

# ENROLMENT POLICY

## This policy is informed by:

- CMS Progression and Transition policy 2015
- CMS Parent Information Handbook (*reviewed 2015*)
- Inclusion Policy

## Statement:

Canberra Montessori Schools strives to maintain maximum enrolment taking into consideration a starting age of 3 years with families committed to the continuum of education offered from age 3 to 12 years.

## Rationale:

In order to enrol students at CMS, parents must become members of Canberra Montessori Society to proceed with application. Student Enrolment at Canberra Montessori School is based on sibling preference, PTP attendance preference, age/sex balance in individual classrooms, parent/carer commitment to Montessori philosophy and Montessori transfers from other schools. Our school positively responds to and welcomes children with additional needs.

## Specific Practices and Procedures:

One general waiting list is maintained for all five Cycle 1 classes. As places become available offers are made. Preferences as to class are noted but cannot be guaranteed. After a period of time on the waiting list and as a full member of the Canberra Montessori Society, an opportunity to enrol is offered to eligible students should a place become available. On receipt of acceptance of place offer, capital entry fee and enrolment documentation, the placement in a classroom is secured.

The Enrolments Officer will contact parents 6 months prior to their child turning three years of age to advise acceptance to the school. A tour of the school is strongly recommended prior to enrolment. Arrangements should be made by contacting Reception at (02) 6287 1962 or online booking at [www.cms.act.edu.au](http://www.cms.act.edu.au).

Entry into the Cycle 2/3 classes for a child who has not completed Cycle 1 is not normal practice due to the importance in the Montessori philosophy placed on the building of independence in the foundation years to ensure success later in the program and will be at the discretion of the Principal and based on supporting documentation. In addition to normal enrolment procedures, an interview with the Principal or delegate and potential class director would be scheduled, School Reports are requested and a trial period determined prior to an enrolment decision being reached.

Approved by:	Date:	Next Review Date:
Principal	10/07/2020	10/07/2020