

WALTHAMSTOW MONTESSORI SCHOOL

PROCEDURES FOR SCHOOL ENTRY

1. When an enquiry is received from a prospective parent/carer looking to enrol their child at WMS a 'Registration Form' is posted/mailed to them. Once completed and returned to WMS the Registration Form and £75 registration fee, with the child's details, is placed on our waiting list and a visit arranged for the prospective parents to view the school. Sometimes children's names are placed on the waiting list 2 years in advance and therefore this is the **only** information we require at this stage.
2. When a place becomes available for the child, based on the information on the registration form, we advise the parents/carers and a formal 'Offer Letter' is sent out. Parent/carer is requested to sign and return this offer letter with the deposit to secure the place.
3. **New Starters Pack Information (FORMS A-M):**

As soon as the parent/carer has signed and returned the offer letter contact is made and a settling timetable is agreed so the child can meet the teacher and new class friends. This is done at the end of term before the child officially starts at WMS.

The 'new starters' paperwork (FORMS A-M PLUS OUR TERMS&CONDITIONS) are sent to the parent/carer prior to their child's settling in session. We ask that Forms A-M plus our Terms&Conditions are completed and returned on the day they visit WMS for their child's settling session. This will ensure we have all the important information required to be held to file. The Office Administrator will meet with the parent/carer during the settling session and go through the paperwork to ensure everything is in order. Once complete a file is created for the child.

For full see 'Admissions' section on website.

(A signed policy is available upon request)

This policy was adopted on dated: **01.03.2016**

Signed (Principal): _____

Signed (Senior member of school staff): _____

Signed (Parent Representative): _____

Date of signage: 1/5/17

Date to be Reviewed: **01.05.2018**