

ADMISSIONS POLICY AND PROCEDURE

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Children's House Class is for children between 2–4 years of age. Between 2–2 ½ is a good age for a child to start. Grantham Farm Class – 4–7 years (Year R–Year 2).

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

We actively encourage parents to make an appointment 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 Children's House. *During the Covid-19 pandemic visits to the school will take place after 4.15pm when the children and teaching team have gone home.* Children are added to the Grantham Farm Montessori School & The Children's House waiting list on a first come first served basis. We follow our Equal Opportunities Policy and do not discriminate or select children in any way.

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

1. Once a visit has been made, if you think the school is for you and your child you should complete a registration form, a link to which you will find on the school website. Please note that a place on the waiting list does not guarantee that a place will become available. 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 to do so.
2. Places will be offered in the following order of priority:
  - a. age readiness
  - b. siblings of children already attending Grantham Farm Montessori School
  - c. date of registration on the waiting list
3. Prior to a child starting at the school, parents will be sent an email to arrange two introductory mornings. If a place is not yet available, the child's name will remain on the waiting list. When a place becomes available the child's parents will be informed by email for arrangements to be made for the child to attend for two introductory mornings.
4. 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.
5. We accept children who share their care/education with another early years setting or childminder, *subject to current Covid19 guidance*, 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 always in the best interest of the child and reserve the right to discuss this on a case by case basis.
6. In order to deliver the Montessori and Early Years Foundation Stage curriculum, the recommended minimum attendance is as follows: 2-year-old children – 2 mornings per week rising to 3 mornings in the term before a child's third birthday; 3-year-old children – 4 mornings per week or the equivalent (16 hours), including afternoons starting the term following the child's third Birthday; 4-year-olds – 4 mornings and 2 afternoons or the equivalent (21 hours).
7. All places are subject to the child attending two introductory mornings prior to the date the child is due to start.
8. Fees are payable termly in advance & upon receipt of invoice, 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 by the Friday preceding the start of each new term. A surcharge of £10 per week or part thereof will be made for all late payments. Fees can also be paid using childcare vouchers or tax-free childcare.
9. When a child is due to leave Grantham Farm Montessori School & 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 (a term's notice is defined as a full and continuous term and not the number of weeks equivalent to a term).