

POLICY	PROCEDURE
Procedure Name	Enrolment Procedure
NESA Manual Section	Enrolment and Attendance (B7) Schools must keep records of enrolment and attendance (B7.1)
Related Procedures & Registers	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	Enrolment Policy (B7.1) 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	13 July 2018 30 March 2020 8 November 2020 15 July 2022 16 November 2025 24 June 2026
Date Set for Review	<i>June 2029</i>

Enrolment Procedure

At Central Coast Montessori Primary School (CCMPS), we are committed to providing a fair, transparent, and consistent enrolment process that supports the School's Montessori philosophy and complies with all NESA registration requirements. This Enrolment Procedure outlines the steps for families to apply for a place at CCMPS, the processes used by staff to assess applications, and the requirements for continuing enrolment. It also details the maintenance and management of the Enrolment Register to ensure that all mandatory information is recorded accurately and retained in accordance with regulatory obligations.

This procedure ensures that all enrolment applications are reviewed thoroughly and consistently, that families understand the prerequisites for entry and ongoing enrolment, and that records are maintained securely to support effective governance and accountability.

Scope

This procedure applies to all prospective students and their families, all currently enrolled students and their families, and all staff involved in the enrolment process, including the Principal, Head Guide,

Classroom Guides, Enrolment Committee, Business Manager, and Administration staff. It governs all steps of the enrolment process, including the submission, assessment, and review of enrolment applications, the decision-making and offering of placements, the management of appeals related to enrolment decisions, the maintenance of the Enrolment Register, and all communication with families regarding enrolment matters.

Key Principles

- Transparency and Fairness — All enrolment applications are assessed objectively, ensuring that priority categories, school capacity, and student needs are considered consistently.
- Consistency — All applications follow the same defined steps, with clear differences for Stage 1 transitions versus external Montessori or non-Montessori applicants.
- Accountability — The enrolment committee and relevant staff are responsible for ensuring that decisions are documented and compliant with NESA registration requirements.
- Proportionality — Decisions and processes are applied appropriately, balancing the School's capacity, student needs, and community expectations.
- Documentation and Record-Keeping — All enrolment applications, offers, and relevant communications are retained securely, and the Enrolment Register is maintained with complete and up-to-date information.

Enrolment process

Application Submission

Families seeking enrolment at CCMPS complete the structured application process. The steps differ slightly for children transitioning from CCM Stage 1 and those applying from other or non-Montessori settings, but all applicants must:

- Complete the Application for Enrolment Form with any required supporting documentation (school reports, teacher references, specialist/medical reports where relevant)
- Attend the required information sessions and guided observations appropriate to their category
- Participate in interviews and/or trial visit days as scheduled

For children transitioning from CCM Stage 1, the application process typically includes:

- Attendance by both parents/carers to a Observation of the Primary environment
- Completion of the Application for Enrolment Form
- Participation in transition visits

For new enrolments from other Montessori or non-Montessori schools, the process typically includes:

- Attendance at a Discovery Session, Intentional Guide Seminar, and Guided Observation
- Completion of the Application for Enrolment Form with required attachments
- Interview with the Principal and/or Head Guide and/or Classroom Guide

- Participation in trial visit day(s)

Assessment and Offer of Place

The Enrolment Committee reviews each completed application and determines whether a place can be offered. Considerations include:

- Alignment with the Montessori philosophy and family commitment
- The School's capacity to meet the student's educational and wellbeing needs
- Maintaining balanced classroom environments (age, gender, and diversity)
- Compliance with relevant legislation including the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*

Once all requirements are satisfied and a place is available, a formal Offer of Place letter is issued along with an invoice for the non-refundable enrolment placement fee. Families may be notified at any stage if a position cannot be offered.

Appeals

Families who wish to appeal an enrolment decision may submit a written request to the Principal. The Principal will review the application to determine whether criteria were applied fairly and communicate the outcome in writing.

Continuing enrolment requirements

Continuing enrolment is dependent on students and parents/carers meeting all School expectations, including:

- Adherence to School policies and procedures
- Regular and punctual attendance on all days instruction is provided
- Respectful engagement with staff and the wider School community
- Support for the Montessori pedagogy, including participation in information sessions
- Timely payment of tuition fees and charges
- Meeting behavioural standards consistent with the School's values

Enrolment register

The Principal is responsible for maintaining an Enrolment Register for all students at CCMPS. This register must be retained for at least five (5) years preceding the current date before archiving and must include all information outlined below. The Enrolment Register is managed in conjunction with the Administration Manager and is stored securely in both digital and hard copy formats in the Administration Office and on the School's designated digital storage environment (currently the CCMPS G:Drive).

Register Details

The Enrolment Register includes, but is not limited to:

- Student name, date of birth, age, and residential address
- Name and contact details of parents/guardians
- Date of enrolment and age at enrolment
- For students older than six years, previous school or pre-enrolment information
- Date of leaving and destination, or evidence of notification to the Department of Education if the destination is unknown

For each student who has left the School with an **unknown destination**, the following information must be provided to the Department of Education:

- Full name of the student
- Date of birth
- Last known address
- Last attendance date
- Possible destination (if known)
- Full name of parent(s)/guardian(s)
- Contact information for parent(s)/guardian(s)
- Any work health and safety risks associated with contacting parent(s)/guardian(s)
- Any additional information that may assist in locating the student

Any changes to a student's circumstances, such as address or parent/guardian contact details, must be updated immediately. The Administration Manager is responsible for communicating changes to relevant staff, including the Head Guide.

Monitoring, Evaluating and Review

This procedure 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 \(NSW\)](#)