

ENROLMENT

Perth Montessori is committed to an enrolment process that reflects our values and culture. This policy ensures that enrolments are managed fairly, in compliance with legislative requirements, and aligned with the School's values, strategic direction and resources.

APPROVAL

Document Code	PM-EF-POL-Enrolment	
File Path	Administration & Management/Documents/Policies/Enrolment and Family Engagement	
Document Category	Enrolment and Family Engagement	
Document Type	Policy	
Version	v3.0	
Owner	Board	
Effective Date	30 Sep 2025	
Next Revision Date	30 Nov 2027	
Registration Standard/s	☐ 1-Curriculum ☐ 2-Staff Ratios ☐ 3-Days/Hours Instruction ☐ 4-Staff ☐ 5-Premises/Facilities ☒ 6-Enrolment/Attendance	☐ 7-Critical Incidents ☐ 9-Complaints ☐ 10-Child Abuse ☐ 11-Finances ☐ 12-Behaviour Management ☒ 13-Age of Enrolment ☐ 14-Delivery of Curriculum

1. PURPOSE

- 1.1. Perth Montessori is committed to a transparent and consistent enrolment process that reflects our values and culture. This policy ensures that enrolments are managed fairly, in compliance with legislative requirements, and aligned with the School's strategic direction and resources.

2. POLICY STATEMENT

- 2.1. Perth Montessori's admission process aims to ensure that parents are informed about the nature and benefits of Montessori education, the close partnerships involved and the commitment required to enroll.
- 2.2. The School does not discriminate in its Enrolment Policy or Procedures on the basis of race, religion, gender or disability.
- 2.3. Perth Montessori provides a clear process through which prospective families are assessed for enrolment.
- 2.4. The Board and Principal maintain oversight of enrolment numbers, ensuring they align with annual budget planning and resourcing.
- 2.5. Enrolment decisions are based on set criteria that balance inclusivity with maintaining the integrity of the Montessori philosophy and learning environment.
- 2.6. Perth Montessori will provide information about the enrolment process and tuition fees on the School's website for prospective parents.
- 2.7. All prospective enrolments will take a tour prior to application.
- 2.8. Prior to any offer of enrolment, a class observation can be arranged.
- 2.9. Interviews will be conducted by the Principal. Children four years and over must attend the interview, supported by their parents or guardians.
- 2.10. An invitation to observe in a classroom, take a guided tour through the school, attend interviews or to arrange a trial period does not constitute an offer of enrolment.
- 2.11. Interviews attempt to establish:
- 2.11.1. Willingness to co-operate with the school,
 - 2.11.2. Compatibility between home and the school,
 - 2.11.3. Why a Montessori environment is desired,
 - 2.11.4. Parent understanding of the school's philosophy regarding discipline, reporting and compatibility requirements; and
 - 2.11.5. The family's readiness to commit to Montessori education.

- 2.12. The decision on whether to offer enrolment or a place on the waiting list may be made after the interview. Parents may be asked to gain further information about the nature of Montessori education and then attend a second interview. The offer is made formally by letter.
- 2.13. Enrolment places are offered according to the Perth Montessori Enrolment Criteria and in compliance with all legal requirements.
- 2.14. Montessori School Enrolment Criteria:
- 2.14.1. Developmental readiness,
 - 2.14.2. Sibling priority,
 - 2.14.3. Position on the waitlist,
 - 2.14.4. Age of the child when entered on the waitlist,
 - 2.14.5. Transfer from another Montessori School.
 - 2.14.6. Demonstrated commitment to Montessori education,
 - 2.14.7. Compatible home environment,
 - 2.14.8. Compatible school background,
- 2.15. When all factors are equal, the date of application determines priority. However, the Principal may take individual circumstances into account when making a determination.

Immunisation Criteria for Enrolment

Perth Montessori will collect immunisation status at the time of enrolment for all students.

