



**POLICY TITLE: ENROLMENT POLICY AND PROCEDURE**

**BOARD APPROVAL DATE: 20<sup>th</sup> October 2009**

**SIGNED BY CHAIR:**

**BOARD REVIEW DATE: T2 2010**

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**OVERVIEW:**

Rockingham Montessori School, as a Montessori school, offers places, where vacancies occur to support mixed aged groupings, gender balance and the developmental periods of the child. Rockingham Montessori School has a responsibility to Staff and the community to fill any vacancies with suitable new students. This Policy has been formulated to clearly define the process to be taken by both the prospective family and the school staff.

**PRINCIPLES:**

**GUIDELINES:**

1. During each term the Teacher in Charge and the Cycle One Education Coordinator will review the movement between classes to determine how many enrolments are needed to cover any students who may transition to the next level or who may be leaving. The Teacher in Charge and the Cycle One Coordinator will confer to determine the number of places available.
2. Children are eligible for admission following their third birthday, subject to staff assessment of their readiness and the availability of places. The School practices staggered entry for the benefit of the children. The actual time of entry is at the discretion of the Teacher in Charge/Cycle One Coordinator and the Classroom Teacher.

**3. Selection criteria:**

**Cycle One Children:**

The Teacher in Charge and Cycle One Education Coordinator will decide to whom places will be offered based on the following selection criteria:

- Age and gender balance within the classroom
- Position on the waiting list. Preference given according to the following factors, in order:
  - Sibling status

- Whether the child attended the Rockingham Montessori Playgroup or another Montessori Playgroup
- Whether the child is transferring from another Montessori School
- Children who are not siblings, playgroup participants or Montessori transfers will be considered in respect of length of time on the waiting list
- Commitment of the family to the Montessori Philosophy and the School's mission statement
- Children returning to RMS will be reviewed with the above criteria in mind

Children with any form of disability will be considered using these same criteria.

#### **Cycle Two Children:**

The Teacher in Charge will determine, in consultation with the Class Teacher/s, whether it is appropriate to offer places for children at this level.

Places will be offered based on the following selection criteria:

- Sibling status
- Gender Balance
- Transferring from another Montessori School
- Commitment/involvement of parents
- Children returning to RMS

#### **Cycle Three Children:**

The Teacher in Charge will determine, in consultation with the Class Teachers, whether it is appropriate to offer places for children at this level.

Places will be offered as per the selection criteria for Cycle Two children.

Children who have not been enrolled in a Montessori school previously, and who are nine years old or over, will not be offered a place.

#### **4. Conditions of Acceptance of Place:**

Offers of placement must be accepted within 14 days by returning the Enrolment Agreement and Admission Fees (Enrolment Fee and Enrolment Deposit Bond).

The School strongly encourages each child to complete the (3 year) cycle at which he/she enters. Withdrawing a child before the completion of the program may upset the child's educational development and disturb the age/gender balance in the class, creating a gap which is difficult to fill. This position is supported by the Enrolment Deposit Bond policy, which states that families will not be refunded the enrolment deposit bond should the child be withdrawn from the School prior to the completion of Cycle 1.

The School expects that parents demonstrate a commitment to the Montessori philosophy and operation of the School. Parents are expected to attend parent education evenings organised by the teaching staff.

Parents are encouraged to participate in fundraising activities and Busy Bees or pay the relevant levies.

Returning families will be considered as new families with regard to bonds, fees, etc.

## **5. Timing of Entry**

The School adheres to the Montessori principle of staggered entry to enable maximum attention to be given to each new child in the class and to assist the children to adjust to their new environment. Commencement dates are determined and notified by the Class Teachers.

## **6. Transfers**

Once children have commenced in a class at the School, they will not be transferred to another class. (Exceptional circumstances may be considered at the discretion of the Teacher in Charge).

## **7. Deferrals**

Requests by parents for deferred entry are generally not granted, but each case will be considered on its merits. Requests for deferred entry must be made in writing to the Teacher in Charge.

The School may, however, advise a deferred start. In this case a place will be held without the imposition of fees until the entry date given by the Teacher in Charge.

## **PROCEDURES:**

1. A family makes an enquiry and is issued with an Enrolment Information Pack by the Administration Officer. This pack will contain:
  - Application for Admission Form
  - Enrolment Policy for Prospective Families
  - Introduction to Montessori Flyer
  - Fee Schedule
  - Most recent Newsletter
  - a list of informative books and websites on Montessori Education Principles
  - Open Day Flyer
  - Playgroup Flyer
  - Covering letter.

2. The Application for Admission Form and Application Fee is returned and received by the Administration Officer (within 14 days).
  - The Administration Officer records the child's details in MAZE (The schools computer package). Their status being defined a "Future Student" and their name added to the Waiting List.
  - The Administration Officer will forward the Application Fee to the Office Manager for receipting.
3. An acknowledgement letter and receipt is forwarded to the family by the Office Manager, notifying them that their application was received and their child is now on the Waiting List (Appendix 5). Parents will be advised that before an interview is arranged, they are requested to:
  - Attend an Open Day including a brief classroom observation

These two factors help to enhance an awareness of Montessori methods of teaching, and enhance the family's understanding of the School. Information about the open day is available via the school administration.

4. The Waiting List, through MAZE, will be updated as each new application is received. Each semester, families on the Waiting List will be contacted by telephone by the Administration Officer to determine if they wish to remain on the School's Waiting List.
5. When a place becomes available a letter will be sent to the prospective family by the Teacher in Charge, inviting them to attend an enrolment interview with the Class Teacher (Appendix 6). This will be confirmed with a phone call by the relevant Class Teacher. Following the interview and the successful completion of at least two classroom visits by the child, the Class Teacher will advise the Teacher in Charge by completion of a Notice of Placement Form (Appendix 7).
6. The Teacher in Charge may then send an Offer of Placement (Appendix 8) and Enrolment Agreement (Appendix 9) to the family detailing an anticipated start date and other relevant details. A School Handbook will be forwarded with the Offer of Placement letter.

A copy of this letter will be forwarded to:

- The Class Teacher
- The Office Manager, who will send the family a Fee Statement (invoice) for the Admission Fees comprising Enrolment Fee and Enrolment Deposit Bond.

This process will be recorded by the Teacher in Charge on MAZE.

7. The Offer of Placement is confirmed upon receipt of all paperwork and the payment of the Admission Fees. The Office Manager will update MAZE accordingly and advise the classroom teacher via completion of an Authority to Accept a Child form (Appendix 10) when this has occurred.

8. Once a child has been accepted into the School, the Administration Officer will compile a file for the child. This file will contain the following:
  - Enrolment Agreement
  - Copy of Birth Certificate
  - Copy of Immunisation Record
9. Before the commencement of Cycle Two and Three children, several visits by the student to their newly enrolled class are required. The duration of these visits will be determined by the Class Teacher.
10. Monthly reports of the Waiting List and existing class sizes (age and gender specific) will be generated through MAZE by the Teacher in Charge, and provided to the Cycle One Education Coordinator, Office Manager and Treasurer.
11. MAZE will be utilised at all stages of the enrolment procedure to track a child's application status by recording the following:
  - Enrolment Information Pack sent
  - Enrolment Application Form received
  - Acknowledgement letter and receipt sent
  - Child on waiting list
  - Invitation to attend interview
  - Interview completed
  - Visits to classroom completed
  - Offer of Placement sent
  - Enrolment Agreement and Admission Fees received

## **RESPONSIBILITIES**

### **1. The Teacher in Charge is responsible for:**

- Reviewing class movements with the Cycle One Education Coordinator to determine number of places available each term
- Determining which children will be offered places in line with the policy selection criteria, in consultation with the Cycle One Education Coordinator
- Maintaining the Waiting List
- Inviting a prospective family to attend an enrolment interview and liaise with class teacher re same
- Send Offer of Placement letters and School Handbooks to successful children, and forward copies of these letters to the Office Manager and class teacher
- Generate monthly reports of the waiting list and existing class sizes and distribute to the Cycle One Education Coordinator, Office Manager and Treasurer.

**2. The Cycle One Education Coordinator is responsible for:**

- Reviewing class movements with the Teacher in Charge to determine number of places available each term
- Determining which children will be offered places in line with the policy selection criteria, in consultation with the Teacher in Charge
- Liaising with Cycle One teachers
- Participating in enrolment interviews

**3. The Class Teacher is responsible for:**

- Conducting enrolment interviews
- Arranging orientations and trial visiting dates for newly enrolled children
- Notifying the Teacher in Charge once enrolment interviews and classroom visits have been successfully completed (using the Notice of Placement Form)
- Accepting the child to the classroom only on receipt of an Authority to Accept a Child Form

**4. The Office Manager is responsible for:**

- Receipting the Enrolment Application Fee
- Sending the receipt and acknowledgement letter to prospective families
- Invoicing Admission fees upon the receipt of Offer of Placement letters from Class Teacher
- Receipting the Admission fees and recording receipt of these fees on MAZE
- Notifying Class Teachers when a child's enrolment documentation and fees are paid via an Authority to Accept a Child Form

**5. The Administration Officer is responsible for:**

- Compiling Enrolment Information Packs
- Sending Enrolment Information Packs to prospective families
- Receiving the Enrolment Admission Forms
- Entering child's admission information into MAZE and recording the child on the Waiting List
- Forwarding the Enrolment Application Fee to the Office Manager
- Contacting each family on the Waiting List by telephone every semester to determine whether they wish to remain on the Waiting List
- Welcoming 'drop by' enquiries to the School
- Compiling Handbooks
- Compile child's file on acceptance to the School

## **APPENDICES**

1. Application for Admission Form
2. Enrolment Policy Summary for Prospective Families
3. Fee Schedule
4. Cover Letter for Enrolment Information Pack
5. Acknowledgement Letter
6. Invitation to attend enrolment interview
7. Notice of Placement Form
8. Offer of Placement
9. Enrolment Agreement
10. Authority to Accept a Child Form

## **RELATED AND SOURCE DOCUMENTS:**

1. Fee Policy and Schedule
2. Enrolment Deposit Bond Policy
3. Transition Policy
4. Montessori Australia Foundation Enrolment Policy
5. Perth Montessori School Enrolment Policy