

# ENROLMENT POLICY



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Northside Montessori School offers authentic Montessori education. We are a co-educational, non-denominational school for children from 3 years of age through to Secondary School. Montessori education produces happy, social, confident, and independent young people who genuinely love learning. As such, Northside Montessori School is open to enrolment from any child who recognises and supports the vision and values that underpin the culture and philosophy of our Montessori education.

The School aims to work together with our community towards the common goal of promoting consistent quality educational outcomes for all our students.

## SCOPE

This policy applies to all prospective and current students at the School, their parent/ legal guardian(s) (“Parent/s”) and to all staff involved in the enrolment process.

This policy should be read in conjunction with the Enrolment Procedure.

## POLICY

1. Applications for enrolment may be made at any time by the Parent/s of students to commence at Northside Montessori School.
2. Our key entry level is 3 years of age, however, we welcome children at the commencement of Kindergarten if there is availability. Entry into the later years of Primary schooling will be considered on a case-by-case basis dependent on a family’s suitability or previous Montessori experience. Entry into Year 7 is only possible following Montessori Primary Education.
3. Students entering Kindergarten will have turned 5 years of age by 31 May, the year they commence at school.
4. The School will base any decision about offering a place to a student on:
  - a. Family relationship with the school:
    - i. sibling of a current student;
    - ii. commitment to the full Montessori program, through to the end of Secondary School;
    - iii. the family’s principles, values and priorities being compatible with the School’s vision and values;

- b. The school:
    - i. requirement to comply with current regulations regarding Immunisation Standards;
    - ii. following the standards as determined by the [Disability Standards for Education 2005](#)
  - c. Other considerations:
    - i. date of the application to enrol and payment of Application Fee is received by the School;
    - ii. age of the child on the application;
    - iii. previously attended a Montessori program.
5. For the enrolment of our pre-primary students Northside Montessori School follows the [Priority of Access Guidelines](#) set out by the Department of Education.
- These guidelines seek to allocate places to those in the greatest need. However, the particular community needs of the School will also be relevant.
6. The student/s and both Parents are required to attend an interview with the School before an offer of place is made.
7. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
8. An offer of enrolment including the Enrolment Contract must be accepted by both Parent/s, where appropriate, unless the School agrees to waive this requirement. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in Enrolment Contract terms and conditions.
9. Once a place has been accepted, if you wish to defer the entry date to a date which is later than the initial accepted date, the School will advise whether it is able to agree to this. If the School is unable to agree, the student's date of application will be amended to the date the deferment was requested. The student will then be placed on a waiting list for the new requested date, however, enrolment cannot be guaranteed.
10. Once students have commenced in a class at Northside Montessori School, they will not be transferred to another class except in exceptional circumstances, at the discretion of the Principal.
11. Continued enrolment at Northside Montessori School is dependent upon the student attending consistently, the student and Parent/s observing all behavioral codes of conduct and adhering to the School's guidelines, policies and procedures, as applicable at the time.

## APPLICATION, ENROLMENT AND ANNUAL SCHOOL FEES AND LEVIES

All application and enrolment fees are non-refundable and are not credited towards tuition fees and levies.

Each year, as the School undertakes the strategic planning and annual budgeting process, the Board and Executive Team carefully consider and determine the annual school fees and levies for the following year. This is an important process as traditionally our school fees make up 60% of the School's income.

In determining the fee structure, the Board considers a number of key factors. As always, the aim is to balance the need to remain financially sustainable against the affordability of fees and cost of living pressures.

Key factors considered when determining the fee structure are:

- Ensuring the provision of highly qualified Montessori teachers and educators for all classes
- Adequately resourcing the classrooms and the administration of the School
- Equipping each classroom with the full range of Montessori materials
- Ensuring the proper upkeep of all buildings and School grounds
- Remaining financially prudent and providing for the long-term financial viability of the School.

Information about application, enrolment and annual tuition fees and levies can be found in the Northside Montessori School Enrolment Contract and the annual Fee Schedule.

### *CHILD CARE SUBSIDY*

Families with Preschool age children or with children that attend OOSH, Vacation Care or Montessori Home Environment may be eligible to receive Child Care Subsidy ("CCS") set by the Family Assistance Office. Parents are responsible for applying for the CCS, if they are eligible. All CCS payments received are applied to family accounts on receipt.

## NORTHSIDE MONTESSORI BURSARY AND FINANCIAL SUPPORT

Northside Montessori School provides bursaries to serve families who find themselves in necessitous circumstances. The School also provides financial support discounts or fee waivers to families for whom temporary and unforeseeable circumstances make fees temporarily unaffordable.

This assistance applies to tuition fees only and the exact amount approved varies from case to case. Levies and all other charges are to be met at the full rate.

Decisions relating to Bursary applications are made by the Bursary Committee. The Principal, at his/her discretion, can grant a fee discount or fee waiver, to the value that is not greater than half year full tuition for one student. A greater financial relief value requires approval by the Board.

All Bursary applications are treated in the strictest confidence and are awarded on the basis of means testing and a demonstrated strong commitment to Montessori education.

Each bursary is reviewed annually with updated financials and may continue whilst the Bursary criteria continues to be met.

Further details can be found in the Bursary Policy.

## RELATED DOCUMENTS

- Enrolment Procedure
- Enquiry form
- Enrolment Application form
- School Fees Schedule: updated annually
- Enrolment Contract
- Bursary Policy
- Bursary Application and Review form
- Privacy Policy
- Standard Data Collection Notice

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