



# ADMISSIONS POLICY

ADMISSIONS POLICY V1

2021

Chrysalis Montessori School provides education for children between the ages of three and twelve years and is based on the principles and practices of Dr. Maria Montessori.

In keeping with these principles, children can be admitted soon after their third birthday. They will need to be toilet trained to commence at school. In most cases children are enrolled in the 3-6 year age range. The school admits students of any nationality, ethnic origin and religion.

Places are offered based on the following criteria (in order of priority):

1. Availability of a place for the particular age and gender
2. School Values
3. Sibling of existing school student (provided the sibling is concurrently enrolled and completed the Children House cycle)
4. Application date
5. Attendance at the Chrysalis Montessori Playgroup
6. An intention of the child to be at Chrysalis for the completion of the Children House cycle (Pre-Primary) and continuing onto the Primary cycles.
7. Demonstrated commitment to or understanding of Montessori education.
8. Willingness to be involved in the school community.

## ENROLMENT PROCEDURE

Prospective parents are encouraged to attend one of the school's Open Days held three times a year, in Terms 1, 2 and 3. The purpose of the Open Day is to allow prospective parents an opportunity to observe and understand the education offered at the school. An information pack containing application forms will be available at the Open Day.

The application form can be downloaded from the Chrysalis Montessori School website or by contacting the front office. The forms must be submitted with a \$110 non-refundable application fee before the child is placed on the school's waiting list along with the required forms stated below.

1. Birth Certificate or Birth Extract
2. Immunisation Records
3. Citizenship/Visa Details
4. NAPLAN Results, Previous educational plan (if applicable)
5. Specialist educational and medical reports (if applicable)
6. Copies of residency orders, Parent Responsibility Orders, Contact Orders. Parenting Plans or Court Orders.
7. Medical Assessments

**Please note that a completed application form does not guarantee a place at the school.**

An observation parent only morning in the class room for 40 minutes can be arranged on submission of the application form. The classroom in which the observation is held is not necessarily the classroom in which a place will be offered.

For three-year-old places, an interview morning is conducted with the applicant families when the child turns two and half. At the interview morning parents are expected to bring their child along. The process is with the Bursar initially and the Principal.

For primary age children, the Principal conducts an interview with a visit from the Bursar with the parents and the child.

Intakes of students are mainly in Term 1 and with a smaller intake in Term 3 of each year. Generally, places are offered at least a term before the child would be due to start.

Children must be toilet-trained before they can commence at Chrysalis Montessori School.

If parents wish to accept the offer of a place, they must complete the enrolment forms sent to them and return them with the non-refundable enrolment fee.

After a place has been accepted, an orientation morning for the child is conducted in the term prior to the child's commencement. This is to assist the child's transition into the school by giving the child the opportunity to meet the teacher and students of the class and to have an awareness of the classroom routine. Prior to commencement, an introduction welcome folder is given to new parents, which includes the school handbook and other information relevant to the child's commencement.

Start dates at the school are usually staggered so that each new child has a teacher to assist them on their first day. The start date is communicated to parents in the letter of offer.

An introduction session will be organised by the class teacher for new parents prior or soon after commencement of the child starting, to help familiarise them with school procedures and policies, the Montessori equipment in the classroom, the staff and other members of the school community.

Parents who decline an offer of enrolment will automatically be taken off the waitlist, unless approved by the Bursar to stay on for a further year.

Children House transitions to Junior Primary requires a \$1000.00 deposit to secure a place in Junior Primary. This fee will be credited against your child's term fees in the year they transition. Deposits not received may not guarantee a place for your child in our primary classes.