



ALFA
STEINER SECONDARY SCHOOL
ACTIVE LEARNING FOR ADOLESCENTS

Enrolment Policy

Enrolment in Raheen Wood's programmes is open to all students of secondary school age. Where there are Additional Learning Needs, the school will assess whether the needs of the student and the needs of the wider learning group can be met by the limited resources we have to offer.

Procedures

Enquiry

A student or parent knows of or has heard about ALFA, or discovered the website, and wishes to explore the possibility of enrolment. Communication is established through E-mails or telephone calls with the School Administrator.

Registration

Parents complete the school's Enrolment Form and return along with the most recent school report, any assessments, and a registration fee.

Visits and Trial Days

A first visit can be as simple as parents and student coming along for an hour to observe in a low key way, and perhaps say hello to a few teachers and students.

We then ask students to spend a Trial Day with us - they join the group for a day's lessons and have an enrolment interview with one of the teachers, and parents can have a conversation with the School Administrator. Students should bring along something they have done or made to show something about their interests.

Enrolment from overseas

In addition to email communications and exchange of documents, we will arrange a video call.

Probationary Period

The first month is formally a trial period for both student and school. At the end of the first month of the enrolment, the weekly College of Teachers meeting will agree either to the ending or the extension of this probationary status.

Formal Admission

Once the members of the Education Meeting agree to a new admission, the Enrolment Form is signed by a Teacher and the School Administrator, and a place offered formally in writing.

Parental Contribution Policy & Procedures

See Parental Contribution Policy.

For applications received before the start of the school year we require a deposit of €300 towards the first year of parental contributions.

September 2022