



**The Montessori School Kingsley Inc.**

**ENROLMENT POLICY**

### Version Management

<b>Version</b>	<b>Date Published/Reviewed</b>	<b>Changes Made</b>	<b>Author of Changes</b>	<b>Ratified by School Council</b>
<b>1</b>	<b>2004</b>			
	<b>2006 - 2018</b>	<b>Reviewed Biennially</b>	<b>Principal</b>	
	<b>2019</b>	<b>Student Code of Conduct Added</b>	<b>Principal</b>	
		<b>Added Immunisation Criteria to Policy and updated Enrolment Form as per Public Health Act (2016) WA</b>	<b>Principal</b>	<b>21/09/2019</b>

The Montessori School utilises an admission process that ensures parents are informed about the nature of Montessori education, the partnerships involved and the commitment required to enrol in the school. As part of the information process a parent must attend Classroom Observation and Open Days.

The Montessori School does not discriminate in its Enrolment Policy or Procedure on the basis of race, religion, gender or disability.

**Purpose:**

The purpose of this policy is to clarify the rationale, criteria and process of enrolment.

**Enrolment Policy:**

1. Information available on the School's website includes:
  - Application Procedure
  - Fees and conditions information
  - Application for Interview Form
  - Bank details for Application Fee
2. On receipt of a completed Application for Interview Form and payment of the non-refundable application fee an interview will be arranged. On request, observation will be arranged. Invitation to observe the school, to take a guided tour through the school, to attend interviews or to arrange a trial period does not constitute an offer of enrolment place.
3. Interviews will be conducted by the Principal. Both parents should attend. Children four years and over must attend the interview.
4. Interview should attempt to establish:
  - commitment to Montessori education
  - willingness to co-operate with the school
  - compatibility between home and the school
  - why a Montessori environment is desired
  - parent understanding of the school's philosophy regarding
  - discipline
  - reporting
  - compatibility requirements
5. The decision on whether to offer enrolment or a place on the waiting list may be made after the interview. Parents may be asked to gain further information about the nature of Montessori education and then attend a second interview. The offer is made formally by letter.
6. Enrolment places are offered according to the Montessori School Enrolment Criteria and in compliance with all legal requirements

## **7. Montessori School Enrolment Criteria**

- developmental readiness
- sibling priority
- position on the waitlist
- age of the child when entered on the waitlist
- demonstrated commitment to Montessori education
- compatible home environment
- compatible school background
- transfer from another Montessori School.
- when all factors are equal, the date of application determines priority. However, the Principal may take individual circumstances into account when making a determination.

## **8. Immunisation Criteria for Enrolment**

The Montessori School will collect immunisation status at the time of enrolment for all students.

### **Students enrolling in Pre- Kindergarten and Kindergarten:**

The school will only enrol those students;

- Whose AIR Immunisation History Statement is dated no more than two months old and is “up-to date”; or
- Who are following an approved catch-up schedule as indicated on the child’s AIR Immunisation History Form that is dated no more than six months old; or
- The Principal is satisfied the child is exempt because of a particular family circumstance and the Principal has completed the Exemption Eligibility Form available at [ww2.health.gov.au/immunisationenrolment](http://ww2.health.gov.au/immunisationenrolment)

### **Students currently enrolled into a Pre- Kindergarten age group at the school:**

Students must have one of the following to allow the students progression into the Kindergarten age group.

- An AIR Immunisation History Statement is dated no more than two months old and is “up-to date”; or
- Who are following an approved catch-up schedule as indicated on the child’s AIR Immunisation History Form that is dated no more than six months old; or
- The Principal is satisfied the child is exempt because of a particular family circumstance and the Principal has completed the Exemption Eligibility Form available at [ww2.health.gov.au/immunisationenrolment](http://ww2.health.gov.au/immunisationenrolment)

**The School will:**

- Report the immunisation status of enrolled children with an immunisation status of 'not up to date when requested to do so by the Chief Health Officer.
- Report a child who has or is reasonably suspected to have contracted a vaccine – preventable notifiable infectious disease, to the Chief Health Officer when directed to do so
- Not permit a child to attend or participate in the school's educational programme for Pre-kindergarten and/ or Kindergarten age groups if the child has not been immunised against a vaccine-preventable notifiable infectious disease, when directed to do so by the Chief Health Officer
- Close the whole or part of the School in order to limit or prevent the spread of a vaccine-preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.

**9. Residency Criteria for Enrolment**

- The Montessori School will collect a birth certificate for all students at the time of enrolment to confirm date of birth and eligibility for government funding.
  - Additional residency documentation will be collected in the following cases:
    - For students born overseas proof of the student's Australian Citizenship or Visa is required. This additional documentation can be the student's Australian Citizenship Certificate, student's Australian Passport or Visa Grant Notice.
    - For students born in Australia, younger than 10 years old and with both parents born overseas proof of the student's Australian Citizenship or Visa is required. This additional documentation can be the student's Australian Citizenship Certificate, student's Australian Passport, parent's Australian Citizenship Certificate (issued prior to the student's birth) or parent's Permanent Residence Visa Grant Notice (issued prior to the student's birth).
10. After enrolment, information relevant to child's start at school will be sent to parents.
11. Entry to the school is at the beginning of a term. Pre-Primary classes adhere to the Montessori principle of staggered entry to assist each new child in the class to adjust to the new environment. A probationary period of one term will apply to all new students.
12. Requests by parents for deferred entry are generally not granted, but each case will be considered on its merits. The School may apply a holding fee or return the child to the waiting list. Requests for deferred entry must be made in writing to the Principal. The School may advise a deferred start, in which case a place will be held without the imposition of fees until the entry date is given by the Principal.

13. Attendance at Parents Discussion Nights and Classroom Observations during the preceding term are required to allow prospective parents to learn more about the school and meet existing staff.
  
13. Notice of student resignations must be received during the term prior to the child's last term at school and must be in writing. A term's notice of withdrawal is required for each child in the family. The written resignation must include details of the new school. Resignations formally communicated to the school with less than one full term in advance may result in a charge in lieu of notice equal to a full term's fees for this child/family.

**Related Documents:**

- School Education Act 1999
- Public Health Act (2016) WA
- Public Health Amendment (Immunisation Requirement for Enrolment) Bill 2019
- Disability Discrimination Act 1992
- Fees Policy
- Privacy Policy
- Student Attendance and Lateness Policy
- Immunisation Policy
- The Montessori School Enrolment Criteria
- Enrolment Procedure
- Application for Interview Form
- Pre-Enrolment Interview Form
- Enrolment Form
- Higher Secondary Enrolment Form
- International Baccalaureate Subject list
- Enrolment Contract
- WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of child care services, community kindergartens and schools.
- WA Health Department's Exemption Eligibility Form
- AISWA Policy and Procedures Guidelines
- <http://det.wa.edu.au/policies/detcms/portal/>