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## **PRESCHOOL ADMISSIONS POLICY**

Policy no: 7  
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2021  
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### **Rationale**

Hollywood Steiner Preschool is committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; religion or belief; sex; sexual orientation; gender reassignment. The school will not discriminate in the arrangements it makes for deciding who is admitted as a pupil, the terms on which it offers to admit a pupil, or by not admitting a person as a pupil. 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 so that there is every chance that the pupil will have a happy, fulfilling, and successful school career. These aims must continue to be met throughout the pupil's time at the school.

### **Admissions Procedure**

#### **Registration**

In this policy the word 'parent' is used to mean 'parent/carer/guardian'

#### **Application Process**

As Steiner education has a distinctive approach, it is important that parents understand our methods and some of our educational philosophy. The application process is as follows:

- Application Form
- Interview with the Head Teacher and the Preschool teacher
- A place will be offered on 28th April 2021 or 10<sup>th</sup> June 2021 (depending on the age of the child).



The interview is an important part of this process to establish why you feel, Steiner education is right for your family and for us as teachers to decide if we can meet the needs of your child. An offer of a place will only be given once the interview has taken place and is dependent on the decision of the Head Teacher and Preschool Teacher.

A child must be enrolled in the Preschool for a minimum of three days a week.

We offer an open day on the last day of Summer term for all parents whose children have been offered a place for the following September. We would strongly recommend that you and your children come along on that day to meet the staff and to visit the room and garden where your child will spend the next year.

The Preschool will operate two periods of intake. September 2021 and January 2022.

### **Criteria**

Once a decision has been made by the Head Teacher and Preschool Teacher an offer will be made based on the following criteria,

1. Children born on or between 2 July 2017 and 1 July 2018
2. Children with a parent-teacher or sibling at the school.
3. Children born on or between 2 July 2018 and 1 September 2018
4. Children born on or after 2 September 2018\*

\*In the event of a tie involving 2 or more children, preference will be given to those expressing an interest in a full-time place and then by date of application.  
September intake

September intake will take place in 2 Stages.

Stage 1 - children meeting criteria 1, 2 or 3 will be contacted on Thursday 29<sup>th</sup> April 2021.

Stage 2 – children meeting criteria 4 will be contacted on Wednesday 9<sup>th</sup> June 2021.

### **Deposit**

Once the offer of a Preschool place has been made and accepted a refundable Preschool deposit of £60 and a non-refundable administration fee of £25 is required within seven days of the date of offer. The Preschool deposit is refundable, provided two months' notice has been given in writing or the child has completed a year in Preschool. You will be required to sign for receipt of your returned deposit. In the event of outstanding fees this deposit will be held.



### Waiting list

During the academic year applications will be accepted and subject to the above criteria also. This is dependent on places being available and we cannot guarantee that this will be the case. Names will be placed on a waiting list and will be held strictly in ranked order according to the above criteria. Each time a name is added, the waiting list will be reranked, and if a place becomes available the place will be offered to the child who is ranked highest on that list. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

### Offering places

If we are unable to contact you to offer a place, it will be necessary for us to move to the next name on the list for us to fill the places.

### Holding Places

Where parents wish to put their child's application on hold at any stage, if a place has been allocated to your child the place will be lost and the application, if resumed, will be treated as a new application, and added to the bottom of the list for the following school year.

### Late Applications

Applications received after the 30<sup>th</sup> of June will not be processed until the last week in August as the school is closed over the summer.

### Monitoring and Evaluation

The impact of this policy will be reviewed annually by the Head Teacher and the Early Years Representative and will be forwarded to the Board of Trustees to be ratified every two years. This policy will be supported by appropriate training where required.

Policy Review History			
Version	Revision Author	Summary of Changes	Date Approved
1.0	Angela Clements Peter Chambers		January 2021

