

## **Admission Procedure**

### **First Stage**

1. After the initial enquiry, a visit to the kindergarten is arranged.
2. Parent and child meet with the play leader at the kindergarten after the session has finished.
3. Conversation, including detailed explanation about the nature of early years Steiner Education and Sunlands in particular, financial contribution, parent involvement, parent's evenings and some of the policies.
4. Application Form handed out.
5. With the Application form filled in, the child's name will be on the waiting list.

### **Second Stage**

1. In the Spring Term before the child is due to start in September, parents will be contacted to arrange a second visit to confirm their intention of sending their child to Sunlands.
2. Interview to update on the child's development and Registration Form handed out.
3. Detailed explanation about starting arrangements, attendance during the week, dietary and medical needs etc.
4. Teacher proposes the child for admission at staff meeting.
5. Sheet with New Term Dates and Financial Contribution together with the Parent' Information sheet handed out.
6. Most children are admitted to the kindergarten in the term after their third birthday.
7. Children are admitted subject to availability of a place.

## **Waiting List**

Sunlands Kindergarten has a waiting list, as the demand for places is bigger than the places available.

In the event of a shortage of places priority may be given to:

1. Siblings of children attending Sunlands
2. Teacher's children
3. The date on the Application Form (see first stage) gives some Guide line as to when the parent has shown interest in sending the child and helps in deciding whether a child has a place or not.

We are committed to our equal opportunity policy and the only criteria whether a child is accepted or not is the availability of a place.

We accept children between the ages of 3-6. Following the child's fifth birthday, we are able to offer kindergarten provision up to 18 hours/week as part of the families home school plan, subject to statutory regulations\*.

The interview process has the function of getting to know the child and parent and for them to gain an insight into the nature of a Steiner/Waldorf Kindergarten.

\* Due to government legislation, Sunlands cannot admit a child of compulsory school-age with an EHCP (Education, Health and Care Plan) who receive SEN funding or a 'looked after child'.

## **Partnership with Parents and Carers**

Staff at Sunlands Kindergarten is aware of the importance of, and are committed to working in partnership with parents/carers. This partnership is essential for the wellbeing and development of the children. Thus the children at Sunlands will feel cared for by parents and teachers, and are supported to grow and develop in a way that is best for them.

Sunlands aims to cultivate good relations with parents/carers and provides a focus for teacher to parent support, parent to teacher support and parent-to-parent support. This is done through encouraging dialogue out of kindergarten hours, parents' evenings, home visits, telephone calls and social and cultural kindergarten events.

The lead practitioner/key person will arrange a time with the parents/carer to discuss their child's development. Parents/carer can arrange to discuss their child's experience at Sunlands or home at any time. Parents/carer will be kept informed of their child's educational journey, of medical problems, accidents, behaviour problems or other significant events.

Assessment of the children's progress is explained further in the Sunlands Assessment Policy.