

WHARFEDALE MONTESSORI SCHOOL

Wharfedale Montessori School, Strid Cottage, Bolton Abbey, Skipton, North Yorkshire, BD23 6AN

Admissions Policy

Version 1.0

Reviewed by Jeremy Clarke – September 2024

Review Cycle – Annual

Next review – September 2025

Document History

Revision	Amended by	Revision Date	Description
Written	Immy Hardy Julie Butterfield	June 2023	
Reviewed	Jeremy Clarke	September 2024	review

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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 Senior Leadership Team. 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 by submitting the registration form and paying a £40 deposit.
- Two transition days will be set ahead the anticipated 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, or if they feel that this is not the right setting for the pupil.
- Parents apply for a place by submitting the registration form and paying the deposit.

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, and that they are willing to support the school in its aims.

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 the learning platform, 'My Montessori Child'(MMC) and uploading observations.
- through staff taking the opportunity to exchange information with parents at drop off and pick up
- by welcoming families from the very beginning

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.