



# The Lindens

Steiner Waldorf Early Years

## ADMISSIONS POLICY AND PROCEDURE

### RELATED DOCUMENTS

Application Form  
Observation and Assessment Policy and procedure  
Child Protection and Safeguarding Policy  
GDPR Policy  
Consent Forms  
Confidentiality Notice  
COVID 19 Policy and Procedure  
SEND Policy and Procedure  
Drop off and Collection Procedure  
Enrollment Form  
Equal Opportunities Policy and Procedure  
Medicines Policy and Procedure  
Settling in Policy and Procedure  
Visitors Policy and Procedure  
Working with Parents Policy and Procedure  
What to bring and what not to bring to kindergarten

### POLICY STATEMENT

At The Lindens kindergarten, we aim to create a warm atmosphere where all children feel welcome. We are happy to take on any child within our registered numbers and do not discriminate against any child or their family for reasons such as race, religion, sex or ability. When taking on additional children we take into consideration the needs of the new child and the children already in our care who are happy and settled.

We accept children between the ages of 3-6 who are toilet trained and ready to spend time away from their parents/carers. Following a child's fifth birthday, we are able to offer kindergarten provision as part of an elective home education plan, subject to statutory regulations. Children can attend for up to 18 hours a week from the term after they turn 5, with a limited number of children attending longer hours.

Please note that due to government legislation, The Lindens cannot admit a child of compulsory school-age with an EHCP (Education, Health and Care Plan) who receives SEN funding or looked after children.

### PROCEDURE

Parents/Carers wishing to join our setting are invited to take the following steps:



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1. A preliminary telephone/online meeting to find out more about The Lindens. During this conversation we will familiarise parents/carers with our ethos. Parents can fill in an application form at this time.
2. The parents/carers and their child attend an initial meeting with kindergarten staff.
3. We also invite parents/carers to become familiar with our approach by reading our Policies and Procedures on the website, and we may make reading suggestions..
4. We then contact the parent/carer to confirm whether we can offer a place and suggest a start date.
5. To make a definite application for a place, parents/carers must fill in an Admissions form and sign the Consent forms
6. We arrange to discuss any remaining questions, to check that the parents/carers have understood our policies and procedures and to discuss settling the child.
7. We operate a waiting list with priority given to
  1. siblings
  2. families attending The Lindens other groups.