

# ENROLMENT PROCESS



## **Step 1 School Tour and Observation**

Prior to enrolment, parents are invited to take a tour of the school which are conducted regularly throughout the term. Following this, parents are required to make an appointment for an observation in a relevant classroom. Observations are for 15-20 minutes and must be completed prior to submitting an Application for Enrolment.

## **Step 2 Application for Enrolment**

The next step is to complete an Application for Enrolment form which puts families on our database and waiting list. An Application for Enrolment fee of \$150, which is nonrefundable, as well as a copy of the child's Birth Certificate is required at this stage. Should the child be born overseas or the parents do not have permanent residency, Visa status documentation of the parent and child must accompany the application. Applications for Enrolment will not be processed unless the Application for Enrolment fee has been paid. Once this is received families will receive a Letter of Acknowledgement which confirms that the child has been placed on the waiting list. Attached to the Letter of Acknowledgement is a Physical Health and Development Questionnaire which parents are required to complete and return together with all relevant assessments, diagnostic reports and school reports before an interview can be arranged. Applications for Enrolment are accepted based on the Schools Criteria of Access.

## **Step 3 Interview with the Principal and /or Cycle Leader**

According to the child's position on the waiting list, the school may contact families and invite them to meet with the Principal or relevant Cycle Leader. This is an opportunity for parents/carers to ask questions about the school, the Montessori program, the development and readiness for starting school and also the particular needs of their child. It is also an opportunity for the school to understand more about the family's expectations for their child's education and why they wish to choose Plenty Valley International Montessori School.

## **Step 4 Offer of a Place**

When a position becomes available, a letter of offer will be sent to the family. Attached to this letter will be a Confirmation of Enrolment slip and an Enrolment Form. Parents/carers must complete both documents and return them to PVIMS. Parents/carers who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Registrar in writing as soon as possible. Payment of a Family Bond (\$500 for Early Learning and Transition) and (\$1000 Cycles 1, 2 and 3) must be paid within 14 days of written offer in order to hold a place. Failure to do so means the offer of a place will lapse and a new Application of Enrolment and fee will be required.

Please note that the letter of offer implies that a place has been provisionally reserved for the child subject to a four week trial after commencement. This may be extended at the discretion of the Principal.

#### **Step 5 Acceptance of a Place**

To accept this offer, a parent/carer must return all the following documents including:

1. A completed enrolment Form
2. Completed and signed Confirmation of Enrolment Slip
3. Current Immunisation records for the child
4. Payment of Family Bond within 14 days
5. Residency Visa if applicable
6. Passport sized photograph

#### **Step 6 Orientation and Meet and Greet**

Prior to commencement at PVIMS, a meeting with the child's proposed classroom teacher will be organized. This is when families will be informed about the orientation and transition process according to their child's classroom.