WALTHAMSTOW MONTESSORI SCHOOL

Admissions Policy

1. Parents are informed about the ethos, aims and organisation of the school through the website www.walthamstowmontessori.com.

2. When an enquiry is received from a prospective parent/carer looking to enrol their child at WMS a link to the online 'Registration Form' is emailed to them. Once completed and returned to WMS, the Registration Form, with the child's details, is placed on our waiting list and a visit arranged for the prospective parents to view the school. A deposit of £75 is payable at this stage. 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.

3. 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 via the WMS online portal, along with the terms and conditions and an Identity and Information form for Early Years Funding. The parent/carer is requested pay a deposit of £500, and sign to accept the offer and agree to the terms and conditions, and complete the Identity and Early Years Funding Information form.

4. Children with older siblings already at WMS are given priority admission.

5. New Starters' Information:

Once the parent/carer has signed to accept the offer, completed the Identity and Early Years Funding Information form, and paid the deposit, a confirmation of place email is sent. Closer to the child's start date contact is made and a settling timetable is agreed so the child can meet the teacher and new class friends. This is done before the child officially starts at WMS.

A link to the online New Starters form is sent to the parent/carer prior to their child's settling in session. We ask that the form is completed and returned before 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 School Office Manager 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, and important information is shared with the WMS teaching team.

This policy was adopted on dated: 01.05.2012

Date Last Reviewed: 30th September 2026

Date to be Reviewed: 30th September 2027