



Policy Name	Enrolment Policy & Priorities
Related Policies and Legislation	School Education Act 1999 Disability Standards for Education 2005 Disability Discrimination Act 1992 Privacy Act 1988 Privacy Principles 2014
Policy Category	Education Program
Relevant Audience	Treetops Administration Treetops Staff Board of Governance
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Person/s Responsible for Review	Treetops Administration Director of Enrichment Programs

Enrolment Policy and Priorities

Treetops Montessori School is a small school with composite classes. Class sizes are limited and variable and take into account the recommendations of the class teacher and specialist teachers who work in consultation with the class teacher. In order to create a successful learning environment at Treetops, it is essential that the school and family are compatible.

Treetops encourages families to begin their children’s education in the Sugar Gums Playgroup at 18 months old, continue through Children’s House and Primary and on to the Middle School and Upper Secondary. This Policy has been set as a guide to help make the choice of sending a child to Treetops Montessori School as conscious as possible for the prospective parent or legal guardian and the School.

All applications will be processed in order of receipt and consideration will be given to applicant’s support for the ethos of the school, siblings who already attend the school and other criteria as determined by the school. Once enrolled, students and their families are expected to support the school’s ethos and comply with school rules to maintain the educational environment.

If an enrolment is not accepted, Treetops reserves the right not to enter into discussion as to the reasons that the enrolment was not accepted or is terminated in line with the policies of the school.

In an effort to achieve a compatible result and to ensure equity for all applicants, Treetops has developed the following criteria for placing families on the waiting list:

- The readiness of the child and the compatibility of the child and family with the Montessori and International Baccalaureate (IB) system, as it is implemented at Treetops. This is assessed through an enrolment process including: the completed Application for Enrolment form and if available the supporting letter; school reports and other supporting documentation as requested by Treetops; a visit to the school; and interviews with the prospective family.
- Families who already have siblings already enrolled at Treetops who have no outstanding fees.
- Families committed to a Montessori education, whose child/ren have been educated at a Montessori school other than Treetops.
- Families committed to an IB education, whose child/ren have been educated at an IB school other than Treetops. Treetops encourages students to enrol into the IB Diploma Programme (IBDP) or IB Career-related Programme (IBCP) in term 4 of year 10 of the student, due to exam dates and other requirements.
- Families who have shown commitment to Treetop's education through Playgroup.
- Receipt date of application for enrolment in chronological order of taken from the date that the Application for Enrolment form was fully completed, signed and returned to the office along with requested supporting documentation and the Application Fee was received by Treetops.

Children with Additional Needs

- Related to Disability, Health, Mental Health & Other Areas Requiring Support

Treetops will gather information about a student's disability and need for adjustments before an enrolment is confirmed in order for the school to appropriately plan to include the student. Parents will have numerous reports which could be of assistance. Of these, the following current reports would be particularly helpful:

- Previous school reports and current school achievements.
- Psychologist's report documentation functional skills and IQ test results.
- Speech pathologist's reports documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom, if relevant.
- Occupational therapy reports documenting self-help skills and mobility, if relevant.
- Medical specialist reports, if relevant.
- Vision and hearing reports, if relevant.

Please note:

Enrolment and Consent Orders

- Disputes may arise about who should sign an enrolment form. Before a parent or legal guardian signs an enrolment form the school should enquire about the availability of any Family Court Orders and Parenting Plans in relation to the child.
- If the Court Order or Parenting Plan indicates which parent or legal guardian should make the decision about where the child goes to school, the enrolment form should be signed by that parent or parents or legal guardian.
- The school must not have the enrolment form signed solely by a parent or legal guardian who does not have the right to make the decision.
- Where there are no Court Orders or Parenting Plans the Family Court Act says that each of the parents of the child has parental responsibility. This means that either parent can independently of each other, make a decision about their child, including where the child should attend school.

Policy on Readiness to Enter Children’s House

In addition to the above criteria, children entering into Children’s House must also meet the readiness criteria as listed below. Children should be:

1. 3 years or older.
2. Toilet trained and able to take themselves to the toilet.
3. Able to enter the classroom unaided by the parent/legal guardian (except in cases of physical disability).
4. Able to separate from the parent/legal guardian.
5. Able to interact socially with other children in a group situation and individually.
6. Able to listen to instructions.
7. Able to follow and carry through an activity to completion to the best of their ability.
8. Seen as ready by parent/legal guardian and teacher.

If the enrolling student is younger than 3 years of age and applying for a place in the Children’s House in upcoming years, the process will be the same until the orientation. As children this age are too young to attend a full morning in Children’s House, a place may be offered at the time of Application. In these cases, the successful orientation and probation clauses will still apply when the child first begins at the school.

Probationary Trial Period

Children’s House enrolments for Pre-Kindergarten and Kindergarten age students are subject to review 6 weeks after the first official start date. If at or before this time it is decided that the child should be withdrawn, the family will be charged pro rata only for the 6-week period.

Policy on Readiness to Enter Year 11 and 12 International Baccalaureate Diploma Programme (IBDP)

In addition to the above criteria, students entering the Diploma Programme must also meet the readiness criteria as listed below. Students should normally:

1. Meet minimum literacy standards, as evidenced by NAPLAN, OLNA and/or school reports.
2. Meet minimum numeracy standards, as evidenced by NAPLAN, OLNA and/or school reports.
3. Have a demonstrated ability to conduct independent research.
4. Have a demonstrated ability to work to deadlines, as evidenced by a record of completing homework, submitting assignments on time etc.
5. Show a willingness to commit to a two-year time frame.

Policy on Readiness to Enter Year 11 and 12 International Baccalaureate Career-related Programme (IBCP)

In addition to the above Children’s House criteria, students entering the Career-Related Programme must also meet the readiness criteria as listed below. Students should normally:

1. Show commitment to meeting minimum literacy standards, as evidenced by NAPLAN, OLNA and/or school reports.
2. Show commitment to minimum numeracy standards, as evidenced by NAPLAN, OLNA and/or school reports.
3. Show a commitment to working to deadlines, as evidenced by a record of completing homework, submitting assignments on time etc.
4. Show a willingness to commit to a two-year time frame.
5. Show a willingness to work with external providers, such as VETiS, private RTOs etc.

Discussion and any variation in the above criteria for may occur as part of the Treetops course counselling process.

Treetops Montessori School does not discriminate in its enrolment policies or procedures on the basis of gender, race, religion or disability.