



DANESMEAD, FULFORD CROSS, YORK YO10 4PB

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YORK STEINER SCHOOL

INFORMATION FOR FAMILIES JOINING THE SCHOOL

Last reviewed on: February 2024

Next review: February 2025

ENQUIRERS MORNINGS

These are held eight times a year during term time, dates available on our website <https://www.yorksteinerschool.org/calendar/>. The morning consists of a talk, a Question & Answer session and a tour of the School including classroom visits.

These mornings are aimed at parents, so please make childcare arrangements if possible. If you have a young infant who may be still nursing, and needs to accompany their parents, it is helpful to bring a second adult with you so that you do not miss part of the proceedings if your baby is crying and needs to be taken out of the room.

ADMISSIONS PROCEDURE

The admissions procedure differs depending upon whether you are applying for Early Years (Kindergarten) or Classes 1 to 8.

Admission Procedure for Early Years

Stage 1

1. Arrange to attend an Enquirers' Morning. This is strongly recommended for families applying to the School and should be attended before an initial parents' meeting can be requested.
2. Complete and return the admissions paperwork which includes an application form, finance form and a Child Biography (you will be provided with guidelines for writing this) along with payment of a non-refundable application fee of £75.
3. Provide the School with any additional relevant information e.g., specialist reports if your child has any special educational needs or conditions potentially affecting their performance at school.
4. Request an interested family and an initial parents' meeting.

Stage 2

1. Once the paperwork has been received, a meeting will be arranged and confirmed in writing.
2. At the meeting, you will meet two Early Years teachers who will ask about your child and inform you about the Early Years Department and what it offers your child. It is important that you bring your child with you, so that the Early Years teachers may meet them.
3. After the meeting, the School will write to you to say whether or not a place can be offered. Information on replying to an offer of a place can be found in the section entitled: **'What to do when you are offered a place'**.

Admission Procedure for Classes 1- 8_

Stage 1

1. Arrange to attend an Enquirers' Morning. This is strongly recommended for families applying to the School and should be attended before an initial parents' meeting can be requested.
2. Complete and return the admissions paperwork which includes an application form, finance form and a Child Biography (you will be provided with guidelines for writing this) along with payment of a non-refundable application fee of £75.
3. Provide a report from your child's current School and any additional relevant information e.g. specialist reports if your child has any special educational needs or conditions potentially affecting their performance at school or requiring additional support.
4. Request an interested family and an initial parents' meeting.

Stage 2

1. Once the paperwork has been received, we will contact you to arrange a meeting between the parents and the teacher. A trial visit of 2-3 weeks would

be set up for the child to join the class. In most circumstances, parental payments will commence at this point.

2. A meeting will also be arranged with the Class Teacher towards the end of your child's trial period so their progress can be discussed, and next steps agreed.
3. The school will write to you to say whether or not a permanent place can be offered.

WHAT TO DO WHEN YOU ARE OFFERED A PLACE

If you are offered a place at our School:

1. Be satisfied that you can meet your voluntary and financial commitment to the School.
2. Confirm in writing that you wish to accept the place.
3. A place will be held open for a period of two weeks. If the place is offered and not immediately taken up, if the place is still wanted, the applicant will be placed at the bottom of the waiting list if this is communicated to the School in a timely manner. We may consider keeping the space open for a further extended time upon ongoing receipt of payments under the family's financial agreement. This will be at the discretion of the School.

CLASS SIZES

A class is usually considered full at 24 children. In certain circumstances, a child will be accepted into a theoretically 'full class' if the teacher feels that they will fit in well with the balance and dynamic of the class. It is important to remember that the existing class and teacher may have been together since the age of six and the group has formed a distinctive character. Our primary responsibility is to the children already in our care and therefore the process and decisions around adding a child to an already full class may take longer whilst determining if everyone's needs can be met.

WHAT IS THE PROVISION FOR SPECIAL EDUCATIONAL NEEDS?

The School has a desire to admit every child sincerely wishing to join us, however due to our unique payment structure, we have a limit to the amount of support available. Each class is able to accept some children with specific learning difficulties and extra help for these children is available from the dedicated Learning Support Team. In some cases, a class may have an assistant whose role will be to support all the children in the class.