- 2.16. Students enrolling in Pre-Kindergarten and Kindergarten:
- 2.16.1. The school will only enrol those students:
 - (a) Whose AIR Immunisation History Statement is dated no more than two months old and is “up-to date”, or
 - (b) Who are following an approved catch-up schedule as indicated on the child’s AIR Immunisation History Form that is dated no more than six months old, or
 - (c) The Principal is satisfied the child is exempt because of a particular family circumstance and the Principal has completed the Exemption Eligibility Form available at <http://ww2.health.gov.au/immunisationenrolment>.
- 2.17. The School will:
- 2.17.1. Report the immunisation status of enrolled children with an immunisation status of ‘not up to date when requested to do so by the Chief Health Officer,
 - 2.17.2. Report a child who has or is reasonably suspected to have contracted a vaccine – preventable notifiable infectious disease, to the Chief Health Officer when directed to do so,
 - 2.17.3. Not permit a child to attend or participate in the school’s educational programme for Pre-kindergarten and/ or Kindergarten age groups if the child

has not been immunised against a vaccine-preventable notifiable infectious disease, when directed to do so by the Chief Health Officer,

- 2.17.4. Close the whole or part of the School in order to limit or prevent the spread of a vaccine-preventable notifiable infectious disease, when directed to do so by the Chief Health Officer.

Residency Criteria for Enrolment

- 2.17.5. Perth Montessori will collect a birth certificate for all students at the time of enrolment to confirm date of birth and eligibility for government funding.
- 2.17.6. Additional residency documentation will be collected in the following cases:
- (a) For students born overseas proof of the student's Australian Citizenship or Visa is required. This additional documentation can be the student's Australian Citizenship Certificate, student's Australian Passport or Visa Grant Notice.
 - (b) For students born in Australia, younger than 10 years old and with both parents born overseas proof of the student's Australian Citizenship or Visa is required. This additional documentation can be the student's Australian Citizenship Certificate, student's Australian Passport, parent's Australian Citizenship Certificate (issued prior to the student's birth) or parent's Permanent Residence Visa Grant Notice (issued prior to the student's birth).
- 2.17.7. After enrolment, information relevant to child's start at school will be sent to parents.

Entry to the school is at the beginning of a term.

- 2.18. Pre-Kindergarten, Kindergarten and Pre-Primary classes adhere to the Montessori principle of staggered entry to assist each new child in the class to adjust to the new environment. This means that students begin in the second week of term.
- 2.19. A probationary period of 6-weeks will apply to all new students.
- 2.20. Requests by parents for deferred entry are generally not granted, but each case will be considered on its merits. The School may apply a holding fee or return the child to the waiting list. Requests for deferred entry must be made in writing to the Principal. The School may advise a deferred start, in which case a place will be held without the imposition of fees until the entry date is given by the Principal.
- 2.21. Attendance at Parent Education Sessions and the Parent Orientation during the preceding term are required to allow prospective parents to learn more about the school and meet existing staff.
- 2.22. Notice of student withdrawals must be received during the term prior to the child's last term at school and must be in writing. A term's notice of withdrawal is required for each child in the family.
- 2.23. Resignations formally communicated to the school with less than one full term in advance may result in a charge in lieu of notice equal to a full term's fees for this child/family.

3. RELATED DOCUMENTS & LEGISLATION

- 3.1. School Education Act 1999
- 3.2. Public Health Act (2016) WA
- 3.3. Public Health Amendment (Immunisation Requirement for Enrolment) Bill 2019
- 3.4. Disability Discrimination Act 1992
- 3.5. Fee Schedule and Policy
- 3.6. Privacy Policy
- 3.7. Attendance Policy
- 3.8. WA Health Department's Western Australian Immunisation Requirements – Guidelines for persons in charge of childcare services, community kindergartens and schools.
- 3.9. WA Health Department's Exemption Eligibility Form

4. REVISION HISTORY

#	Date	Owner	Change
V2.0	12/08/2022	Andrew Marsh	Reformatted
V3.0	30/9/2025	Sally Alderton	Revised purpose, Adjusted process for observation and probation.