

6.4B ENROLMENT CONDITIONS POLICY

Applications

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Lindfield Montessori School.

The school will assess any decision about offering a place to a student on:

- sibling of a current or ex student
- either of the parents attended the school
- the family hold attitudes, values and priorities that are compatible with the school's Montessori philosophy.

Priority will be given to:

- children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at a school;
- children who are at least 3 years old on or before 31 July in that preschool year and from low income and/or Aboriginal families;
- children with english language needs;
- children with disability and/or additional needs;
- children who are at risk of significant harm (from a child protection perspective).

Start date of an enrolment

The start date of any enrolment will be at the discretion of the principal. The chosen start date will consider:

- the time remaining in the term;
- the number of children already enrolled;
- the current or expected educator to child ratio;
- the number of enrolments recently preceding the new enrolment, and the period of time that those children have had to settle into the environment;
- the balance of age groups (3, 4, 5-6-year olds);
- the age of the child.

Kindergarten enrolments (first year of school)

- Children must turn 5 years before the 31st July in their Kindergarten year to commence.
- Children may turn 6 years in the calendar year of enrolment.
- Applications for a child turning 7 years of age in the school calendar year of intended enrolment are unable to be considered for a place.
- The NSW Department of Education's Transition to school statement will be taken into consideration.

For Kindergarten transfers, enrolment decisions will additionally be based on:

- the student's reports from previous school and
- previous attendance at a Montessori school or centre.

Preschool enrolments

For preschool children transferring to Lindfield Montessori, previous attendance at a Montessori school or centre is highly regarded but not essential.

Independence

Children are expected to demonstrate a level of age-appropriate independence according to the Montessori philosophy when they begin at Lindfield Montessori from 3 years old. The following criteria outline Lindfield Montessori School's expectations of children at enrolment.

Toilet independence

Children are expected to demonstrate the following toilet independence tasks prior to enrolment. The child can:

- take on and off simple loose clothing such as elastic waist pants or skirts to use the toilet independently;
- are aware of the need to go to the toilet and need few reminders to do so;
- use toilet paper to wipe after using the toilet independently;
- flush the toilet independently after use;
- independently wash their hands after going to the toilet with few reminders.

This level of independence will be understood as having been reached by the child when the parents or carer(s) sign the enrolment agreement. If a child demonstrates that they are unable to show independence in these tasks after enrolment, parents may be asked to delay further attendance until the child is able to carry out this level of independence.

Children should not need to wear nappies, pull ups, training pants or similar to school.

Social and emotional independence - separation from carers

It is anticipated that children will experience a brief settling period as they adjust to separating from their parent/carer to come to preschool/school.

Other considerations

- Order of receipt – when the application to enrol is received by the school.
- Lindfield Montessori will meet with the parent/carer(s) of a student before offering a place.
- Lindfield Montessori has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- Children who are 2.5 years of age but younger than 3 will be considered for enrolment prior to turning 3 years of age on a case-by-case basis.

Relevant Legislation	Regulation 168
Related to NQS QA	6.1, 6.2
Related Policies	Family orientation and enrolment Enrolment application process Family participation and communication
Sources & Further Reading	AIS Guidelines for Enrolling and Supporting Students with Disability AIS enrolment sample procedures CELA environment and orientation policy guidelines https://www.cela.org.au/publications/member-resources/sample-required-policies/enrolment-and-orientation

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
December 2024	Clarity provided on information for enrolment criteria. Policy is now stand alone with information drawn from the enrolment application process and family orientation and enrolment policies.	2026