

# *Enrolment Procedure*

## **ENQUIRE TO ENROL & TOUR OUR SCHOOL**

Contact the school office, on (02) 9533 1229 to register for a tour date or to schedule a private, one-on-one school tour outside of these times by emailing: [office@southsidemontessori.edu.au](mailto:office@southsidemontessori.edu.au)

For families who are interested in learning more, a tour will give you the full introduction to our school and we'll learn more about you and your child/ren. The tour takes approximately one hour and is conducted by the School Principal or an executive member of staff.

## **SUBMISSION OF APPLICATION**

Submit your completed Enrolment Form to: [office@southsidemontessori.edu.au](mailto:office@southsidemontessori.edu.au) with accompanying documentation:

- Birth Certificate
- Immunisation history statement / status
- Proof of citizenship/visa
- Professional reports if applicable (e.g. OT, speech, medical etc)

Alongside submission of documents, we require a \$250 application fee to be paid. Whilst this does not confirm enrolment, it is important this process is followed.

## **ACKNOWLEDGMENT OF APPLICATION**

On receipt of your enrolment form and application fee, you will receive an email acknowledging your application. Your application will then be assessed by the Enrolments Registrar, and you can expect a response within 7 business days.

## **THREE-DAY TRIAL / ORIENTATION**

Once your application has been assessed your child will be invited for a three-day trial in their prospective classroom. At the end of the trial an interview with the Principal and classroom teacher is held to discuss the outcome of the trial. If it is determined that the enrolment is a suitable fit for our school you will be provided with an *Offer of Place*.

Please note, if your child is pre-primary age (3 - 4.5yrs) there is no requirement for a three-day trial and in this instance, your family will be invited for an Orientation meeting with the Education team. Parent/carers are required to attend the school with their child where a meeting will take place and an *Offer of Place will be provided*.

## **ACCEPTANCE OF PLACE & ENROLMENT**

To secure your child's place, you will need to sign the Offer of Place as well as pay an \$800 Placement Fee before the commencement date of your child starting school.