



Admissions Policy & Procedure

Reviewed and updated November 2015

At the Hollywood Steiner School we are committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; ethnic or national origin; gender; religion or belief (assuming that, in the case of the latter, the prospective pupil and parents agree to support the ethos of the School as described in the prospectus, website and other literature).

The school must also feel reasonably sure that we are able to educate and develop the prospective pupil to the best of his or her potential and in line with general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a happy, fulfilling and successful school career, whilst maintaining effective education for the rest of the class. These aims must continue to be met throughout the pupil's time at the school.

ADMISSIONS PROCESS

As our approach to education is unique, it is important that parents understand our methods and some of our educational philosophy. Experience has shown that if there is a mutual understanding of child development and our curriculum between parents and the school, the pupils will benefit.

Walkthroughs

It is therefore important that parents attend a walkthrough tour with our Development and Communications Officer. A brief description of curriculum and methodology will be given at this time and prospective parents will be given application documents.

After attending a walkthrough, an application form can be completed.

Application and Interview

Once the school receives an application form and other documentation (such as reports from previous schools), it will be passed to the Development and Communications Officer, who facilitates the Admissions Team.

If there is a place available within the class an interview will be arranged with the parents or guardians.

This interview will normally be conducted by the Admissions Team Facilitator.

We will endeavour to find a time for the interviews that are mutually convenient but timings are dependent on availability of staff.

Decision on Application

Following this initial interview, the Admissions Team Facilitator will pass the application to the relevant teacher who will then arrange a time to meet with the prospective pupils and use the School Entry Assessment procedure appropriate for the age of the child.

This interview will be held in the presence of the relevant teacher and one other member of staff from the Admissions Team, with expertise in assessing pupil needs.

If the child or children are to be accepted into the school, the interviewing group will recommend to the Admissions Team, who will in turn consider the application and pass this recommendation to the School Management Team.

An offer of a place will be made by the School Management Team.

The School Management Team meet on a Wednesday and it will be after this meeting, usually the next day, that prospective parents will be informed of the outcome.

Financial Interview

After a child has been accepted into the school by the School Management Team, a financial interview with the Bursar must take place before the child starts school.

Although admission to the school at the beginning of term is preferable, this is not a fixed policy and pupils may start part way through a term.

Please provide us with as much information about your child as possible so that we can be sure that we can meet their needs responsibly.

Interviews with children

Preschool & Kindergarten (2 years and ten months-6)

Admission to the Preschool and Kindergarten is by interview with the relevant teacher and another member of the Early Years or school staff. Both parents and child attend this interview which will be designed in an age appropriate way.

Lower School (6 – 13)

In the Lower School the interview is with one or two class teachers. The child will be asked to complete some maths and written tasks as well as a drawing and possibly some co-ordination exercises.

It is usual for the parents to wait in the office whilst this interview is conducted.

Upper School (13 – 17)

It is unusual for pupils to be accepted into the Upper School unless they have previously attended, or are transferring from another Steiner Waldorf school.

However, all applications will be considered on an individual basis.

The interview is with two or more Upper School teachers, including the Class Guardian of the age group being applied for.

Decisions on entry into the school will be made on the basis of these interviews and any reports.

The Admissions Team will make their recommendation based on:

1. The Holywood Steiner School's suitability for the pupil's ability or special educational needs.
2. Whether the school can make reasonable adjustments to accommodate a particular pupil's needs.
3. Whether the acceptance of the applicant is compatible with the effective education of the children already placed in our school.
4. Whether we have the resources to meet the pupils needs within the classroom situation.

We cater for children who fall within an academic ability range which enables them to benefit from our rigorous and broad curriculum that leads to GCSEs and equivalent, in the Upper School. Children with mild dyslexia, dyspraxia and related conditions may be accepted if they attend at a young enough age. In a few cases we can accept pupils with extra needs at a later stage.

Where resources and the curriculum allow, reasonable adjustments will be made to accommodate children with medical or Special Educational Needs. In the case of pupils with medical needs, as part of the admissions process a risk assessment will take place as well as consultation with relevant specialists to ensure that an informed decision is made.

We aim to have a 'balanced constellation' of pupils in each class, based on a realistic assessment of the resources available to support those with more complex needs.

Initially a new child might need some extra tuition in certain areas; in foreign languages for example.

Although we especially welcome pupils from other Steiner Waldorf schools, the normal admission policies still apply.

Appeals

If parents or carers are convinced that we have made the wrong decision about their child's application to the school, then they have the right of appeal. Appeals about an admission decision must be made to the Admissions Appeals Sub-Committee of the Management Council in writing within 5 working days of the receipt of the admissions decision. A response to an appeal will normally be provided within 10 working school days of receipt unless external specialist advice is required in which case a response will be provided as soon as practicable.

Temporary Education away from the Holywood Steiner School and re-entry:

- If a pupil is away for sound pedagogical reasons which are supported by the class teacher then it will be regarded as a leave of absence, contributions can be waived.
- If a child is away for other reasons, then if parents continue to pay their contribution a place will be kept in the class for up to one term.
- If the absence request does not have strong support from the class teacher and the parents decide to withdraw the child (with a term's notice) in order to avoid paying their contribution for that term, then a full admissions process will take place upon their return and we cannot guarantee their re-admittance to the school or to a particular class.

Withdrawal of pupils for a temporary period:

Although we understand that there may occasionally be instances when parents need to withdraw their child(ren) for a temporary period, we regret that we are not able to hold a place in the school or in a particular class. This could prevent other children from being educated at the Hollywood Steiner School, or in a particular class.

On reapplication the usual admissions procedure will take place and where appropriate and possible the child *may* be placed in his/her previous class.

However, this may not be possible for one or more of the following reasons:

- A significant amount of our curriculum will have been missed
- The pupil in question may have changed
- The constitution of the class may have changed
- The class may be full
- Other.

Although we would hope that pupils can enjoy their entire education here, progression from the Kindergarten to the Lower School (Class 1) and from Lower School to Upper School (Class 9) is not automatic and an assessment process will take place at each stage.

In Kindergarten school readiness will be looked at.

In Class 8 the pupils will be asked to complete a project to illustrate their abilities and approach to work.

This will be presented to teachers representing the Upper School.

Class 8 pupils will also attend an interview and a report will be provided by the Class teacher.

HOLLYWOOD STEINER SCHOOL CLASSES AND THEIR EQUIVALENTS IN THE STATE SECTOR

Playgroup - pre-school and Nursery
Kindergarten - P1 and P2 (Year 1 & 2)
Class One - P3 (Year 3)
Class Two - P4 (Year 4)
Class Three - P5 (Year 5)
Class Four - P6 (Year 6)
Class Five - P7 (Year 7)
Class Six - 1st Form (Year 8)
Class Seven - 2nd Form (Year 9)
Class Eight - 3rd Form (Year 10)
Class Nine - 4th Form - (Year 11)
Class Ten - 5th Form (Year 12)
Class Eleven - Lower 6th (Year 13) GCSEs taken.