

Admission to Lancaster Steiner School – Guide for Families

As an independent Steiner School our admissions process is a little different from a state nursery or primary school. Below you will find a guide to the process, which applies to applications to our Kindergarten and Lower School.

First Enquiry - You can contact us by phoning the School Office on 01524 381876, emailing us at admissions@lancastersteinerschool.org or by dropping by in person during school hours. We will complete an enquiry form to register your interest to obtain your contact details and information about your child/ren.

The Admissions Coordinator, Emma, will then send you information about the school, including the admission policy, fee information and the admissions handout, and invite you to come and visit the school (usually just the parents at this stage).

Open Mornings / Visits - We hold regular Open Mornings for prospective families - children welcome - throughout the school year which take place on the first Tuesday of selected months. The sessions run from 9.30am – 11.00am and include a tour of Lower School, a visit to the Kindergarten whilst the children are outside for their morning activity and a chance to speak with the Admissions Coordinator plus teachers and parents over tea and cake. Booking ahead is advised. Please see the school website www.lancastersteinerschool.org or our Facebook page <https://www.facebook.com/LancasterSteinerSchool> for upcoming dates and more information. If you are unable to make one of the Open Mornings, please contact the Admissions Coordinator to request a 30 minute tour on a Tuesday or Thursday morning.

Application Form - Once you have read the school fee policy, the next step is to pay the £50 admission fee (£25 for any subsequent siblings) and complete an application form which demonstrates serious interest in sending your child to the school. We will then begin the enrolment process and arrange for your child to visit the school for up to two trial sessions (hours to be arranged depending on age of child).

KINDERGARTEN (3 - 6 yrs)

The Admissions Coordinator will arrange an educational interview with you and the Kindergarten Lead, Rachel, before your child starts. There will also be a short financial interview with the School Manager & Bursar, Ola. Your family's application will then go to the weekly College of Teachers' meeting. Following their decision, you will be contacted to confirm an offer of a place, this should happen within 4 weeks of your educational interview.

LOWER SCHOOL (6 - 11 yrs)

Following an educational interview with your child's teacher (and our Special Educational Needs Coordinator if required) and a financial interview with the school bursar your family's application will go to the weekly College of Teachers' meeting. Following their decision, you will be contacted to confirm an offer of a place, this should happen within 4 weeks of your educational interview.

Welcome Letter / Enrolment Forms - If your application is successful we will send to you the relevant enrolment forms, a copy of the parent handbook and a welcome letter detailing the start date and any additional information to help your child to prepare for joining the school.

Acceptance of Place - Following our formal offer of a place you have two weeks to contact us to accept the place.

Please note – as the admissions process can take up to 6 weeks, it is advised to apply at the beginning of term BEFORE the one in which you want your child to start.