Children with special needs will be assessed with regard to:

1. The child's own needs
2. The resources available in the Learning Support Department to meet those needs
3. The make-up and balance of the class they are approaching

This assessment will take place before a permanent place in the class is offered.

When booking a child with SEND into after school care please speak to the class teacher and/or SENDCo to ensure the child's needs can be met by the after-school staff. If the child has 1:1 support during the school day this may be needed at after school care and therefore a financial and staffing analysis alongside a risk assessment would need to be undertaken before the child could attend.

WHAT HOURS WILL MY CHILD ATTEND SCHOOL?

Our provision is open **8.00 a.m. – 5.30 p.m.** Monday – Friday.

Below are the details of the compulsory academic provision during those times. More information about afternoon care and wrap- around care is available from the School Office.

Children start in Kindergarten at age three and stay until age six. The children are offered between three and five mornings a week depending on age, needs and readiness. Kindergarten runs from 8.50 a.m. – 12.50 p.m. with an additional

afternoon, after Christmas, for children in their final year as part of their transition into Class 1.

Children start in Class 1 in September after their 6th birthday.

The school day in Classes 1 to 5 starts at 8.45 a.m., and at 8.20 a.m. for Classes 6 to 8. Morning sessions end at 12.50 p.m. and all-day sessions end at 3.30 p.m. Attendance is as shown in the table:

Kindergarten	Start Time	Finish	Additional Cost
Breakfast Club	08:00	08:50	£5
Kindergarten	08:50	12:50	
Afternoon Kindergarten	12:50	15:30	£15
Kindergarten After School Care	15:30	17:30	£10

Class	Mainstream Equivalent	Start Time	Attendance
1	Year 2	08.45 Register 09.00	3 full days (Tues & Thurs optional short days)
2	Year 3	08.45 Register 09.00	4 full days (Tues optional short day)
3	Year 4	08.45 Register 09.00	5 full days
4	Year 5	08.45 Register 09.00	5 full days
5	Year 6	08.45 Register 09.00	5 full days
6	Year 7	08.20 Register 08:30	5 full days

7	Year 8	08.20 Register 08:30	5 full days
8	Year 9	08.20 Register 08:30	5 full days

NON-FINANCIAL CONTRIBUTIONS

As well as signing up to a Financial Agreement each academic year to pay your financial commitment, the School also requests a non-financial contribution in the form of practical help from families.

Our School was founded by parents and we rely upon the active involvement of parents and carers to keep it running. There are several ways in which parents/carers contribute in a voluntary way. We call this the “non-financial contribution” which, together with the money people pay, allows the School to continue. As a way of sustaining and nourishing the School community it has many advantages:

- It provides a route for parents/carers to get involved in the School community and to meet other parents as they work together.
- It gives parents a sense of “active engagement” with the School, while saving money on outside contractors.
- Skills and experience can be shared and new one’s learned/developed.
- Children see their parents/carers as part of the School and demonstrating good work ethics.
- Tasks are done with love and care, which contributes to the School's special atmosphere.

Ways in which parents/carers contribute include

- Cleaning their child’s classroom – on a rota basis.
- School Workdays or Workweek – repairing the fabric of the buildings, improving the grounds – great fun.

- Major fund-raising and cultural events, such as the Advent and Summer fairs, for which you would be asked to help on a stall and make produce to sell.
- Joining one of the Mandate Groups to help run the School. These cover most non-teaching aspects of school life – including Fundraising, Estates, Finance, and Public Relations/Marketing.
- Become a School Trustee – the School is a charity and limited company and therefore, is required to have directors and trustees, if you feel you have the skills to help run such an organisation then we welcome your offer of assistance.
- Assisting the education by helping in specific areas such as reading, handwork, languages, cooking, music, special needs, class trips and plays.
- Volunteering in the School Café.

In practice, and with the exception of the classroom cleaning rota, which is dependent upon the participation of everybody, parents/carers are encouraged to choose the way of contributing that suits them best. Every family is different in terms of what they can offer, and the School values every contribution, whether it is cake-making, business consultancy, gardening or even an additional financial contribution via our Gift Aid page on our website.

Families joining the School will be invited to a new parent meeting about this during their first or second term.

All we ask is that once they have had the chance to get to know the School and how it works, they make conscious decisions about how they wish to contribute and communicate these to the group coordinating this area. A good place to start is your class representative – a fellow parent/carer in your child's class.