



The Meadows Montessori School

Admissions Policy

Applies to:

The whole school including Early Years Foundation Stage (EYFS), out of school care, the after-school clubs and all other activities provided by the school, inclusive of those outside of the normal school hours.

All staff (teaching and support staff), any pupils, the Proprietor and volunteers working in the school.

Availability

This policy is made available to parents, staff, and pupils by request from the Head of School or school office.

Monitoring and Review

This policy will be subject to continuous monitoring, refinement, and audit by the Head of School.

The Proprietor (who is also the Head of School) undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Approved Date – January 2024	Sam Sims
Review Date – January 2025	Head of School

Aims

This policy aims to:

- Explain how to apply for a place at The Meadows Montessori school.
- Set out the school's arrangements for allocating places to the pupils who apply.

Admissions Process

At the Meadows Montessori School we are registered to care for and educate children from the age of three to sixteen years. As an Independent School, The Meadows Montessori School determines its own admissions arrangements.

At the beginning of the admissions process, we will communicate with parents or carers via email or telephone to give a brief overview of The Meadows and gain an understanding of the parents' interest in our school. It is important to us that families considering The Meadows are doing so primarily because they are drawn to our Montessori ethos.

Following this conversation, if both parents/carers and school feel it would be appropriate to continue, we will meet with the parents and child at the earliest opportunity to speak about The Meadows in more detail, provide a tour, and find out more about the child, their interests and learning. While we do not have a formal interview as part of our admissions process, we do treat this meeting as an important step in understanding whether our school would be the best place for each child.

Our next step would be for your child to have a trial, which would be a minimum of three days long, in which our teachers can observe your child in our school environment, see how they interact with others, manage their time, and engage with the curriculum. We would use the information we gain from these trial days to make a decision over whether they would thrive in our environment. We may also ask for references from your child's current school.

Within one week of the end of a trial, we will confirm your child's place in our school. This gives us an opportunity to meet with staff and discuss observations before making an informed decision.

We think very carefully about each admissions application and any decision to not offer a place is always done in the best interests of the child. However, if you are dissatisfied with the school's decision, you can respond by following our complaints procedure.

There is no automatic transfer from Primary school to High school. Primary school leaders will liaise with High school leaders during a child's time in Fireflies (years five and six) about whether a child would be able to learn successfully in our High school setting, and then communicate this with parents if there is any concern. If there is no concern, parents of Primary school pupils need to reserve a High school place for their child by December of their year six. We do our best to keep a space for every child in year six, but we cannot guarantee this after December. We will consider an admission to any year group that has vacancies.

Selection Criteria

We do not have an entry examination for The Meadows and do not require our pupils to have a certain academic ability to join us. However, if a child were to join us partway through their

school career, we would consider the child's independence, motivation to learn, and desire to be a part of our school community as key criteria for selection.

High school places are prioritised for Primary school students. Our Primary school gives an excellent grounding for success in High school, and we encourage parents who are considering our High school to seek a place at our Primary school first.

We also, where possible, prioritise places for those who have siblings in our school.

Parents of pupils in year six need to register their interest in a High school place by December of year six and confirm their intention to send their child to the High school by the following February.

Special Educational Needs

If an offer of a place is made and a child takes their place, the school will make provision for appropriate support. In the case of pupils holding an EHCP (Education Health Care Plan) who take up a place, The Meadows Montessori School will meet the provision of the EHCP.

Registration Fee

There is a non-refundable registration fee of £175 which is taken at the point of application and when the trial days are confirmed. This is used to cover the administrative and trial day costs. This fee does not secure an offer of a place, and a decision will be made as per our Admissions process above.

Funded Entitlement

Please note - children using the 15 funded hours (Nursery and Reception) are not included in the above admissions procedure. In this case, we offer a look around the school and a meeting with the Head of School or Head Teacher and ask for a registration form to be completed, a decision on whether to offer a place will then be decided and the parents advised by letter.

15 hours of funded entitlement can be taken until the term after your child's fifth birthday. We are committed to providing 15 hours per week of Early Years Funding for 38 weeks of the year. The appropriate forms will be given to you on registration.

If your child is accessing the 15 funded hours per week at The Meadows, then no registration or reservation fee will be charged. Please note that children accessing those 15 funded hours are not required to wear uniform.