

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal  
montessori  
school**  
Help Me To Do It Myself

## **POL:031 Enrolment and orientation policy**

Cameragal Montessori School is a co-educational Pre-Primary and Primary school providing an education underpinned by the philosophy of Dr Maria Montessori and fulfilling the educational requirements of the NSW Education Standards Authority (NESA). All applications are processed in order of receipt and consideration is given to the applicants' support for the ethos the School, siblings already attending the School and other criteria determined by the School from time to time. Once enrolled, students are expected to act concisely with the School's ethos and comply with the School rules to maintain enrolment. Parents are also expected to be supportive of the ethos of the School.

### **Child Safety School statement**

Cameragal Montessori School seeks to provide a child safe environment. Our school actively promotes the safety and wellbeing of our students, and our school staff are committed to protecting students from abuse or harm in accordance with their legal and ethical obligations. CMS 's child safe policies and procedures and our staff code of conduct form part of this commitment.

### **Procedures**

- Process all applications are processed within the School's enrolment policy.
- Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the School ethos.
- Consider each applicant's educational needs. To do this the School will gather information and consult with the parents/family and other relevant persons.
- Identify any strategies which need to be put in place to accommodate the applicant before a decision regarding the enrolment is made.
- Inform the applicant of the outcome.

Subject to availability, offers of place will be made according to whether there are siblings of the students already at the School, the order of application, and the suitability of the applicant.

Continuing enrolment is subject to the student and parent's adherence to school rules, policies and procedures. Detail can be found in the student's enrolment contract, the School's pastoral care and behavioural guidance policy & guidelines. The withdrawal of a student's enrolment will be considered if a family does not adhere to their instalment plan or fall behind in the payment of the tuition fees.

The above policies are presented to parents upon the letter of offer of enrolment and can then be found in the School's policy manuals available at each campus and the School office. This policy is publicly disclosed on the School's website.

### **Pre-primary – 3-6 program**

#### **Waitlist**

To apply for admission to the School and to have the child's name included on the waitlist, a parent must hold current membership of Cameragal Montessori School and pay a non-refundable fee for first child. A parent must also attend a campus tour. The School follows the standards as determined by the Disability Standards for Education 2005 (Standards). Detailed guidelines are available from the School office.

### **Selection criteria**

The Principal offers places based on the following selection criteria:

- Sibling status (with conditions as set out further in the document).
- Indigenous or Torres Strait Islander children, low income or disability (preprimary).

VERSION: 5  
29 October 2018  
C:\Users\princ\Google Drive\NESA 2017+\Policy\_Register2017+\2018 Policies complete documents\3.6 Safe & supportive environment\Enrolments\POL-031 Enrolment and orientation policy 29Oct2018.docx  
Created: Marietta Courtney, Principal

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal**  
**montessori**  
**school**  
Help Me To Do It Myself

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal  
montessori  
school**  
Help Me To Do It Myself

- Position on the waitlist.
- The age of the child when entered on the waitlist.
- Commitment to the 3-6 preprimary program, 6-9 and 9-12 primary educational programs.
- Montessori overseas or interstate school transfer.
- Cameragal Montessori Under 3s attendance for minimum one year.
- Commitment of parents to the Montessori ethos.
- School to comply with Public Health Act 2010 in regard to immunisation standards.

When all other factors are equal, the date of registration determines priority. However, the School retains the right to consider specific enrolments on an individual basis. Offers for older children are subject to availability and dependent on a successful interview and orientation period.

### Primary – 6-9 and 9-12 program

#### Waitlist

The School operates a separate waiting list for Primary (Years 1-6). There is no wait list fee for children already enrolled in preprimary program at the School. Students of Cameragal Montessori School pre-primary are given priority of place.

The School follows the standards as determined by the Disability Standards for Education 2005 (Standards).

#### Selection criteria:

An offer of place is made based on the following criteria:

- Cameragal Montessori School pre-primary student priority.
- The child's readiness, both academically and psychologically.
- Sibling priority (please note that generally priority is only given if a sibling has completed pre-primary).
- Montessori overseas or interstate school transfer.
- Commitment of parents to the Montessori ethos.

#### Offers of place

Offers are made from June and July the year prior to student commencing. Parents of children on the waitlist are required to attend an interview with the Principal before an offer of place is made. During the year places may become available and are offered to the next child on the waitlist.

Students from pre-primary transitioning to primary will be observed in their pre-primary setting (if possible) and follow a transition procedure which involves three full day visits at the end of the term prior to commencing in primary. Transition visits to primary are typically held on week 6, 7, 8 on a Wednesday or Thursday.

#### Conditions of acceptance:

##### **First child entering the school**

Offers of place must be accepted within 14 days by returning the Letter of Offer which lists the following conditions:

- A non-refundable placement fee is payable on acceptance of the offer.
- A non-refundable donation is payable to the Cameragal Fund.

