Overview
The Blue Gum Montessori School Mission is to deliver excellence in Montessori schooling for 3 -12yr olds thereby enriching the lives of the students, the staff and the community.

The School utilises the Montessori Method of Education to encourage the development of confident, independent, community minded children and to inspire a lifelong love of learning.

The School Philosophy is to acknowledge each child and to support the natural phases of their development.

The School is an independent school which values community life and actively fosters the partnership between children, parents/carers and professional staff.

For this to happen, it is essential that families are committed to the Montessori Method of Education and that each child is at the school for at least one complete three year curriculum cycle.

The Montessori Curriculum runs in three curriculum cycles – 3-6yrs, 6-9yrs and 9-12yrs.

Purpose
The Purpose of the policy is to clarify the rational, criteria and process of enrolment.

Enrolment Criteria
Criteria taken into account for enrolment at Blue Gum Montessori School reflect the School’s determination that families involved in the school have a commitment to the Montessori Method of Education.

The Principal will take the following criteria into account when deciding from whom applications to enrol will be accepted. The criteria are not in any order of priority, but include:

- The availability of places.
- The age of the child in the Transitioning Class is 3 – 4 years old.
- The completion by the child of a trial period at the School.
- The age of the child: In Junior Primary (first cycle), children are admitted as close to their third birthdays as possible and, if the child is 4 or older, only in exceptional circumstances.
- The age of the child: In Primary (second cycle), children around six years old are admitted at the start of a term. Older children may be admitted if in the Principal’s opinion the education of other children currently enrolled will not be unduly disrupted.
- Agreement by the parents/carers that the child will attend the School for at least three years.
- Siblings being enrolled at the School.
- Previous Montessori education or attendance at Blue Gum Montessori playgroup.
- Gender and age balance within the cycle and within the classroom.
- Children of staff members.
- Fee payment history.
- Space in rooms.
- The needs of the children currently enrolled.
- Availability of staff.
- Any adjustments to the environment and programme that may be necessary if a prospective pupil is enrolled at the School; the effect that the adjustments may have on the prospective pupil; pupils already enrolled at the School; the staff and the School; the costs and benefits of making the adjustments; and the effect that the adjustments may have on the requirements and components that are inherent in or are essential to the nature of the School as a Montessori School.
- A child must be toilet trained before entry into Blue Gum Montessori School.

Definitions
Application – the act of applying to the School for consideration for a place for a student. The cost of the process is covered by the Application Fee.
Observation – the act of observing a class in session for the minimum of thirty (30) minutes.
Parent information: open morning/ evening – functions organised by the School to provide an opportunity for interested parents to find out information about the School and the services it offers.
Interview – meeting of school personnel and parents to exchange information.
Enrolment – the act of formally signing up for the School services.
Offer – expression of readiness by the School to provide an educational service to the Applicant.
Acceptance – the act of agreeing to take up a place at the School on behalf of the student.
Admission – the activities surrounding the formal placement of a student in the care of the School.
Orientation – activities purposefully designed to help parents and students find their bearings in the School environment.
Information – facts about the School’s service.

Scope
The enrolment policy is applied to all students for whom an application for enrolment is made to Blue Gum Montessori School.

Policy Statement
The aim of this policy is to ensure that the integrity of the Montessori Philosophy is of paramount consideration when enrolling new students. Enrolment criteria will be taken into account for each individual application for enrolment.

Enrolment is at the discretion of the Principal, after discussion with the parents/guardians, teaching staff and administration staff.