



montessori school

Admissions, Enrolment and Attendance Policy

1.1 Introduction

Banksia Montessori School provides education for children aged between 3 and 6 years and is based on a Montessori Pedagogy in keeping with these principles, children are admitted as soon as possible after their third birthday, dependent upon the availability of places.

The school admits all children. Places are offered based on the following criteria:

- age
- application date
- overall readiness of the child
- siblings enrolled
- intention to remain at the school for the full program
- demonstrated commitment to or understanding of Montessori philosophy
- willingness to be involved in the school community

1.2 Enrolments

There is a guideline for the process of offering places to potential students at Banksia Montessori School. Modification of these guidelines may occur due to the circumstances of an individual family or child, or the school itself. Enrolments, together with the Principal and the School Council have full powers, in accordance with approved guidelines, to make decisions and perform tasks pertaining to applications for enrolments.

- After an initial inquiry to Enrolments, prospective families are directed to the school website for further information (www.banksia.wa.edu.au) or sent out further general.
- On receipt of a completed Application Form (available from the administration office or online, together with the non-refundable Application Fee of \$100), the family is placed on the wait list in date order for a place in the term, or the term after the child turns three (3) years of age. A completed Application Form does not guarantee a place at the school.
- Interviews will generally be conducted for positions available. Interviews are offered by application date order and it is preferred that both parents/guardians and the child attend.
- Initially the parents/guardians will meet with Enrolments who will give them further details of the school, explain the fee structure and outline the commitment required by parents/guardians enrolling their child in a Community run school. An interview will then be arranged to meet with the Principal. The Principal will explain Montessori philosophy, how the classroom is structured and what can be expected in terms of learning in the prepared learning environment.

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- Following the interview, a position may be offered in writing. An offer is accepted by returning the completed Enrolment Form and non-refundable Acceptance fee of \$400 to the school within a period of 7 days.
 - Following acceptance of a place, parents/guardians will be sent an Enrolment Form to complete and return to the school, along with a copy of the Parent Handbook and the Parent Code of Conduct. A copy of the child's immunisation records and birth certificate is also required prior to commencement.
 - Individual arrangements are made for orientation of the new student.
 - Start dates at the school may be staggered over a two-week period to allow for ease of transition. This information is relayed to parents prior to the child starting school.

1.3 Attendance

- Three-year olds attend 5 mornings per week from 8:45 am – 12 midday. The hours for Pre-kindy children may not exceed 25 hours and 50 minutes per week.
- Extended days are offered to older students. The student may attend an additional two half days, on a Tuesday and Thursday in the term following their 4th birthday, whereby the student attends 3 half days and 2 full days (8:45 am to 3pm).
- Pre-primary students attend 5 full days a week. The hours that the Pre-primary students attend are stipulated by the Department of Education every year and are calculated excluding 30 minutes for lunch.
- Term fees are determined by the School Council annually and can be obtained from www.banksia.wa.edu.au. Fees are lower per child for Option 2 families (moderate parent involvement) and are higher for Option 1 families (minimal parent involvement). These rates are flat for students attending both half days and full days. A discount is applicable for siblings enrolled concurrently.

1.4 Absence

- If a student is ill, the parent/guardian is required to contact the school prior to 9am to notify of the student's absence.
- If the student is to be absent for any other reason, parents are required to notify the school as soon as possible. Acceptable excuses for absence other than illness include:
 - medical and dental appointments;
 - danger of being affected by an infectious or contagious disease;
 - temporary or permanent infirmity;
 - events of cultural significance including births, deaths and related ceremonies;
 - other events approved by the Principal; and
 - other unavoidable and sufficient cause.
- An Absent Notification form is to be completed and returned to the office as soon as possible during or after the absence. The Absent Notification Form can be obtained readily from the Office, or from the School's website.

- Children who are not of compulsory school age but who are enrolled at Banksia Montessori School are subject to the same participation requirements as students of compulsory age. Attendance and participation requirements for a particular child of non-compulsory age may be modified to meet his or her specific needs.
- Most absences will be excused and require no further follow up. Where absences are of concern due to their nature or frequency, the school will involve the parents and the student as appropriate in developing strategies to improve attendance.
- The School Attendance Register is marked twice daily.
- Any unexplained absence is followed up by the following procedure (flowchart):

