



# NORTH-EASTERN MONTESSORI SCHOOL

## Enrolment Policy

### PURPOSE

North-Eastern Montessori School is an inclusive and welcoming community committed to excellence in Montessori education. We value our rigorous curriculum, provided in a nurturing environment for children from 18 months of age to Year 6.

This Enrolment Policy aims to provide clear and consistent guidelines for the enrolment of students at North-Eastern Montessori School.

### OUR GUIDELINES

- Maintain an open and fair procedure for the enrolment of students seeking admission to our School.
- Ensure that admission is fair, transparent and not unlawfully discriminatory.
- Maintain a diverse, balanced, and harmonious grouping of students.
- Ensure that the School can provide for the educational needs of all of its students.
- Make adjustments to the enrolment process to cater for individual children's needs
- Comply with the requirement of the Education, Training and Reform 2006 (VIC), as amended or replaced from time to time, and other relevant legislation.
- Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including information in relation to the child's identity, immunisation, visa status.

### ENTRY POINTS & SCHOOL STRUCTURE

Children remain in the same classroom throughout each Cycle, allowing the development of a close rapport with peers and educators. It is the building of these long-term relationships which create a strong sense of community at our School. Montessori classrooms are multi-age allowing for peer role modelling and socialisation with children in a similar stage of social, emotional and academic development.

#### Toddler Community

A long day-care service providing education to children aged 18 months to 3 years. Children work with trained Montessori educators specialising in the 0-3 years stage of development.

#### Cycle 1

Children in 3yr old and 4yr old Kindergarten, and children in their first year of primary school, Foundation, are enrolled in our Cycle 1 program. Children entering 3yr old Kindergarten must turn 3 before the commencement of Term 1. Children enrolling in Foundation must be 5yrs old by 30<sup>th</sup> April, as per the Department of Education's School Policy and Advisory Guide.

#### Cycle 2

Cycle 2 is a mixed-age classroom with children in Years 1, 2, and 3. Adjustments and alternations can be made based on the discretion of the School Principal and the needs of children.

#### Cycle 3

Cycle 3 is a mixed-age classroom with children in Years 4, 5, and 6. Adjustments and alternations can be made based on the discretion of the School Principal and the needs of children.

## KINDERGARTEN FUNDING

Your child can access one funded year in a 3yr old Kindergarten program and one year in a 4yr old Kindergarten program. Families who accept an enrolment at our School for a Funded Kindergarten place are required to declare that our service will be the funded Kindergarten program.

The Victorian Government provides funding to kindergarten and long day care services to deliver high-quality kindergarten programs in the two years before school. This helps to ensure all Victorian children get the best start in life.

Your child can only access one funded kindergarten program at a time. If you accept a funded kindergarten place at more than one service and both services receive funding, you may be required to repay the funding and may lose your child's place in one program.

## ENROLMENT PROCEDURES

### Eligibility Criteria

To be eligible for enrolment, the child must be either an Australian citizen or permanent resident. Families who would like to enrol their children at North-Eastern who have an approved visa and are entitled to stay in Australia should contact the School to discuss enrolment.

### School Tours

Tours of the School to see our community at work, are conducted periodically as indicated on our website. Prospective families are encouraged to tour the School prior to making an application for enrolment. All enrolment enquiries are directed to the Registrar.

### Completing the Application

Families should complete an Enrolment Application Form, and submit it along with the child's Birth Certificate, Immunisation History from myGov, and School and Medical Reports to the School Registrar. A non-refundable Application Fee of \$150 is payable when lodging your application. You will receive a Letter of Acknowledgement once your application is complete.

### Application Assessment

All applications are placed on our Applications Register and are subsequently reviewed by the Principal or the Principal's delegate(s). All applications on the Register will be considered on a case-by-case basis. You will be invited to an enrolment interview with the Principal or the Principal's delegate(s).

For students transitioning into North-Eastern from another school or centre, the School will work to understand and ascertain any adjustments or supports required for the student. In order to ensure that the School is prepared to meet the needs of the student, the Principal may request:

- A visit to the child's current school/centre;
- A transition meeting with the child's previous educators; and/or,
- Trial day(s) at the North-Eastern School.

### Offer of Enrolment

When the School has made the decision to enrol the student, you will receive an Letter of Offer. Families should return the Acceptance of Enrolment and pay the School Bond (please refer to the Fees Schedule).

At all times, the Principal has the absolute discretion to determine the final decision on enrolment. Families have 2 weeks to accept the Enrolment Offer, unless otherwise indicated in the Letter of Offer. Families who do not respond to the Letter of Offer by the due date, may forfeit their place and an enrolment may be offered to the next child on the Applications Register.

## Priority of Enrolment

Priority of admission to the School is outlined as follows:

1. To siblings of children attending North-Eastern Montessori School
2. To the children of staff working at North-Eastern Montessori School
3. To children of the alumni of North-Eastern Montessori School
4. Children transitioning from another Montessori school or early learning centre
5. By date of application thereafter

## Transition & Orientation

The School facilitates a range of orientation opportunities, and these will vary depending on the age of the child enrolling in the School. Families should refer to the Letter of Offer for details on Orientation sessions, dates and times.

## School Fees

Families should refer to the Fees Schedule on the School's website for up to date information.

Continued non-payment of fees will lead to the suspension of the enrolment, until such time that all fees are paid. Continued non-payment of fees will necessitate the termination of the enrolment. The School offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. Families can apply for a School Bursary, which may be granted at the School's discretion where there is evidence of financial assistance required in relation to payment of School fees.

## Early Learning Amendment/Reduction Of Days

Two weeks' notice is applicable for a request to altering or reducing days of attendance. Requests must be sent in writing to the Registrar.

## Withdrawal Notification

One month's cancellation notice for Toddler Community and one semester's (two terms') notice, wholly within a term, for Cycle 1, 2 and 3 is required in writing to the Principal and to the Registrar when withdrawing a child. If a family fails to provide this notice, the bond may be forfeited. If withdrawal is requested prior to enrolment once the enrolment offer has been accepted, the same notice must be given as mentioned or the bond may be forfeited.

## Termination

The School reserves the right to terminate the enrolment of a child if the parent/carers have not disclosed or withheld information pertaining to the child's needs.

## Scholarships

Academic, community involvement and general excellence scholarships are awarded from time to time for Primary School students. Families applying for a Scholarship should complete the Scholarship application and will be requested to meet with the School Principal.

## Code of Conduct

Our community aspires to peace and harmony in our daily lives. We have a zero tolerance policy towards harassment in any form. The School welcomes applications for students whose families are supportive of and uphold the School's philosophy, policies and procedures, including the Code of Conduct.

## Related Policies & Legislation

North-Eastern Montessori School's enrolment procedures comply with all relevant legislation including the Equal Opportunity Act 1996 (Vic), the Disability Discrimination Act 1992, "No Jab, No Play"- Public Health and Wellbeing Act 2008 and Disability Standards for Education 2005.

## Privacy

All information gathered by the School will be maintained according to the Privacy Act 2000.

### Related Policies:

Code of Conduct

Fees Schedule

Date Revised	January 2025
Next Revision Date	January 2027
Authorisation	J Coffey, Principal