

Admissions Policy

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1 Introduction

The aim of this document is to provide details of the registration and acceptance process for Stepping Stones Montessori School.

2 Admissions Process

1. Parents need to complete the online registration form found on the Stepping Stones website.
2. Parents will receive an automated response from the Transparent Classroom system.
3. The non-refundable registration fee needs to be paid and proof of payment sent to admin@steppingstones.org.za.
4. The child's name will be placed on the waiting list.
5. Should a place become available, the family will be contacted by the school for an interview and the child will need to attend an assessment.
6. If the interview is successful, a placement fee is payable on acceptance of your child to the school. The school also requires a School Development Contribution Fee. Current fee structures can be found on the website.
7. Should the child be accepted into the school, parents will be required to sign a Service Agreement.

3 Admissions Criteria

1. Children may secure a spot for Toddlers for the year they turn 3, for Pre-School for the year they turn 4, 5 or 6 and for Primary from the year they turn 7.
2. Children will only be accepted into a class if they are assessed as being developmentally ready and prepared for the class. In a case where the child is not ready at the beginning of the year, but it is felt they may be ready later in the year, a place may be kept for them, at the sole discretion of the school.
3. Children who are attending the Toddler class are provided with a place in the the Pre-School class when they are developmentally ready.
4. Places are allocated taking into consideration the following items, not necessarily in this order:
 - a. If there is a sibling already attending the school.
 - b. The composition of the class with regards to:
 - i. Gender
 - ii. Age
 - iii. Diversity.
 - c. Commitment to the school by the family.
 - d. Date of application.
 - e. For entry into Pre-School and Elementary: If the child has come from a Montessori environment.
 - f. For entry into Elementary: How long the child has attended the school.
5. The school reserves the right to refuse or accept children for admission for its own reasons and at its sole discretion.

4 Admission into Elementary/Primary Program for existing students

1. Please note that admission into the Elementary/Primary program is not guaranteed for students who attend Stepping Stones Montessori Pre-School as there are a limited number of spaces available in this class each year.
2. Parents are required to notify the office of their interest in the Primary Program by the beginning of their second year in the Pre-School Class ie the year their child turns 5.
3. The school will confirm a place for the Primary Class for the year the child turns 7.
4. The school requires a School Development Contribution Fee. Current fee structures can be found on the website.
5. Children will be assessed in the year they turn 6 and will only be accepted into a class if they are assessed as being developmentally ready and prepared for the class. In a case where the child is not ready at the beginning of the year, but it is felt they may be ready later in the year, a place may be kept for them, at the sole discretion of the school.