



Policy Document

Policy Area: Admissions

Date: August 2016

Review: August 2017

Reviewed by: Esma Izzidien

Next Review date: August 2018

Introduction

At Cardiff Montessori School and Nursery, we value the individuality of all children. We are committed to giving everyone the opportunity to achieve the highest of standards and to ensure that this happens regardless of gender, ethnicity, attainment or background. Our setting aims to be an inclusive environment within which children can fulfil their developmental potential and become independent. We strive to offer a setting for all children without discrimination where they can be together in harmony.

[CMS is a selective school and nursery but not in a traditional sense. A formal offer of a place is given based on the outcome of an informal observation assessment explained below and parent meeting](#)

Admission to the school is at the discretion of the Director of CMS (Esma Izzidien). We reserve the right to refuse admission to families who do not demonstrate respect or understanding of the Montessori ethos and method. Additionally, all children undergo an informal observation assessment prior to being accepted into the school and nursery.

This informal assessment is particularly important for children entering The Children's Casa and Primary class, as these classes require children to have already grasped the Montessori classroom etiquette which is normally established in the nursery (Nido) class.

The aim of the assessment is to:

- Ensure children are placed in a class they are most suited to developmentally, rather than being guided by age alone.
- Ensure children who have not had a Montessori education prior to joining CMS demonstrate the ability to adapt to a Montessori environment and follow the established Montessori classroom etiquette.
- In the cases of a child with SEN, to ensure we are able to make any necessary adaptations to meet the needs of the child.



The informal assessment is adjusted according to each child's developmental stage. It usually takes the form of an observed hour and a half (spread over two days) in the Nido and Casa class for children under the age of 5 who are not yet of statutory school age. In the Primary class, there is a three day observation for children wishing to join this class.

Your child will not be made to feel that they are being tested at any point during these observations. Our aim is to ensure the class you have requested is the right environment for your child to flourish in and for us to plan for their needs.

Cardiff Montessori School is an independent school and does not have access to the services of the Local Education Authority. Therefore, children with Additional Learning Needs (ALN) requiring additional support within the classroom may have to pay additional fees to cover the costs of additional support required- for example one-to-one support or services provided by an educational psychologist / OT / Speech therapist. If your child has ALN you must inform the Director of all details prior to admission. Failure to do so may mean the withdrawal of an offer of a place at CMS. We are not registered as a special school and regret that we are unable to take LEA funded children with a statement for education within the primary class. (see Children with Additional Needs Policy)

Special consideration

When allocating places in our classes we will aim as best as possible to ensure:

1. A reasonable mix of males and females
2. A spread of ages to maintain a mixed age environment

Other factors taken into account when allocating places is the number of days / sessions requested, having a sibling in the school / nursery and commitment to the Montessori Method.

Places are allocated per academic year and no guarantee is given for the progression from one section to another.

Placement in classes is not dependant on age but stage. We therefore reserve the right to offer places in classes to children falling below or above the usual age bracket for the class. For example:

- The Nido class is generally recommended for children aged 2-3 years. However, a child who has never been in a Montessori nursery or who is not developmentally ready for The Children's Casa may be offered a place in this class provided they are not yet of statutory school age.
- The Children's Casa class is generally recommended for children aged 3-5 years.
- The Primary class is generally recommended for children from the age of 4 years if they intend to continue their primary education in Montessori.
- The Elementary class is recommended for children from the age of 6 years. Children may be admitted to elementary before their 6th birthday if the lead teacher feels they have entered



the second plane of development and have covered sufficient amounts of the primary curriculum.

Bearing in mind the above considerations:

- Priority for places in the Nido is given to children who have attended our Montessori Bambini classes;
- Priority for places in The Children's Casa is given to children who have attended our nursery (Nido)
- Priority for places in the primary is given to children who have attended our Children's Casa.
- Priority for places in the elementary is given to children who have attended our Primary.

Transition/ Settling In Procedure

All children are required to attend a transition period as part of their admission process into CMS. We recognise the importance of ensuring that all children feel safe and secure whilst in our care and strive to build a level of trust between us, you and your child.

In order to help facilitate this and to aid your child's transition in to the school and nursery, the following settling-in procedure should be adhered to:

- **Settling in sessions for the nursery and Children's Casa:** Day 1 - 20 minute settling-in with parent to stay with child, Day 2 – 30 minute settling-in with parent to stay outside of the class, Day 3 - 1 hour session in the class with parent to leave. In addition to this a home visit will be offered.
- **Settling in session for the Primary:** Morning session settling-in with parent to leave followed by a Home Visit after school.

Agreed by: Director, Esmá Izzidien