Policy No: POL-031

NQS: Leadership & Management 7.3

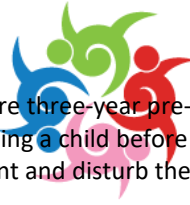
NESA: 3.6.2

Reviewed: 29 October 2018

Next review: Term 4 2019

Approved: Principal & Board

Each child is expected to attend the School for the entire three-year pre-primary program OR entire nine-year program (pre-primary to primary). Withdrawing a child before the completion of the program may upset the child's educational development and disturb the balance in the class, creating a gap which is often impossible to fill.



**cameragal**  
**montessori**  
**school**  
Help Me To Do It Myself

VERSION: 5

29 October 2018

C:\Users\princ\Google Drive\NESA 2017+\Policy\_Register2017+\2018 Policies complete documents\3.6 Safe & supportive environment\Enrolments\POL-031 Enrolment and orientation policy 29Oct2018.docx

Created: Marietta Courtney, Principal



- If an elder sibling is withdrawn from Cameragal before his or her minimum completion date, the School will **withdraw priority consideration for any** of his or her younger siblings and they will be placed on the general waitlist as at the date of their application.
- Parents agree to observe the School's policies and procedures.
- **The child is completely toilet trained by the time he or she is due to commence at the School. If parents have concerns about their child's readiness the Enrolment Manager must be notified at least 4 weeks prior to the start date. Whilst the start date can be revised, the expectation is that payment will be made from the original start date for holding the place if this notice is not received.**
- All students who are attending preprimary and Kindergarten (at Cameragal) from 2018 are to provide proof of immunisation before enrolment by submitting an approved immunisation form that shows that the student is:
  - Is fully immunised for their age, or
  - Has a medical reason to not be vaccinated, or
  - Is on a recognised catch-up schedule if the child has fallen behind with their immunisation.
- All students who are attending Primary school (at Cameragal) from 2018 are to provide proof of immunisation before enrolment by submitting an approved immunisation form that shows that the student is:
  - Is fully immunised for their age;
  - Not fully immunised for their age; or
  - Has a medical reason to not be vaccinated, or
  - Is on a recognised catch-up schedule.
- There is a probationary period of one school term for the child and the School. If either the parents or the School considers that at the end of one term that the child should not continue at the School, the placement fee less an administration fee of 50% of the total placement fee will be returned.
- Parents intending to withdraw their child from the School prior to the minimum completion date are required to provide one full term's notice, in writing, to the Principal. Where one full term's notice is not provided, the parents will be charged a full-term fee in lieu of notice.
- In the event that circumstances change after acceptance of a place and the payment of the placement fee the School requires written notice of four full weeks excluding school holidays, of intention to relinquish the place. If this notice is not received within this period, then the placement fee will not be returned. This provision provides some protection to the School against financial loss from non-starters and the subsequent revision of the class plan.
- **Cameragal Montessori School membership must be kept current for the duration of the child's attendance at the School. Non-compliance to membership could mean withdrawal of enrolment. Membership ensure voting at the School's AGM as per the School's constitution.**
- Parents are requested to support and participate in the school community in a variety of ways and are encouraged to attend parent education evenings to deepen their knowledge of Montessori education at Cameragal Montessori School.

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal**  
**montessori**  
**school**  
Help Me To Do It Myself

### **Siblings**

Conditions of acceptance for siblings are similar to those for the first child. Sibling priority is only applied if the older sibling has completed or is completing the full School program (i.e. three-year preprimary or Year 1 to Year 6 primary program).

### **Priority of Access**

All preprimary enrolments endeavour to comply with the *Priority of Access Guidelines* issued by the NSW State Government for state funded preschools to ensure equity and consistency for the community. In no particular order, these are:

- Children who are at risk of harm
- Indigenous and Torres Strait Islander children
- Children from low income families
- Children from culturally and linguistically diverse backgrounds
- Children with disabilities
- Children in their year before school (with highest priority given to children closest to school entry).

### **Timing of Entry – Preprimary**

The School follows the Montessori principle of staggered entry to enable maximum attention to be given to each new child in the class and to assist each child in adjusting to their new environment. Commencement dates in any one term are determined and notified by the Enrolment Manager after places have been offered in collaboration with the Principal.

### **Timing of Entry – Primary**

The child may transition to Primary by attending transition visits of the term prior to the term they commence, typically a Wednesday on Week 6,7 & 8. Primary families are to attend a meeting with the Primary teacher in addition to the Principal's interview.

### **Transfers**

There is no automatic right to transfer between Montessori schools, but every attempt is made to offer a place to a transfer, subject to the enrolment criteria being met.

Once children have commenced in a class at the School, they will not be transferred to another class except in exceptional circumstances at the discretion of the Principal.

### **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 Principal.

The School may also advise a deferred start, in which case a place will be held without fees being charged until the entry date given by the Enrolment Manager.

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal  
montessori  
school**  
Help Me To Do It Myself

### **Confidentiality and Privacy**

The School respects the privacy of the families and staff who make up the School community. It is the School policy to ensure that all information obtained by the School in relation to personal circumstances of children and their families will be kept confidential unless:

- The family concerned authorises disclosure of the information; or
- The School is obliged to disclose the information pursuant to health regulations or other Commonwealth, State or Local Government laws or regulations.

### **Fee Policy**

#### **Payment of Fees**

Tuition fees are set annually for all children in the School, with discounts available for younger siblings.

