



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 or a Children's House pupil.

- The Toddler Community takes children from a minimum age of 12 months and for a (typical) 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 12 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 (typical) minimum attendance in the Children's House is 15 hours per week.

ADMISSION PROCEDURES

Undoubtedly the best way to find out about Derby Montessori is to visit the school. Parents are usually invited to make an appointment to view the school at 10am or 2pm weekdays but other mutually convenient times can be booked. 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:

- Provide the school office with the name and address of the primary carer, child's name and date of birth. If possible an e-mail address should also be given as this is our preferred means of

communication. An invoice will then be generated for the non-refundable deposit of £50 (not applicable for funded places). Acknowledgement of the form and fee will be received by the parents in writing. Registration may secure a specific pattern of attendance but not necessarily a specific start date, particularly for children joining us at around 12 months of age. The parents and child may be invited to various school events so that by the time the child joins us he/she is familiar with certain aspects of the school.

- As your child's proposed entry approaches you will be encouraged to bring your child along to a session. This gives us all a chance to meet. At this session, or soon after, we will agree an entry date. An invoice for the first month of attendance (bringing the account in-line with the invoicing calendar) is generated. Payment in full must be made before the agreed entry date. This payment is forfeited if the child does not take up the place.
- Settling-in sessions will be arranged for your 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 management team.