



APPLICATION, ADMISSION, INTERVENTION AND LEAVING POLICY

Contents

Applications	2
Admission Process	3
Interview	4
Intervention Policy	4
Procedure if physical, social/emotional, educational or behavioural problems arise	4
Purpose of Reviews	5
Leaving Policy	5



Stepping Stones Montessori School is dedicated to the global Montessori philosophy and offers a stimulating learning environment that is child-centered, culturally diverse and relaxed; where young children are nurtured and encouraged to be environmentally conscious, independent thinkers.

We believe that our school provides a lifetime's investment in the children's life skills and our goal is to help families understand the Montessori philosophy and find the best match between student, family and school.

Applications

1. All applications are confidential. No person will be denied the right to apply at the school on the basis of gender, race, and religious belief, place of residence or national origin.
2. The school reserves the right to make all necessary enquiries to obtain information that may assist in reaching a decision regarding admission.
3. We accept applications at any time and put prospective students on a waiting list. Whilst it is important to place your child's name on the waiting list, we also recommend that you make an appointment to view the school and its facilities. The school's office may be contacted to establish the visiting days and hours.
4. The school aims to achieve a balance of age and gender in each class. The child entering the school must be able to participate in and benefit from the Montessori programme. Previous Montessori experience, readiness, and the age and gender of the child as they relate to class balance will be considered, amongst other criteria, as a basis for acceptance.
5. Parents are expected to pursue their knowledge of Montessori education as their child progresses through the school, by attending and supporting parent evenings and school functions.
6. Confirmation or refusal of placement into the school remains at the discretion of the school's principal, on behalf of the school's executive committee.
7. Applicant age: The school reserves the right to determine during the interview process whether the child is suitable for the relevant programme. It is important to understand that we work in three year cycles and children are expected to complete a three-year cycle at Stepping Stones.
8. Toddler programme: children who turn 2 years old by 31 March of the year of their enrolment.
9. Pre-school programme: fully toilet trained children who turn 3 years old by 31 March of the year of their admission, with a maximum age of 4. Children should be able to communicate their needs clearly.
10. Children older than 4 years of age, who are transferring from a Montessori school, may be considered. Relevant reports and feedback from the school will be required.

11. Primary school programme phase 1: children who turn 7 years old by 30 June of the year of their admission.
12. Primary school programme phase 2: children who turn 10 years old by 30 June of the year of their admission.
13. These are the minimum ages at which admission may be granted, but are subject to the developmental readiness of the child and the discretion of the school.
14. The school is not specifically equipped to care for children with special needs. Should an application of this nature be received, admission of the pupil will be at the discretion of the school and conditional upon the consent of the executive committee.
15. We give special consideration to siblings who have been timeously registered on the waiting list and children transferring from other Montessori programmes. These children still need to undergo the interview process and the school reserves the right to determine admission of these applicants despite their status.
16. The onus is on the applicant to notify the school of any changes to any information stated on the application form or interview form.
17. If the school discovers that an application contains a false statement, the executive committee may ask the principal to reverse the decision to accept a child. The placement fee, if already paid, will be refunded.
18. If the school discovers that the parent has not disclosed physical, mental, psychological or behavioural problems that the child may have which are beyond the scope of the school's capabilities, then the school may terminate the enrolment of the child. In event of this, the parent will forfeit the placement and tuition fees made to the school.
19. The school has the right to review every child's placement prior to the beginning of each year or if the need arises.
20. With the exception of any places becoming available mid-year, all applications are considered for a January start date.

Admission process

The admission process will start upon receipt of a completed application form and fee. The applicant's name is then placed on the school's waiting list. Once a place becomes available, the next suitable applicant for the relevant programme will be contacted and an interview will be arranged.

Interview

1. An interview is arranged between the child, child's parents/caregivers, educators and/or Principal.
2. Aims:
 - To meet the family;
 - To introduce the family to the school, the Montessori philosophy, the methodology and the educators. And previous school/s attended will be contacted for background information on the child;
 - To determine, at the school's discretion, whether a child is developmentally and emotionally suited for the relevant programme or should postpone enrolment to the following year.
3. The previous school/s attended will be contacted for background information and a written report.
4. The placement of a child in a particular class is at the discretion of the school and classes are structured to ensure a balance of age and gender.
5. The school may request that a child spends a few days in the school before their start date.
6. If everything is satisfactory, the child may be offered a place.
7. The school reserves the sole right to determine the placement and/or movement of children between classes.

Intervention policy

Procedure if physical, social/emotional, educational or behavioural problems arise

1. Class educators constantly observe and record the children's progress and development. Should any concerns be noted, the educator will call a parent meeting and advise of the concerns. Educators may not diagnose but will instead refer parents to a specialist via their doctor/paediatrician for an assessment. The school works in collaboration with occupational therapists, physiotherapists, child psychologists, play therapists, speech therapists and other specialists where necessary. The assessment is for the child's benefit and, as such, parents are expected to comply as far as possible.
2. Refusal of assessment could jeopardise the child's future at the school.

3. It is the school's recommendation that any assessments are conducted as early as possible as early intervention provides the best results.
4. If the child requires any form of intervention, communication between the relevant specialist, parents and school is essential and regular reviews will be set up.
5. Reviews are to be held every three weeks or as frequently as is deemed necessary by the educators, principal or relevant specialist.

Purpose of reviews

1. To enable parents, educators, therapists and the school's committee (where necessary) to meet and monitor the child's progress.
2. To provide a forum where everyone concerned can openly share their opinions.
3. To advise the parents as to whether the child may continue at the school. This will be handled with sensitivity and in the best interest of the child.
4. To suggest, where necessary, alternative ways to educate the child to their future benefit.

Leaving Policy

One terms written notice is required for withdrawal of a child from the school. A full terms fees will be payable if this is not upheld.