Tuition fees are due by the second Friday of term with the exception for instalment arrangements which provides for monthly billing from February to November with payment due 2 weeks from the date of invoice.

As of July 2018, the Child Care Subsidy is not available to families enrolled in the pre-primary program at the School as we are not approved care. Students who are 4 years old do however receive the Start Strong Funding Rebate of \$450 per term as of January 2017. In 2018 3-year-old students will receive a portion of the termly rebate from 25% in 2019.

Fees for children commencing School after the commencement of term (at the request of the School) are reduced pro rata on a weekly basis after week 3. There is no reduction for absences due to holidays, illness or a late start to the term instigated by parents.

**If families do not adhere to their instalment commitment and/or fall behind in their fees the School is obliged to consider withdrawing the child's enrolment.**

#### **Fees determined by School Board**

School Fees are determined by the School Board, considering:

- Cameragal Montessori School's status as a non-profit organisation.
- Compliance with government funding and other regulatory requirements.
- The financial needs of the School.
- Application and enrolment levels.
- Other relevant criteria.

The School Board also determines the conditions that apply to fees including interest charged in relation to late payment, discounts, prepayment arrangements and other similar conditions.

#### **Notification of fees and conditions**

School fees are reviewed annually and are subject to change. Where a fee increase will occur, the School will provide a minimum of two terms notice of this increase.

Estimated costs of school excursions, incursions, camp and other school activities will be estimated and advised on the permission slip. An invoice will be generated and emailed for each activity a child attends.

The School Board may alter the conditions of entry at any time by providing not less than two terms notice and which will take effect from 1 January in the following year. The Principal is responsible for ensuring that parents of existing students and applicants are notified of fee changes and of conditions which may apply to fees. The Principal maintains current fee schedule which is available to all parents.

VERSION: 5  
29 October 2018  
C:\Users\princ\Google Drive\NESA 2017+\Policy\_Register2017+\2018 Policies complete documents\3.6 Safe & supportive environment\Enrolments\POL-031 Enrolment and orientation policy 29Oct2018.docx  
Created: Marietta Courtney, Principal

Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal**  
**montessori**  
**school**  
Help Me To Do It Myself

### **Fee Relief**

The School Board may agree to provide families with relief in relation to fees. Families who have concerns about fees should approach the Principal and the Principal will meet with the family to ascertain the family's financial situation. The Principal will consider the appropriateness of fee relief having regard to:

- The length and nature of the family's involvement with the School, including the degree to which the family participates in and supports the School community.
- The financial affairs of the family.
- The needs of the School having regard to specific needs of classes
- The current level of enrolments and applications.
- Other relevant criteria.

In appropriate circumstances, the Principal may recommend to the Finance Committee (Principal, Business Manager, Treasurer and Chair) that some form of fee relief be provided and agree on, behalf of the Finance Committee to a solution acceptable to both parties.

Fee relief arrangements are made for periods of 12 months only. At the end of an initial 12-month period, arrangements are reviewed by the Finance Committee and extended only if appropriate. All fee relief arrangements must be documented by way of a letter signed by the Principal, Treasurer or Chair. All fee relief arrangements are dealt with in the strictest confidence.

### **The Cameragal Fund**

The Cameragal Fund provides financial assistance to parents in time of genuine difficulty meeting the school fees. The main purpose of The Cameragal Fund is to assist families so that children are able to complete the full three-year Montessori program.

Applications for financial assistance are made directly to the Trustee of the Cameragal Fund who handle all matters on a completely confidential basis.

The financial assistance is made as an interest free loan from The Cameragal Fund with a repayment schedule to suit the parents' situation. The repayment of the loan means other children will be to benefit as the need arises.

Decisions to grant financial assistance are made by the Trustee and the Chair with best intentions to support the School and the Cameragal community; to maintain enrolments, to balance classrooms, to retain children for the full three-year program and for compassionate reasons.

The Cameragal Fund receives its main support from parent donations, in particular from those families who hold a bond, when leaving the School may wish to give all or part of their bond to The Cameragal Fund.

The School Board applies a small levy for each new enrolment on entry to the School.

The Trustee works in conjunction with the Chair to maintain appropriate balance of funds. Unlike school fundraising, parents may contribute to The Cameragal Fund on voluntary basis.

To contact The Cameragal Fund Trustee please email [chair@cameragal.nsw.edu.au](mailto:chair@cameragal.nsw.edu.au)



Policy No: POL-031  
NQS: Leadership & Management 7.3  
NESA: 3.6.2  
Reviewed: 29 October 2018  
Next review: Term 4 2019  
Approved: Principal & Board



**cameragal**  
**montessori**  
**school**  
Help Me To Do It Myself

**Relevant policies & procedures**

POL-002 Student Attendance Policy  
PRO. Transition to Primary Procedure  
POL-011 Behaviour Guidance Policy & Procedure  
POL-030 Family Participation & Communication Policy  
POL-062 Parental Code of Conduct  
POL-055 Pastoral Care Statement  
POL-034 Privacy & Confidentiality Policy  
POL-015 Immunisation Policy