

SOUTHSIDE MONTESSORI ENROLMENT POLICY

Purpose of the Policy

Southside Montessori school is implementing this policy to establish a protocol for the enrolment of students at the school.

Scope

This policy applies to all students seeking enrolment at the school.

Policy

Southside Montessori School is a co-educational and non-denominational independent school which offers an education based in the traditions of Montessori philosophy.

1. Applications for enrolment may be made at any time by the parents or guardians of students to commence at a time that is agreed upon between the school and the parents or guardians.

2. Southside Montessori School will base any decision about offering a place to a student on:

Family relationship with the school:

- sibling of a current or ex-student
- either of the parents attended the school
- understanding of the Montessori approach
- they hold attitudes, values and priorities that are compatible with the school's Montessori ethos

The student:

- The student has previously attended a Montessori pre-school, long day care or school
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school

- Any decisions about admission, enrolment or participation will be made on the basis that the school has adequate facilities, resources and means to be able to make reasonable adjustments where necessary to be able to meet the special needs or abilities of a student
- Southside Montessori School acknowledges and supports the rights of parents or guardians to be fully informed and actively participate in key decisions relating to their child's education

Other considerations:

- Order of receipt- when the application to enrol with the Application Fee is received by the school

3. Southside Montessori School has an absolute discretion in determining the weight of each of the above factors it takes into account in determining whether to offer a place for the student.

4. Prior to making an application for enrolment parents will be asked to do a tour of the school. After the tour all parents will receive an Enrolment Pack containing enrolment instructions, the current Fees schedule, enrolment form, enrolment policy, the School Prospectus and the Terms and Conditions of Enrolment.

5. Once the family have completed a tour, they will be invited to arrange a time to observe in the classroom that is the equivalent age group of the child/ren who they wish to enrol in the school (this may not be the classroom that the child will be placed in if the enrolment application is successful). The observation visits will be approximately 30 minutes and is an additional opportunity for parents to become familiar with Montessori practices before continuing with the enrolment of their child into the school.
6. Once a family has attended a school tour they are now eligible to complete the Enrolment Application Form.
7. Prospective students will be asked to do a 3-day trial in the classroom. Following this trial, the classroom teacher together with the principal will meet with parent/carer(s) of the student before offering a place. The final decision regarding enrolments of all students lies with the principal.
8. Continued enrolment at Southside Montessori School is dependent upon the student attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct, payment of all school fees and any other requirements of the school which are applicable from time to time.
9. Parents or Guardians enrolling a student at Southside Montessori School are expected to agree to all the terms outlined The Terms and Conditions of Enrolment.

Record Keeping of Enrolment Data

Records of enrolment are maintained either electronically or in hard copy for a minimum of 5 years.