



# ENROLMENT POLICY

## PURPOSE

The purpose of this policy is to enable the fair and equitable enrolment of students at Melbourne Montessori College ('MMC'). It provides a framework for administration staff to enable the swift processing of interested potential parents/guardians and the correct data collection required by law and by the School.

Parents are obliged to comply with all the policies of the School as accessed on the School's website.

## SCOPE OF THE ENROLMENT POLICY

The Enrolment Policy covers the time from the first interest shown by a potential parent until the child is enrolled, allocated to a class and all initial fees are paid.

1. Registration
2. Conditions of Entry
3. Trial Period
4. Offer of Place
5. Placement of Children into Classrooms
6. Admission into IB
7. Acceptance
8. Withdrawal of a Child by the Family

### 1. Registration

Once a parent decides to register interest in their child attending MMC, a completed Registration Form needs to be submitted, accompanied by the Registration Fee and a copy of the child's Birth Certificate.

Administration staff will then add the name of the child and family contact details to the enrolment register on the database. The acceptance of an application for placement on the enrolment register does not guarantee a place at the school.

### 2. Conditions of Entry and Enrolment

After registration:

- 2.1 Parents/guardians are encouraged to attend an Open Day or School Tour at either campus.
- 2.2 An interview between the child, parents/guardians and the Principal is held. The aim of the interview is to answer parents'/guardians' questions, to allow them to understand the enrolment process and to gather initial information about the child to potentially guide classplacement later.
- 2.3 Potential Cycle 1 parents/guardians are expected to attend at least one of several available Pre-Enrolment Information Sessions.
- 2.4 Cycle 1 Parents/guardians and child attend an Orientation Morning held in early November to meet Cycle 1 teachers and other Cycle 1 parents/guardians and children.
- 2.5 The parent/guardian needs to disclose any information regarding the child's health, both physical and mental, plus any past experiences or circumstances, medical or other investigations which might influence the ability of the School to educate them in a standard classroom setting. This is to allow the School to be fully informed about the child and enable the full consideration of the needs of each child.
- 2.6 The enrolment of potential IB students who intend to study in Years 11 and 12 will not be subject to academic criteria or other selection criteria.

### **3. Trial Period at School**

Any child who wishes to start at MMC from Year 1 upwards will undertake a trial period in a classroom of the same age group for one week.

### **4. Offer of a Place**

After an interview with the Principal and if the parents/guardians wish to proceed with enrolment, and a place is available, a letter of offer is sent out.

4.1 The letter will include details of the date of entry, the classroom and campus of the place for the child's start at MMC.

4.2 A letter of offer means that a place has been provisionally reserved for the child.

4.3 If a place in the School is offered and is not accepted, a new registration fee will be required to place the child back onto the Enrolment Register.

### Enrolment Register

MMC manages a prioritised Enrolment Register list and offers places in the following order:

1. Children who have already been enrolled at MMC,
2. Siblings of children already attending Melbourne Montessori College,
3. Children of alumni,
4. Children transferring from another Montessori school,
5. Families who have had an offer at an earlier date and chosen to defer,
6. Children with no previous connection to the School.

### **5. Placement of Children into Classrooms**

A professional judgment is made about the best class allocation for a child in the Junior School. The decision is based upon a range of criteria, namely:

- Montessori philosophy and the experience of the child.
- Gender ratio
- Age and year level ratios
- Social groupings
- Specific learning differences
- Siblings
- Existing enrolment numbers in the rooms
- Other factors as deemed relevant.

For the younger children commencing in Cycle One classrooms, Melbourne Montessori conducts a transition period over the first few weeks of their time at School, gradually extending the number of hours per day, and days per week, spent at school. Please see the Parent Handbook for details.

### **6. Admission to the IB Programme**

Enrolling in the International Baccalaureate (IB) Programme at our school is a process that reflects our commitment to the Montessori philosophy and the International Baccalaureate Organization (IBO) standards. Here's a step-by-step guide to the admissions process:

1. Initial Application: Families submit a formal application for their child's admission to the IB Programme. This includes providing the student's academic records and any other required documentation.
2. Review of Academic Records: The IB Coordinator reviews the student's past academic performance to ensure a strong foundation in core subjects, critical thinking abilities, and readiness for the IB's rigorous curriculum. For current students, teachers provide

- feedback at the end of year 10, and students reports, and exam marks are reviewed.
3. Students are also provided careers counselling to ensure pre-requisites or other goals are met by the students choice of Year 11/12 Program.
  4. Interview process: The interview by the principal is design to assess willingness to participate. This involves a number of aspects including:
    - a. Assessment of Montessori Principles Alignment: Evaluate the student's understanding and willingness to embrace of Montessori principles such as self-directed learning and community respect.
    - b. Personal Motivation Assessment: To gauge their personal motivation, interest in the IB Programme, and commitment to the IB learner profile attributes.
    - c. Recommendations and Assessments: Consider teacher recommendations and, if necessary, conduct an assessment to evaluate the student's suitability for the IB Programme. This includes informing parents of any inclusive arrangements which their child is eligible.
    - d. CAS Commitment Confirmation.
    - e. Extended Essay Willingness.
    - f. Parental Support Meeting: Check with parents/guardians to discuss their role in supporting their child's IB education, emphasizing the partnership between home and school in supporting the student's learning journey.
  5. Admission Decision: Based on the gathered information, make a decision on the student's admission to the IB Programme. Upon admission, the school will continually evaluate the student's performance and ensure that they will get the best outcome for them by the end of year 12. Confirm continued enrolment based on these evaluations.

## **7. Acceptance**

To accept the offer of a place, a parent will return all the necessary enrolment documents including:

- 7.1 completed and signed Student Enrolment Form,
- 7.2 completed, signed and initialled Student Enrolment Agreement Form,
- 7.3 current Immunisation Record for your child,
- 7.4 a colour photograph, and
- 7.5 payment of the Acceptance Fee within 14 days, otherwise the offer of a place will lapse.

The Acceptance Fee of \$2,000.00 is a future levy and a one-off payment and is payable from families accepting an offer of a place for Cycle 1 upwards only. The fee is due and payable within fourteen (14) days of the offer being made. This fee is neither refundable nor transferable. Enrolment of a place at the school will not be finalised until the Acceptance Fee is paid.

## **8. Withdrawal of a Child by the Family**

Two full school terms' notice in writing is required to be given prior to the child's intended withdrawal from the school, otherwise two terms' fees are payable in lieu of the required notice. Written notice should be provided to the Principal.

This Notice applies to all parents:

1. New parents
2. Parents who originally signed their child/ren's Enrolment Agreement
3. Parents whose child/ren's transfer from primary to secondary at Melbourne Montessori College
4. Parents whose child/ren continue to Cycle 5 from Cycle 4.

**REVIEWED 2023**