidelines and pupil requirements the school operates a discipline policy which details the outcomes for infringements.

Brighton Waldorf School has a clear suspension and exclusion policy which it operates in partnership with the school rules policy and pupil behaviour policy. The School seeks to work in participation with parents and named person with responsibility for the child in all matters concerning behaviour through promoting good communication and information and agreed outcomes.

Brighton Waldorf School has a clear complaints policy and procedure which is applicable for any person, including prospective parents in their relationship to the School. The complaints procedure endeavours to process quick and fair resolutions of issues and is available via contact to School reception on 01273 386300, together with the number of complaints registered under the formal procedure during the preceding school year.

Brighton Waldorf School Policies & Procedures

Brighton Waldorf School has an Access to Information Policy which allows access to all the School Policies and Procedures, specifically including policies for bullying, child protection, health and safety, the promotion of good behaviour and sanctions adopted in the event of

pupils misbehaving.

Additionally, we are happy to supply on request, information including our School's staff skills and qualifications, together with records of our pupils' academic performance during the preceding school year, including the results of any public examinations. All information is available through reception on 01273 386300.

If you require any assistance with any aspect of the School's Admissions Process or require additional information to support your application or enquiry to the School, please do not hesitate to contact the School's Admissions Coordinator.