

WHARFEDALE MONTESSORI SCHOOL

Admissions Policy

Version 1.0

Reviewed by Immy Hardy – June 2022

Approved by SLT

Review Cycle – Annual

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Document History

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Introduction

At **Wharfedale Montessori School** it is our intention to make our School accessible to children and families from all sections of the local and wider community. We are non selective in our admissions, however, we must ensure that our School is the right setting for the pupil.

We aim to ensure that all sections of our community have access to the School through open, fair and clearly communicated procedures.

Legal Framework

Children Act 2004

Convention on the Rights of the Child, UNICEF, 1989

Data protection Act 1998

GDPR 2018

Every Child Matters 2004

Freedom of information Act 2000

Race Relations Act 1976

Race Relations Amendment Act 2000

Sex Discrimination Acts 1975 and 1986

Sex Discrimination regulations 1999

The Human Rights Act 2000

Early Years Foundation Stage (EYFS) 2021

KCSIE September 2021

Procedure for applying for a place

If the child is entering at 3 years and has not attended another setting:

- Parents arrange to visit the School for a show around with a member of the SLT. We recommend coming without your children on your first visit.
- Parents are given time to observe the classrooms in action.
- A discussion takes place between a member of the SLT and parents. Parents can raise any questions that have arisen from their observations and highlight any particular interests of their child/ren. It is important that parents raise any additional needs/requirements and provide other relevant paperwork at this stage.
- Parents apply for a place.
- Two transition days will be set at the end of the term preceding the agreed start date.

If the child is transitioning from another setting:

- Parents arrange to visit the school for a show around with a member of the SLT. We recommend coming without your children on your first visit.
- Parents are given time to observe the classrooms in action.
- A discussion takes place between a member of the SLT and parents. Parents can raise any questions

that have arisen from their observations and highlight any particular needs or interests of their child/ren.

- Recent school reports from their previous school and any other relevant paperwork is requested from parents. It is important that parents raise any additional needs/requirements at this stage.
- At least 2 trial days are arranged to ensure that Wharfedale Montessori School is the right setting for the pupil.
- Following these trial days, a member of the SLT meets with parents to discuss needs/class/options/SENCO requirements.
- Parents apply for a place.

Allocation of Places

A place is normally offered if most or all of the following criteria are met:

- there is space in the relevant year group.
- the School is happy that the child will be able to access the curriculum.
- should the child have specific learning difficulties, the School is able to provide relevant support to enable the child to thrive within the School's normal learning environment.
- the SLT believes that the child will complement the class and benefit from being in it and will fit in socially.
- the report from the child's present school is satisfactory.
- the SLT is confident that the family wishes to commit themselves to the School and the Montessori philosophy.

Settling in

We aim to create a partnership with parents in the following ways:

- by encouraging parents to inform staff about their children's current achievements and interests through engagement with My Child at Home on My Montessori Child and uploading observations. On entry completion of MMC Home assessment.
- through staff taking the opportunity to exchange information with parents at drop off and pick up
- by welcoming families from the very beginning of their time at Wharfedale Montessori School

Procedure for withdrawal

If you wish to withdraw your child from the school, the policy states that we require a minimum of a full term's notice in writing or fees in lieu before your child is to leave. Obviously, we are prepared to consider exceptional circumstances, but we feel that this is the fairest policy for children who are already attending, for those who are trying to plan, and for any children waiting for places. If you have completed the registration section that details where and when you expect your child to start school and these details remain unchanged, this will suffice as written notice. However, if your intentions change during the time your child is at school, it is vital that you let us know.