

## Admissions Policy

### Introduction

Alder Bridge Steiner Waldorf School is an independent co-educational day school for boys and girls aged 3 to 14 years. Admission to the school is non-selective.

The aims of this policy are:

- to set admissions criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, disability or special educational needs.
- to ensure compliance with the school's charitable purposes.
- to comply with the school's obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

### Conditions for Admission

It is a condition of admission that:

- all applicants and their parents visit the school and their parents attend an interview to ensure that the school is the right place for their child and for the school to gain a good understanding of the child's development and abilities;
- all applicants will be required to attend the school for a visit of up to 3 days;
- the applicant is of appropriate age and maturity for the proposed year of entry;
- receipt of satisfactory school reports from the child's previous school (where relevant); and
- the school can adequately cater for and meet the needs of any disability and/or special educational needs of an applicant.

Admission to the school is at the discretion of the College of Teachers and the Trustees.

### Admissions Procedure

Pupils may enter the school at any stage.

Parents who are interested in applying for a place at the school will be required to complete an Application Form and pay a non-refundable Application Fee. This does not constitute an offer or guarantee of a place at the school.

Applicants will be invited to visit the school during which they will participate in daily life of the school. Applicants for a place in Kindergarten may be accompanied by a parent during the visit. Applicants for a place in the Lower School may have an assessment with the SENCo during the visit. Parents will then be invited to visit the school and attend an interview. The child's visit at the school will take place prior to the interview with parents.

An offer of a place may be made by the school. An offer of a place at the school will be subject to the school's terms and conditions. Parents will accept a place by completing the Acceptance Form and paying an Acceptance Deposit. The deposit is only required when the first child in a family joins the School, and will be

SCH0026	Reviewed: November 2018 Review Group: Office	 The logo for Alder Bridge Steiner-Waldorf School features a stylized graphic of a bridge or a wave on the left, followed by the text "Alder Bridge" in a large, bold, serif font, and "Steiner-Waldorf School" in a smaller, sans-serif font below it.
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refunded when the last child leaves provided all fees and other charges due have been paid in full. The child will then be able to start at the school on the agreed date.

Children joining Kindergarten may be accompanied by a parent at first, if necessary, but this will be limited to no longer than four weeks duration except where the child has Special Educational Needs or a Disability.

Once a child has joined Alder Bridge School their attendance is expected during their school or kindergarten day, times of which may vary according to each year group. Once a pupil enters the Lower School we are unable to offer flexi-schooling. Attendance is mandatory in line with DoE guidelines.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

The school welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with learning difficulties and/or disabilities are currently limited. The school will do all that is reasonable to comply with the Equality Act 2010 so that the school may accommodate the needs of disabled applicants for which, with reasonable adjustments, the school can cater adequately.

The school will do all that is reasonable to ensure the application procedure (and any information about the school) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the school when submitting the Application Form of any special circumstances relating to their child which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the school.

Parents of disabled children may be invited to discuss, during the interview, ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made.

The school may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from any pupil's current school that the school considers necessary to make a fair assessment.

If, after reasonable adjustments have been considered, the school is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer will not be made.

If an applicant's disability becomes apparent after admission, the school will consult with parents about what reasonable adjustments, if any, can be made in order to allow the child to continue at the school. If, after reasonable adjustments have been considered, the school is unable to adequately cater for and meet the needs of the pupil, the College of Teachers (after consultation with the Trustees) may request parents to withdraw their child in accordance with the school's terms and conditions.

### **COMPLAINTS**

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.

Approved by: **Trustees**

Next review date: **November 2019**