

Statement

Children are welcomed into our Children's House Class from the age of 2 years, typically starting anytime from the term after their second birthday. Children remain in our Children's House Class until the end of the academic year after their 4th birthday, at which time they transition to our Grantham Farm Primary Class for children 4–7 years of age (Year R–Year 2), or to a mainstream or independent school.

Admissions Procedure

Parents should make an appointment to visit us during a typical morning, so that they may see the classroom in operation and to gain an insight into the daily routine at a Montessori Children's House. Once a visit has been made, a **registration form** should be completed.

- Children are added to the waiting list on a first come first served basis, only after a parent and child visit, completion of a registration form and receipt of the registration fee into the school bank account. We follow our Equal Opportunities Policy and do not discriminate or select children in any way. We endeavor to be clear about the waiting list when accepting a registration form and will always accommodate new children as flexibly and readily as is possible and within our ability.
- When a space becomes available, places will be offered in the following order of priority:
 - a. age readiness
 - b. date of registration on the waiting list
 - c. siblings of children already attending Grantham Farm Montessori School
- Prior to a child starting at the school, parents will be contacted to schedule two introductory mornings for their child. Introductory mornings can only be offered to a child who is at least 2 years old. All children must attend two introductory mornings before a place can be confirmed. We retain the right to defer a child's start date.
- If a place is not yet available, the child's name will remain on the waiting list and the introductory mornings will be scheduled once a place does become available.
- In some circumstances a place may be deferred to a later term, either at the request of the parent/s or if a place is not immediately available for the required term.
- Following two satisfactory introductory mornings, you will be contacted about attendance days for your child.
- In order to deliver the Montessori curriculum, the minimum attendance for 2-year-old children is 2 mornings per week rising to 3 mornings in the term before a child's third birthday; for 3-year-old children – 16 hours per week; for 4-year-old children – 21 hours per week. The school reserves the right to discuss this on a case by case basis.
- Attendance days will be confirmed prior to your child's start date. Whilst we endeavor to accommodate all preferences, we cannot guarantee any particular days of attendance.
- We accept children who share their care/education with another early years setting or childminder and understand that in some circumstances this meets the needs of the family; however, we do not believe that shared care is always in the best interest of the child and reserve the right to discuss this on a case by case basis.
- Fees are payable termly in advance of the start of each new term, or on a monthly basis where agreed with the head teacher in advance; a surcharge of 2% will be made for monthly payments. Termly payments must be received into the school bank account before the first day of each new term. A surcharge of £10 per week or part thereof will be made for late payments. Fees for 2-, 3- and 4-year-olds can be paid by BACS, using childcare vouchers, or the government's tax-free childcare scheme. Fees for 5-, 6- and 7-year-olds must be paid by BACS. Vouchers may be used to pay after school clubs.
- When a child is due to leave the school, a full term's notice is required in writing or a full term's fees are payable in lieu of notice (a term's notice is defined as a full and continuous term and not the number of weeks equivalent to a term).

Where children are or will be in receipt of Two Year Old Funding or Early Years Education Funding for 3 & 4 year olds, this policy should be read in conjunction with our Admissions Policy for Early Years Education Funding.