

## **Wharfedale Montessori School & Wharfedale Babies**

### **ADMISSIONS POLICY**

Date created: September 2011

Person Responsible: Principal

Review period: Annually

Last reviewed  
& adapted: May 2017

Last re-written:

Next due for review: May 2018

#### **Aim of Policy:**

It is our intention to make our setting accessible to children and families from all sections of the local community without discrimination where they can live together in harmony. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

#### **Admissions criteria:**

The School is a setting for 28 children in the Pre-school or Children's House at Strid Cottage, and 20 in the Primary Classroom at the Cabin. The individual nature of the Montessori curriculum means that children may begin their education at any time during the academic year.

Children are admitted to the Pre-school at between 2½ and 3 years of age, the starting age being dependent on the time when children are ideally toilet-trained. Children transfer, or may be admitted, to the Primary classroom when they are ready, normally between 6 and 7 years of age. Children remain in the Primary classroom until the end of the school year which contains their 11<sup>th</sup> birthday.

Places will be offered to children in order of priority, taking into account the following:

- Date of registration
- Siblings
- Gender balance and cultural diversity

**Procedures:**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- Parents and children are invited to visit by appointment prior to the offer of a place.
- We ensure that information about our setting is accessible, in written and spoken form and, if appropriate, in more than one language. It is rare that we have children attending our setting where both parent and child have English as their second language. If this ever happens, we will aim to get material translated. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We endeavour to enable children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Equal Opportunities Policy widely known.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

Parents should note that a place on the waiting list does not guarantee an offer of a place at the School.

**Review of Policy:**

We will monitor our progress and review this policy annually.