



## ADMISSIONS POLICY

### RATIONALE

At Derby Montessori School we strive to provide an environment where all children delight in every aspect of learning and every child desires to learn more. Every child matters in this school and every child is seen as a unique and diverse individual. The Montessori Method forms the framework which is at the heart of everything we do and which guides ethos, philosophy and practice within our school. When admitting children to the school we do not discriminate on grounds of diversity, gender, race or religion. We seek to offer places to children of families who we believe will contribute positively to our community, and whose philosophy and practice at home is compatible with our ethos. Places are offered to children who we believe we can care for, educate and safeguard within our own teaching, care and learning support structure.

### PARENTS

The use of the word Parents for the purpose of this policy means either or both of the parents of the pupil or the legal guardians of the pupil as set out in the Registration Form and any person who subsequently agrees to accept responsibility for the performance of this role.

### THE PROSPECTUS

The prospectus sets out many areas of general interest to parents including Derby Montessori School's aims and ethos. The prospectus is not a contractual document and should therefore be read in conjunction with this document and with the terms and conditions of the school.

### ENTRY POINTS

Children enter Derby Montessori either as a Toddler Community pupil, Children's House pupil, or Cosmic Education pupil.

- The Toddler Community takes children from a minimum age of 18 months and for a minimum of three sessions per week. Entry is agreed to suit the development of the child and the needs of the parents and may be at any point between 18 months and approximately 2 ½ years old.
- The Children's House generally accepts children into the class at the beginning of an academic term. In general children join the Children's House the term after their third birthday. The minimum attendance in the Children's House is five morning or five afternoon sessions, increasing to five full school days from the term following the child's fifth birthday.
- The Cosmic Education class accepts children at the beginning of the academic year during which they will be six (i.e. year one). At present pupils are only accepted into Cosmic Education if they have previously been in a Montessori settling. Cosmic Education pupils attend for a minimum of five full school days.

### ADMISSION PROCEDURES

Undoubtedly the best way to find out about Derby Montessori is to visit the school. Parents are most welcome to attend one of our termly open days/evenings, or alternatively to make an appointment to view the school at a mutually convenient time. Parents also receive a prospectus which contains information about the school and curriculum. If, having reviewed the prospectus

and visited the school, parents feel that Derby Montessori School is the right school for their child they need to follow the following procedures:

- Complete the registration form and submit this with the non-refundable deposit of £50. Acknowledgement of the form and fee will be received by the parents in writing. The form does not give rise to a commitment by Derby Montessori School or the parents. Registration does not secure a place for a child but does ensure that he/she is considered for a place and is placed on the waiting list. The parents and child will be invited to various school events so that by the time the child is offered a place he/she is familiar with certain aspects of the school.
- Children wishing to join the Cosmic Education class spend a day in the class after the registration form and fee have been received but prior to a formal offer of a place. This allows the child to work, play and eat with the existing children and helps the child to understand what we have to offer. During the day some time is set aside to assess the child. Immediate feedback is given to the parents at the end of the day on how the day has gone. Parents are then contacted the following day by the Principal to go through the school's assessment and to make the offer of a place or to offer advice.
- Once a proposed entry date has been agreed a letter of commitment is sent out which needs to be signed and returned together with the enrolment fee of £150. This enrolment fee will be refunded on payment of the first invoice, or forfeited if the child does not take up the place. For parents with older children already at the school the enrolment fee is waived.
- For younger children, once the enrolment fee has been received settling in sessions are arranged for the child. This generally consists of three sessions. If during these sessions it becomes obvious that the child is not yet ready to attend, the place may be deferred for a maximum of two terms.

Progression from one part of the school to another is expected but cannot be guaranteed. There are occasions when such progression is not in the interests of either the child or the wider community. In such circumstances we would inform the parents well in advance and offer guidance as to future options for education.

### **ADDITIONAL NEEDS**

Prior to entry parents are expected to disclose any learning support assessment, identified needs, medical condition, behavioural issue or disability, which might need additional support in enabling the child to access fully the educational provision of the school. Failure to disclose relevant information could constitute grounds for the withdrawal of an offer of a place. Where a child has previously attended a nursery, day care setting or school we reserve the right to contact the setting directly and request a confidential report. Where appropriate this will include comments on progress/ development to date, general behaviour standards, attendance and involvement in the broader life of the school.

All decisions about entry to the school and progression from one part of the school to the next are ultimately at the discretion of the Principal.