

ADMISSIONS POLICY

ADMISSIONS PROCEDURE

- Little Gems Montessori accepts children between 2yrs and 5yrs.
- Any parent considering sending their child to us is sent a prospectus which includes the fee schedule and registration form.
- An appointment is arranged for them to visit the school, where they can observe the school in action as well as discuss our aims and the needs of their child with the Principal/Head.
- The parent is asked to complete a registration form and to send this to the office with a non-refundable registration fee of £50.00.
- The office address is:
 - 14 Downsview Close
 - Downside
 - Cobham
 - KT11 3NS

- Upon receipt of the registration form, the child's name is placed on our waiting list.
- Places are offered in the following order:
 - Siblings;
 - Children on waiting list in order of receipt of registration

form.

When a place has been offered this can be secured by payment of a deposit of £150 (This deposit is held until we are given a full terms notice and will then be repaid in full)

We require that children aged 2years attend at least 2 sessions to help settle them into the nursery environment, once they are 2years and 6 months they can attend at least 3 morning sessions. The September after their 3rd birthday they automatically move up to the Pre-school where we require them to attend at least 4 morning sessions, and when they are in their final year with us and are over 3years we require them to do at least 4 morning and 1 afternoon session. This will enable each child to access our



full range of Montessori equipment and to reach their full potential before moving on to school.

It is the schools intention to make the school genuinely assessable to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the school is widely known in all local communities. We will place notices advertising the school in places where all sections of the community can see them.
- Be flexible about attendance patterns so as to accommodate the need of individual children and families, and for children with disabilities.
- Keep a place vacant, if this is financially viable, in order to accommodate children whose age restricts them from starting at the beginning of terms.



Describe the school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers,

