



Policy Name	Enrolment Policy & Priorities
<b>Related Policies and Legislation</b>	School Education Act 1999 Disability Standards for Education 2005 Disability Discrimination Act 1992 Privacy Act 1988 Privacy Principles 2014
<b>Policy Category</b>	Education Program
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	28 October 2013, 21 May 2015 17 March 2016, 16 June 2016 30 November 2017, 15 February 2018 04 December 2020 <b>10 June 2021</b>
<b>Date Set for Review</b>	<b>June 2024</b>
<b>Person/s Responsible for Review</b>	Treetops Administration Student Learning Coordinator

## Enrolment Policy & 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 are 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. To achieve a compatible result and to ensure equity for all applicants, Treetops has developed the following criteria for placing families on the enrolment 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:
  - a visit to the school; and interviews with the prospective student and family.
  - the completed Application for Enrolment form, and if available a supporting letter;
  - school reports and other supporting documentation as requested by Treetops;
- Families who already have siblings already enrolled at Treetops who have no fees outstanding.
- 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) 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 the Application for Enrolment form, in chronological order of the date that the fully completed form, supporting documentation, and Application Fees 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. Parents will have numerous reports which will be of assistance. Of these, the following current reports would be particularly helpful:

- Previous school reports and current school achievements.
- Psychologist's report documenting 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.

*Where information impacts upon the **safety and wellbeing** of the enrolling student, or the **safety and wellbeing of others**, this information will need to be provided **prior to the student commencing at Treetops.***

### **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 be advised 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:

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

### **Children's House Probationary Trial Period**

Children's House enrolments for Pre-Kindergarten and Kindergarten age students are subject to review six (6) weeks after the student's first official start date. If at, or before, this time it is decided that the student should be withdrawn as they are unable to meet the readiness criteria listed above, the family will be charged pro-rata fees only for the 6-week period.

If a probationary trial period is unsuccessful, continued enrolment may be deferred to the next term, or and agreed later date of commencement.

***Treetops Montessori School embraces diversity and inclusion and does not discriminate on the basis of differences such as gender, culture, disability etc. Children of all walks of life should have equal access to a rewarding education and to reach their full potential.***