



The Maria Montessori Training Organisation  
trading as  
The Maria Montessori Institute

## **Admissions Policy**

### **GENERAL**

The Maria Montessori School is a co-educational independent school offering an authentic Montessori education to children from ages 2 to 16. The School is located on 7 sites across North and West London.

The aim of the Maria Montessori School is to provide a secure and happy environment for children and young people within which they can fulfil their developmental potential, become independent and contributors to their community.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit your preferred site and we usually hold a number of events throughout the year which give a general introduction to the School. Details are published on our website.

We are also very happy to welcome prospective parents and their children at other times and encourage prospective families to observe our Montessori classes in person. Please contact the School's Admissions Manager, Emma Wise on 020 7435 3646 or email [schools@mariamontessori.org](mailto:schools@mariamontessori.org) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will hold online information sessions, details of which will be published on the website.

### **ENTRY CRITERIA**

Children may be admitted from between the ages of 2 and 3 years (according to the Department for Education and Ofsted regulations) and can remain at the School until they are 16 years old.

Places will be offered to children in order of priority:

1. siblings of children who are currently enrolled at the School
2. age appropriate
3. date of registration

Consideration is given to Elementary (6-12) and adolescent (12-16) aged children if they are transferring from another Montessori school either in the UK or from another country provided that satisfactory reports are obtained from the previous school.

Priority will also be given to students requiring a place for their child during their attendance on the AMI Diploma Course.

A place on the waiting list does not guarantee a place in the school.



## **EQUAL TREATMENT**

The Maria Montessori's School aim is to encourage applications from families with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our children for today's world. Generous bursaries are offered in order to make it possible for those who might otherwise not be able to pay full fees to attend the school. The School's provision for bursaries is described below.

The Maria Montessori School is committed to equal treatment for all, regardless of a child's sex, race, ethnicity, religion, disability, gender identity, sexual orientation or social background.

## **SPECIAL EDUCATIONAL NEEDS**

The Maria Montessori School does not unlawfully discriminate in any way regarding entry. The School welcomes children with disabilities and/or special educational needs, provided we can offer them the support that they require, cater for any additional needs and that our sites are able to accommodate them. We aim to ensure that all children in our school, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. We view children from an asset-based perspective and consider that all children make a unique contribution when they share their particular unique talents, capacities and abilities.

We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the Head of School before applying for a place. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, the child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they join the the School, to ensure that they would not be put at a substantial disadvantage compared to a child who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that the child is not going to be able to access the education we offer, or that their health and safety or those of other children or staff may be put at risk, we may not be able to offer a place at the School.



## **BURSARIES**

The Maria Montessori's bursary programme is generous and is designed to make it possible for those who might otherwise not be able to pay full fees to attend the school.

Bursaries are means-tested and both parents holding parental responsibility for a child are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School.

Levels of support may vary with fluctuations in income or wealth.

## **SCHOOL'S TERMS & CONDITIONS**

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

## **LEAVING THE SCHOOL**

The School is required to provide details of a child's next school when they leave us. Parents are required to provide the name of this school. These details will be registered with the Local Authority. Where families are moving overseas and do not yet know the name of the school their child will be attending, parents should provide a forwarding address and details of the new school once known.

## **COMPLAINTS**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

## **RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Management Policy.