
Grantham Farm Montessori School

ADMISSIONS POLICY AND PROCEDURE

Children are admitted to the Children's House and Grantham Farm on a first-come first-served basis. We follow our Equal Opportunities Policy and do not discriminate or select children in any way.

We actively encourage parents to visit us during a typical morning, to see the classroom in operation and to gain an insight into the daily routine at a Montessori school. We politely request that parents phone or email in advance to make an appointment to visit the school; this will ensure that one of the teaching team is available to show parents and children around the school and will minimise disruptions to the daily activities of the children in attendance on that day.

To gain a place at the Children's House, Grantham Farm Montessori School the following procedure should be followed:

1. Once a visit has been made, a registration form should be completed and returned to Ms. E. Wetherley at Grantham Farm Montessori School, Baughurst, Tadley, Hampshire RG26 5JS.
2. If a place is available for the requested term, the parents will be sent a letter or email confirming this. If a place is not yet available, the child's name will be added to the waiting list for the requested term. When a place becomes available the child's parents will be informed by email. (A place on the waiting list does not always guarantee that a place will eventually become available, but we endeavour 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 to do so.)
3. 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.
4. We accept children who share their care/education with another early years setting and understand that in some circumstances this meets the needs of the family; however, we must stress that we do not believe that shared care is suitable for every child and such situations may be discussed with the child's parents and will be considered on a case by case basis.
5. In order to deliver the Montessori and Early Years Foundation Stage curriculum, the recommended minimum attendance is: 2-year-old children - 2 mornings per week, rising to 3 mornings in the second term of attendance; 3-year-old children - 4 mornings per week or the equivalent (16 hours), plus any afternoons, starting the term following the child's third birthday; 4-year-old children – 4 mornings and 2 afternoons or the equivalent (21 hours). Children of 5-years-old and above must attend full-time (8.30/9.00am-3.00pm).
6. All places are subject to the child attending two introductory mornings during the term prior to the term the child is due to start.
7. Fees are payable termly in advance upon receipt of invoice and full payment must be received by the Friday preceding the start of each new term, or the Friday before your child is due to start at our school. A surcharge of £10 per day will be made for late payments. Fees can be paid on a monthly basis, where agreed with the head teacher in advance. A surcharge of 2% is payable.
8. Fees can be paid using childcare vouchers or tax-free childcare.
9. When a child is due to leave the Children's House a full term's notice is required in writing before the first day of term or a full term's fees are payable in lieu of notice. There are three terms each year as advertised on the website. (School holidays do not constitute any part of a term's notice; a term's notice is defined as a full and continuous term within term-time only).