

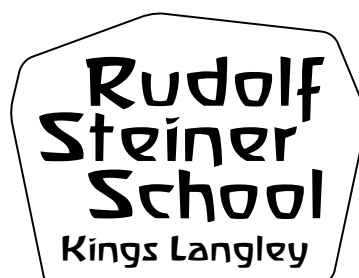
Admissions Policy and Application Process

Thank you for expressing an interest in
Rudolf Steiner School Kings Langley.

This booklet is designed to inform you of
everything you need to know before submitting
an application for your child to join our school.

**Rudolf
Steiner
School**
KINGS LANGLEY

Policy owner	RSSKL - Principal
Policy lead	Admissions Officer
Audience	All parents
Legislation and regulation	
Formally endorsed by	Board of Trustees
Endorsement date	November 2017
Next review	November 2018



Rudolf Steiner School Kings Langley

Langley Hill, Kings Langley, Hertfordshire WD4 9HG

+44 (0)1923 262505 / email: admissions@rsskl.org / www.rsskl.org

Admissions Policy Statement

The Rudolf Steiner School Kings Langley (RSSKL) is a comprehensive Steiner Waldorf school. The school accepts children with a wide range of abilities, operating a socially inclusive admissions policy that does not select children on the grounds of gender, race or religion. The admission of any individual applicant is subject to the criteria set out below.

The school believes that all children have individual needs and aims to meet those needs as best as possible taking into consideration the child's age, developmental stage and other circumstances. The school aims so far as possible to create balanced, mixed-ability class groups.

Applications are welcomed on behalf of all children although not all applicants can be admitted to the school. Decisions on admission of a pupil and assignment to a particular class take into account the needs of the individual pupil, the likely impact on other children in the class, the balance of the class group and the resources available to the school.

RSSKL is structured in three parts:

- **Kindergarten** (age 3-6)
- **Lower School:** Classes One to Eight (age 7-14)
- **Upper School:** Classes Nine to Thirteen (age 15-19)

Although RSSKL aims to provide a complete education for every child admitted, admission to one part of the school does not guarantee admission to another. A child initially entering Kindergarten may undergo a further admissions process before being granted entry to Class One, and a third process before being granted entry to Class Nine.

Admissions Criteria

The Class Group

Our educational approach is built around the creation of a "healthy constellation" of children in each class group. There is no prescriptive formula for this, but it does mean that when a new applicant is being considered for an established class, the applicant may be rejected if we judge that the overall dynamic of the class would be to the detriment of the children already in the class.

Our teaching approach places a great deal of importance on the class as a social group and on the class teacher as focal point for the children's learning. We do have classroom assistants in some of our classrooms to support the class teacher, but in most cases we will not admit a child who is expected to need a dedicated one-to-one assistant in order to join the class, as in the context of our particular approach to teaching, this could have an adverse effect on other children already in the class.

Meeting the Needs of the Individual Child

RSSKL will consider applications on behalf of children with physical impairments, those with medical needs and those with special educational needs. The school will make reasonable adjustments to accommodate the needs of an applicant child. However, there are some children whose needs cannot, in our view, be met by the educational approach we offer, and such children will not be admitted.

No definitive statement can be made about which children with special educational needs can and cannot be accommodated in the school, as every situation is unique. However, we only cater for children who fall within an academic ability range which enables them to benefit from our rigorous and broad curriculum.

Assessment of Applications

RSSKL does not normally operate a written examination. Nevertheless, all applicants to the school are assessed for suitability by the following methods:

1. Consideration of the existing constellation of pupils in the target class and the likely impact of the new applicant were they to join the class.
2. Review of reports from previous schools.
3. Formal assessment by our Learning Support Department.
4. Interviews and/or observation of the child by the prospective class teacher or sponsor and the learning support department.
5. In cases of doubt, the school may require a report from an educational psychologist before reaching a decision on a particular application.

Candidates are assessed against the above criteria using reports from previous schools, interviews with pupils and parents, and an assessment of the existing class into which the new applicant would be placed.

Admissions Process- Advice To Prospective Parents

Prospective applicants to the school should contact the Admissions Officer in the first instance. As our approach to education is distinctive, it is important that parents understand our methods and educational philosophy, as a mutual understanding of child development and our curriculum between parents and the school is highly beneficial to pupils. It is therefore important that parents attend an Open Morning or private tour before submitting a formal application.

