



The Montessori School Kingsley Inc.

ENROLMENT POLICY



Version Management

Version	Date Published/ Reviewed	Changes Made	Author of Changes	Ratified by School Board
1	2004			
2	2006 - 2018	Reviewed Biennially	Principal	
3	2019	Student Code of Conduct Added	Principal	
4		Added Immunisation Criteria to Policy and updated Enrolment Form as per Public Health Act (2016) WA	Principal	21/09/2019
5	2022	Policy Review and Amendments	Principal	11 August 2022
6	2024	Changed Review Cycle from Biennial to Triennial	Principal	15 November 2024

1. INTENT

The purpose of this policy is to enable the fair and equitable enrolment of students at The Montessori School Kingsley. It provides a framework for administration staff to enable the swift processing of interested potential parents/guardians and the correct data collection required by law and by the School.

The School does not discriminate in its Enrolment Policy or Procedure based on race, religion, gender, sexual orientation, or disability.

2. ORGANISATIONAL SCOPE

The Enrolment Policy covers the time from the first interest shown by a potential parent until the student is enrolled, allocated to a class, and all initial fees are paid.

3. DEFINITIONS

TERM	DEFINITION
Board	The governing board of The Montessori School Kingsley, comprises its Chairperson, the Principal, Directors, and Heritage Directors.
Disability	Includes physical, intellectual, psychiatric, sensory, neurological, and learning disabilities, as well as physical disfigurements, and the presence of disease-causing organisms in the body. The definition includes past, present, and future disabilities as well as imputed disabilities and covers behaviour that is a symptom or manifestation of the disability.
Discrimination	Can be 'direct': any less favourable treatment of a person on the grounds of their disability; or 'indirect': when there is no overt discrimination, but the same treatment has a more deleterious effect on disabled people because of their disability.
Non-Montessori Student	Student entering the School from a non-Montessori school.
Parents	Includes guardians and carers with primary responsibility for the child.
School	The Montessori School Kingsley
Workers	The person who carries out work in any capacity for the School, including work as: • an employee; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an apprentice or trainee; or

	• a student gaining work experience; or • a volunteer.
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4. POLICY CONTENT

4.1. The Montessori School Enrolment Criteria

Place availability (from the pre-primary level to the lower secondary level), the proportion of students with previous Montessori education should be 75% or greater.

The School manages a prioritised Application Register and offers places in the following order:

1. Siblings of children already attending the School
 - The sibling priority is only applied if the elder sibling has completed, or is in the process of completing, the full programme (i.e., pre-primary, primary, secondary or IB).
2. Children of alumni
3. Children transferring from another Montessori school
4. Families who have had an offer at an earlier date and chosen to defer
5. Children with no previous connection to the School or another Montessori school.

These factors also play a role in the final decision-making:

- Developmental readiness (including toilet training);
- Age of the child when entered on the waitlist;
- Demonstrated commitment to Montessori or International Baccalaureate education;
- Compatible Montessori home environment (pre-primary to lower secondary);
- Compatible previous school background, for instance previous enrolment in Montessori, Steiner, International Baccalaureate, or home schooling.

When all factors are equal, the date of application determines priority; however, the Principal may take individual circumstances into account when deciding.

Enrolment places are offered according to the Montessori School Enrolment Criteria and in compliance with all legal requirements.

4.2. International Baccalaureate Enrolment Criteria

Prospective International Baccalaureate Diploma Programme (IBDP) students and International Baccalaureate Careers-related Programme (IBCP) students (when IBCP is available), are not required to have any academic prerequisites.

Prospective IBDP and IBCP students enrolling from other schools need to demonstrate, through written evidence such as school reports, academic, social, and emotional readiness for the courses.

Some academic prerequisites (such as completion of OLNA - Online Literacy and Numeracy Assessment) may be deemed necessary to enter any TAFE courses or other career-related studies (CRS) for the IBCP, provided by Registered Training Providers (RTOs) external to the School.

4.3. Exclusion of a Prospective Student

The School accepts enrolments from all prospective students and considers each application received, however, the Principal reserves the right to recommend that an application for enrolment be declined only after considering eligibility requirements and the capacity of the School to provide an appropriate educational program. Such exclusion must not infringe on the rights of a child or discriminate against a child.

4.4. Immunisation Criteria for Enrolment

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

4.4.1. For students enrolling in Pre- Kindergarten, and Kindergarten, the School will only enrol those students:

- Whose Australian Immunisation Register (AIR) 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 student’s AIR Immunisation History Form that is dated no more than six months old; or
- Where the Principal is satisfied the student is exempt because of a particular family circumstance and the Principal has completed the Exemption Eligibility Form available at www2.health.gov.au/immunisation/enrolment. \
- If a child’s overseas immunisation records have been sent to the AIR but these records are yet to appear in the child’s AIR Immunisation History Statement, a Medical Officer at a public health unit can issue the child with a Chief Health Officer issued Immunisation Certificate (Prescribed Circumstance). This is an interim measure to enable the child to enrol immediately, rather than to wait for the AIR record to update.

4.4.2. In addition, the School will:

- Report the immunisation status of enrolled students with an immunisation status of ‘not up-to-date’ when requested to do so by the Chief Health Officer.
- Report a student 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.

4.5. Residency Criteria for Enrolment

The 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).

4.6. Transfers

Once students have commenced in a class at the School, they will not be transferred to another class. If parents request a transfer, teachers and parents must make all reasonable effort to resolve without transfer. If unresolved, transfer may be made in exceptional circumstances at the discretion of the Principal.

4.7. Resignations

Parents who wish to withdraw their child/children from the School must submit a resignation letter at the beginning of the term prior to the child's leaving the School and must be in writing (i.e., a ten-week term notice of withdrawal is required for each child in the family).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for:

ROLE	RESPONSIBILITY
Policy Owner	The Policy Owner, the Principal, has overall responsibility for the content of this Policy and its operation in the School.
Principal	The Principal is responsible for ensuring that the requirements of this policy are implemented, monitored, and reviewed.
Workers	Ensuring they understand the information presented in this policy.

6. RELATED DOCUMENTS

6.1. Policies that are relevant to the operation of this policy are as follows:

- Fees Policy
- Privacy and Media Policy
- Student Attendance and Lateness Policy
- Immunisation Policy

6.2. Procedures that are relevant to the operation of this policy are as follows:

- Enrolment and Resignation Procedures

6.3. Internal documents that are relevant to the operation of this policy are as follows:

- Staff Code of Conduct
- Community Code of Conduct
- Application for Interview Form
- Pre-Enrolment Interview Form
- Enrolment Form

- Higher Secondary Enrolment Form
- International Baccalaureate Subject list
- Enrolment Contract
- The Montessori School Enrolment Criteria

6.4. Other documents/websites that are relevant to the operation of this policy are as follows:

- AISWA Policy and Procedures Guidelines
- <http://det.wa.edu.au/policies/detcms/portal/>

6.5. Federal Legislation

- School Education Act 1999
- Public Health Amendment (Immunisation Requirement for Enrolment) Bill 2019
- Disability Discrimination Act 1992

6.6. State Legislation

- Public Health Act (2016) WA
- WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools.
- WA Health Department's Exemption Eligibility Form