

POL:031 Enrolment & 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 and care requirements of Education & Care Services National Regulations and the NSW Education Standards Authority (NESA).

Our school implements a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and the family as well as ensuring all legislative requirements (for the pre-primary Priority Access Guidelines).

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 within the School's enrolment policy.
- Consider each applicant's supporting statement and 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 Statement* and *Behaviour Guidance Policy*. 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 with other student welfare policies.

Preprimary and Kindergarten for children aged three to six years old

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).
- Priority of Access for pre-primary students (listed on page 4).
- 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 – Year 1 to Year 6

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, socially and emotionally.
- 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 Enrolment

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 enrolment 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 Wednesday in week 6, 7, 8.

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.
- 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.
- If an elder sibling is withdrawn from Cameragal before thye minimum completion date, the School will withdraw priority consideration for any of the younger siblings and will be placed on the general waitlist as at the date of their application.
- Parents agree to observe the School's policies and procedures.
- If parents have concerns about their child's readiness or the parents wish to change the start date 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) 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) 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.

Withdrawal of Students

- If parent/carer(s) wish to withdraw a student from the school, notice given must be not less than one full term's notice to expire at the end of a term.
- Notice of withdrawal of a student from the school must be in writing to the Principal.
- If the required notice of withdrawal of a student is not given the parent/carer(s) must pay a school term's fees plus GST.
- Where students leave to enrol at another school, the NSW Educational Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.

- 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. In this case the placement fee less, an administration fee of 50% of the total placement fee will be returned. 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.

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 Australian Government *Priority of Access Guidelines* in no particular order, these are:

- Children who are at risk of significant harm (from a child protection perspective)
- Children with disability and additional needs
- Children with English language needs
- Children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at 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

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.

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.

Relevant policies & procedures

Attendance Policy

Medical Conditions Policy

Transition Adjustment Plan

Transition Procedure

Behaviour Guidance Policy

Family Participation & Communication Policy

Parent Code of Conduct

Pastoral Care Statement

Privacy Policy

Immunisation Policy – Early childhood and school-aged children

Fees Policy