

POLICY	PROCEDURE
Policy Name	Enrolment Policy
NESA Manual Section	Enrolment and Attendance (B7) Schools must keep records of enrolment and attendance (B7.1)
Related Procedures & Registers	Enrolment Procedure (B7.1) Enrolment Agreement (B7.1) Attendance Procedure (B7.1) Application Process Procedure (B7.1) Notice of Intention to Leave Procedure (B7.1) School Fees - Setting & Collection Procedure (B2.3) Scholarships, Bursary and Fee Assistance Procedure (B2.3)
Related Policies	Attendance Policy (B7.1) Application Process Policy (B7.1) Notice of Intention to Leave Policy (B7.1) School Fees - Setting & Collection Policy (B2.3) Scholarships, Bursary and Fee Assistance Policy (B2.3)
Related Legislation	Education Act 1990 Disability Standards for Education Act 2005 Disability Discrimination Act 1992 Privacy Act 1988
Date of Issue / Last Revision	12 June 2018 18 June 2019 13 June 2020 21 April 2022 30 September 2024 16 November 2025
Date Set for Review	<i>November 2028</i>

Enrolment Policy

Policy Statement

Central Coast Montessori Primary School (CCMPS) is a small, non-denominational, co-educational primary school offering a Montessori program for children from Kindergarten to Year 6. The School welcomes applications from families who value Montessori pedagogy and demonstrate a commitment to the School's philosophy, values, and community.

CCMPS manages enrolment applications in a fair, transparent, and consistent manner that complies with all NESA registration requirements. Applications are considered in the order received, while also recognising priority categories such as children transitioning from the Central Coast Montessori Stage 1 environment, siblings of current students, and applicants transferring from other Montessori schools. Enrolment decisions take into account the School's capacity to meet each child's needs, the family's commitment to the full six-year Montessori primary cycle, and the need to maintain balanced Montessori classroom environments in relation to age and gender.

Once enrolled, continuing enrolment is dependent on parents/carers and students meeting all School expectations, including adherence to policies and procedures, attendance requirements, fee payment obligations, respectful engagement within the School community, and ongoing support for the Montessori approach. CCMPS maintains an enrolment register that records all mandatory information in accordance with NESAs regulations.

Purpose

The purpose of this policy is to clearly outline how CCMPS manages the enrolment of students in a manner that is consistent, transparent, and aligned with NESAs registration requirements. This policy ensures that families understand the criteria for enrolment, the processes involved in applying for a place, and the prerequisites for maintaining enrolment once accepted. It also reinforces the School's commitment to ensuring that all enrolment decisions reflect the Montessori philosophy, the needs of the child, and the School's capacity to provide a safe and supportive learning environment.

Scope

This policy applies to all children and families seeking enrolment at CCMPS, all currently enrolled students and their families, and all staff involved in any part of the enrolment process. It governs all activities relating to the management of applications, the assessment of student and family suitability for the Montessori program, the offering of places, and the conditions that apply to ongoing enrolment at the School.

Definitions

- Montessori Stage 2 (6–9 years) — Equivalent to Years 1–3 in a multi-age Montessori classroom.
- Montessori Stage 3 (9–12 years) — Equivalent to Years 4–6 in a multi-age Montessori classroom.
- Continuing enrolment — The ongoing status of a student's place at the School, dependent on compliance with School policies and expectations.

Further definitions relating to enrolment may be included in accompanying procedures.

Enrolment at CCMPS

Enrolment into CCMPS requires families to complete the School's structured application process. While applications are generally processed in order of receipt, the School may prioritise applicants in key categories, such as Stage 1 transitions, siblings, or transfers from other Montessori schools. The School also considers whether:

- the Montessori philosophy aligns with the family's values
- the School is able to appropriately support the child's learning and wellbeing needs
- classroom balance can be maintained

The enrolment process differs slightly between children transitioning from CCM Stage 1 and families applying from non-Montessori or external Montessori settings. All applicants complete required steps, but the order and depth of information sessions may vary.

Applicants transitioning from CCM Stage 1 generally complete:

- attendance at a Welcome to Primary event
- completion of the Application for Enrolment Form

- participation in transition visits

Applicants from non-Montessori or external Montessori schools generally complete:

- attendance at a Discovery Session, Intentional Guide Seminar, and Guided Observation
- completion of the Application for Enrolment Form with supporting documentation (school reports, teacher references, specialist/medical reports where relevant)
- an enrolment interview with the Principal and/or Guides
- participation in trial visit day(s)

The enrolment committee reviews each completed application and determines whether a place can be offered. A formal offer of place and an invoice for the non-refundable enrolment placement fee can only be issued once all requirements of the application process have been met and a place is available. If a position cannot be offered, the School may notify families in writing at any stage of the process.

CCMPS considers applications from children with additional needs in accordance with the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*. The School also accepts applications from international fee-paying students and will verify visa status and any funding implications.

Families may appeal an enrolment decision by writing to the Principal, who will review whether the criteria were applied fairly.

Continuing enrolment requirements

Continuing enrolment at CCMPS is dependent on:

- adherence to all School policies and procedures
- regular and punctual attendance on all days that instruction is provided
- respectful engagement with the School community and staff
- support for the Montessori pedagogy, including participation in information sessions
- keeping tuition fees and charges up to date
- meeting behavioural expectations consistent with the School's values

Enrolment register

CCMPS maintains an *Enrolment Register* that records all mandatory information in accordance with NESA registration requirements. Further details are provided in the *Enrolment Procedure*.

Roles and Responsibilities

Principal

- Oversees the enrolment process and ensures compliance with NESA requirements
- Participates in interviews and supports decision-making by the enrolment committee
- Manages appeals and ensures consistent application of enrolment criteria

Head Guide and Classroom Guides

- Participate in interviews, observations, and trial visits
- Assess whether the Montessori classroom can meet the applicant's needs
- Provide input to the enrolment committee

Enrolment Committee

- Reviews completed applications and determines whether a place can be offered
- Ensures enrolment decisions are consistent, fair, and aligned with this policy

Business Manager / Administration Staff

- Coordinate enrolment documentation and communications with families
- Issue offer letters and placement fee invoices
- Maintain and securely store the Enrolment Register

Parents and Carers

- Participate fully in the enrolment process and provide accurate documentation
- Support their child's engagement in the Montessori program
- Comply with School policies, attendance requirements, and fee payment obligations

Monitoring, Evaluating and Review

This policy will be reviewed three (3) years, or earlier if required due to changes in legislation, NESA guidelines, or identified gaps in practice.

Continuous improvement will be guided by updates from NESA, AISNSW, relevant legislation, and best practice guidance. Regular reviews will ensure ongoing compliance and alignment with regulatory requirements.

Related Documents and References

[NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual](#)

[NESA Resources for Schools](#)

[Child Protection \(Working with Children\) Act 2012 \(NSW\)](#)

[Department of Education Enrolment of Students Guidelines \(NSW\)](#)