A formal application can then be submitted with the necessary supporting documentation and (non-refundable) application fee.

Interviews will follow with the teacher of the class applied for, and a learning support assessment will take place for both Lower and Upper School applicants. A financial interview will take place with the school Bursar to discuss all aspects of school fees. Lower and Upper School applicants will then undergo a trial week in their prospective class.

The candidate pupil is assessed as described above, the application reviewed at the teachers meeting and a decision taken.

Admission to Kindergarten is for a minimum of three sessions per week, generally following the age of the child: three-year-olds attend for three sessions, four-year-olds for four sessions and five-year-olds and older for five sessions per week. This is subject to agreement with the Kindergarten teacher.

In all cases, applicant parents must sign and return the school contract before their child will be permitted to join the school.

Policy of Acceptance

An offer will be made to successful candidates by the Admissions office and will specify the start date, class and any special conditions attached to the offer. A fees schedule will be enclosed outlining fees payable and options of payment methods available. Parents must then sign and return the Acceptance of Place contract together with the £500 deposit before the student begins at school.

A Parents Handbook is available to all parents containing information about the school, its ethos, aims and provisions. This is available on our website: rsskl.org/for-parents/parent-handbook

Policy of Non-Acceptance

The school reserves the right to refuse admission if, on the basis of the above criteria, the school does not feel that the child's needs can be best met at the school without detriment to those already in our care. If you are not satisfied with the the decision that we reach, you should put your appeal in writing to the Admissions Officer within fourteen days of the date of our admissions decision. An appeal will then be heard within fourteen days. Any decision reached by the appeals panel is final.

Dates for Admission

Although exceptions are sometimes made, our normal date for entry to the school is the start of every term.

Priority for Places

Where the number of applicants of a particular age group exceeds the number of places available in the school, applications will be processed in the order they are received, subject to priority being granted to the following in the order listed:

1. Children of staff members
2. Siblings of current pupils
3. Children from other Steiner Waldorf Schools
4. Other new applicants

Re-admission of pupils will be considered along with new applications and will depend on the above criteria. A place can only be offered if there is space in the class and the number of pupils with special needs in the class would not be disproportionate to the needs of the whole class.

Admissions Procedure

1. Application Form

Please complete the enclosed application form and return to us together with the supporting documents listed at the bottom of the form. We ask that you provide as much information about your child as possible so we can be sure we can meet their needs responsibly.

2. Interview

Once we receive your application, our Admissions Officer will contact you to arrange an interview. The nature of the interview will vary according to the age of your child:

Kindergarten Interview (3-6 years)

You will be invited to bring your child along to talk with the appropriate kindergarten teacher.

Lower School Interview (7-14 years)

Initially your child will be assessed by a Learning Support teacher, following which you and your child will be invited to meet with the prospective class teacher.

Upper School Interview (14-18 years)

Potential Upper School students are assessed by a Learning Support teacher and interviewed by an Upper School teacher. Parents are encouraged to attend this interview.

3. Financial Interview

A financial interview with the Bursar will be arranged to discuss all aspects of school fees.

4. Trial Week

For Lower and Upper School candidates, a trial week in the class applied for will follow the interviews.

5. Teachers Meeting

The application will be reviewed at the Teachers Meeting and a final decision taken.

Times of the School Day

All classes start at 08.30 but finish at different times as shown in the chart below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Kindergarten	12.30	12.30	12.30	12.30	12.30
Class One	13.00	13.00	13.00	13.00	13.00
Class Two	13.00	15.30	13.00	15.30	13.00
Class Three	15.30	15.30	15.30	15.30	13.00
Class Four-Eight	15.30	15.30	15.30	15.30	15.30
Class Nine-Thirteen	16.30	15.30	16.30	15.30	15.30

Parent and Child Groups

Gentle groups for young children with their parents.

Mondays	10.45-13.00
Tuesdays	09.00-12noon / 13.20-15.20
Wednesdays	09.00-12noon
Thursdays	09.00-12noon

We also run a parent and baby session on Thursdays 13.30-15.00

Afternoon Club

Available to: Kindergarten from 12.30 to 15.15
Classes One to Three from 13.00 to 15.30

Afterschool Club

Available to: children age 5+, between 15.30 and 18.00

Reception Opening Hours: 08.00-16.30



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