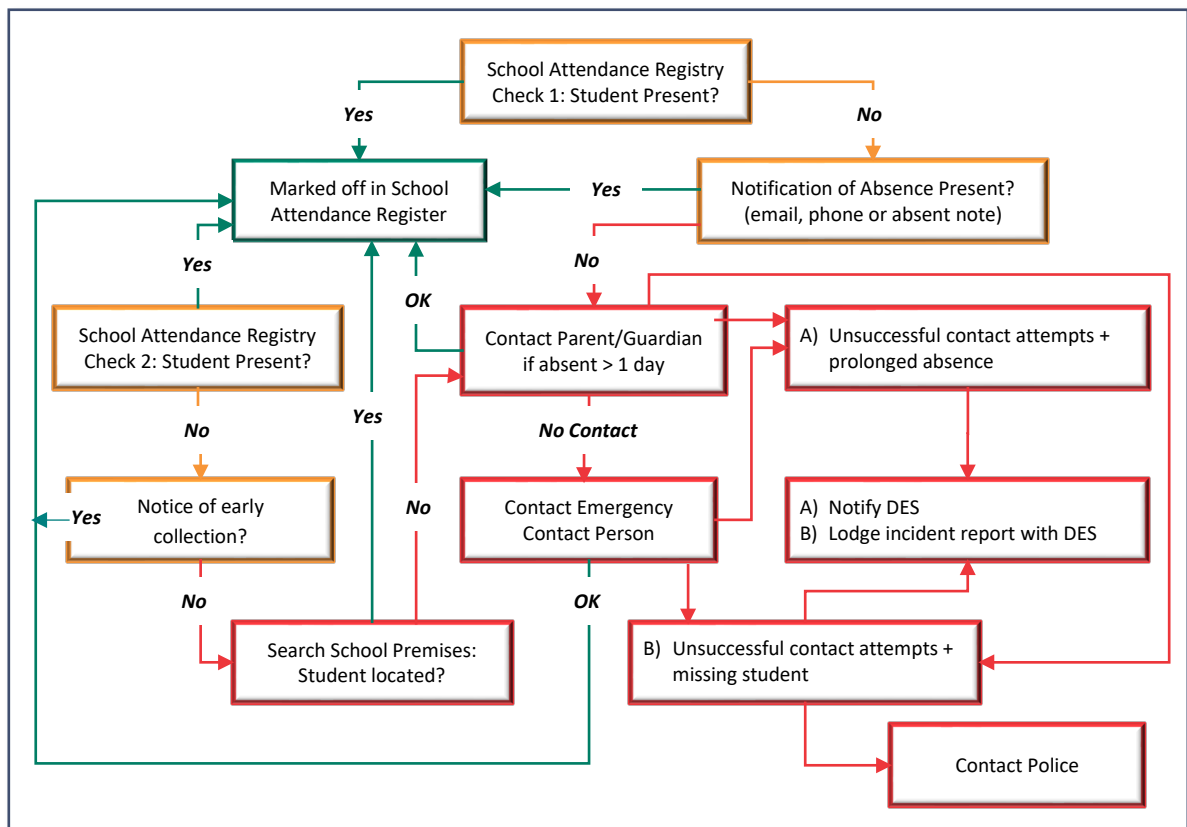


Figure 1: Absence of a child follow-up procedure

Flow Chart Description

- Staff check for any notification of absence – email, phone message or absent note
- If none found and student is absent for more than one day without prior notification then staff contact Parent/guardian by telephone
- If unable to reach first contact then Emergency Contact person telephoned
- If unable to contact or establish reason for absence that is prolonged then notify DES (Department of Education Services)
- If a student is marked present at the first daily attendance check and then absent at the second attendance check (with no notice of the child being collected) the following procedure will apply:

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- Staff undertake a thorough search of the school and surrounding property
 - If student not located then Staff contact Parent/guardian by telephone to inform of absence
 - If unable to reach first contact then Emergency Contact person telephoned
 - Police are contacted to advise of a missing student and all assistance provided to assist in locating the student

1.5 Enrolment Transfers

Children leaving the school during the year to enrol at another school will be recorded as having left the school on the Enrolment Register.

For compulsory school aged children:

If a Transfer Note has not been received from the receiving school within 14 days of the following school weeks then the student will be reported to DES to be entered on the Student Tracking System.

For graduating children:

Transfer notes received for children that graduate from Banksia Montessori School and commence Year 1 in another school are held in the student's file and recorded in the student 'Transfer notes received' list.

Revision Notice

This is a managed document. All copies of this document once revised are obsolete and shall be destroyed.

This document is:

- Version 2
- Dated November 2022

This document was compiled using Microsoft Word 2016.

Revision History:

Version Number	Date	Modification	Author
1.0	6 February 2018	Final copy made	Fleur van Butzelaar
1.0	February 2021	No changes made	Banksia School Council
2.0	November 2022	<i>Enrolment fee</i> changed to <i>Acceptance fee</i> and amount changed to \$400	Belinda Johnston

The Admissions, Enrolment and Attendance Policy for Banksia Montessori School will be reviewed every 3 years.

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Signed by Chairperson:	Council Approval Date:
	Council Review Date: