



AUBURN HOUSE POLICY

ADMISSIONS

Vision

Auburn House is a long-established independent school that provides an open environment for children from early childhood to adolescence. The curriculum and educational structure give children freedom to develop to their fullest, socially, intellectually and creatively. The ethos of the school is founded on a strong philosophy, the essence of which is the Montessori principle of respect for the wellbeing of each individual, contributing towards the health of society.

Mission

Auburn House has a unique character, reflecting a balance of structure and order with a non-formal and open approach. This allows the energies of the growing child to be engaged freely, purposefully and naturally, while the teachers maintain the educational focus through a carefully planned environment and innovative curriculum. Our aim is to support to the best of our abilities each child's developing independence – physically, intellectually and emotionally – and to nourish the spirit of each individual as they grow towards adulthood.

The Process

Before you decide to apply for a place for your child, we recommend that you make an appointment to view the School and its facilities. The visit gives parents the opportunity to meet the Head of School and to get a feel for the School environment. Auburn House Montessori School accepts any child whose family is interested in the **Montessori Philosophy and Education as an approach to life**. We attempt to achieve a balance of age, gender and experience in each class.

Generally, we are not equipped to care for children with special needs. Therefore, any such care is entirely at the option of the School and conditional upon the consent of the Head of School. In all cases, the child must be able to participate and substantially benefit from the programme without risk to him/herself or to the other children.

No person shall on the basis of gender, religious belief or national origin be excluded from participation, be denied the benefits of the School or be subject to unfair discrimination.

Selection Criteria

When selecting children for places, we intend to enrol those children whose families we consider will be a best fit for our Montessori School. Prospective parents need to show a clear understanding of the Philosophy and Educational method, and know that this is an approach to life.

Factors we may consider: the child's history of learning in the Montessori environment, the child's overall suitability, application date, willingness of the family to participate in activities to support the school, etc.

The School retains the right to make all enquiries necessary to obtain information which may assist it to reach a decision in any particular case. All enquiries will remain confidential. Confirmation or refusal of placement into the School remains ultimately at the discretion of the Head of School.

We give special consideration to siblings and children transferring from other Montessori programmes.

Preschool (3-6yrs)

Pre-school children must be 3 turning 4 years in the year of enrolment, fully toilet trained and be able to communicate their needs clearly. Preference will be given to younger children because it is important that they complete the three-year cycle to adequately prepare them for Primary school, especially if the child is to continue their primary education within Montessori.

Primary (6-12yrs/Grade 1-7)

For Junior Primary (6-9yrs/Grade 1-3) enrolment preference will be given to children who have completed a minimum of two years at a Montessori pre-school. In isolated instances we will accept a child who has little or no Montessori experience but this will always be after careful consideration by the School and after assessment by a class teacher. Montessori pre-school prepares the children for Junior Primary in many ways. For example, children learn to respect the equipment, and become used to working independently and constructively. Montessori pre-school also helps children to learn to act responsibly within their environment. Primary builds on these skills but it does not teach the fundamentals required. This is why it is difficult to accept a child with no Montessori background into a Junior Primary class.

Children with Montessori backgrounds who have attended mainstream schools since leaving a Montessori pre-school may apply if they attended their Montessori pre-school until they were six, for at least a minimum of two years prior. An enrolment decision will depend on the eligibility and suitability of the child.

In Senior Primary (9-12yrs/Grade 4-7) children use the skills developed (3-6, 6-9) and are being prepared for the Middle School and a variety of other High schools. Applications from children from main stream schools are considered. An enrolment decision will depend on the eligibility and suitability of the child and if the child would benefit from the programme offered.

The Application Process

1. *The Application form*

For any potential pupil to be considered we must receive the completed online application, application fee and supporting documentation. We cannot proceed with the application until we receive all the necessary information. The child's name is then entered into the applicant's list for the applicable year.

Parents are strongly advised to submit applications as early as possible because the application date is a factor in establishing priority in the event of a shortage of places. It is important that applications for siblings are also submitted timeously.

2. *The Interview or Assessment*

An interview or assessment will be required, depending on the age of the child (usually from 4½ to 15yr olds).

Preschool children will have an 'interview' with the class teacher, accompanied by a parent.

Primary children will be required to visit the school for a minimum of 3 days and a maximum of 5 days, if the School feels that this is necessary.

For primary applicants, this is an opportunity for the child to experience first-hand what the class is like and is also an opportunity for the teacher to meet the child, to assess whether or not s/he is suited to the Montessori environment and, if so, where the child should be placed within the classes. All decisions are based on the best interests of both the child and of the existing children in the class.

Middle School children will need to visit for a minimum of 3 days and a maximum of 5 days. Applicants will also be required to meet with the School Counsellor.

3. *The Result*

Parents will be notified of the results of their child's application. Should a place be offered parents will be required to pay an enrolment deposit/placement fee to secure the child's place at the School. This fee is payable by the due date provided. This offer will be withdrawn should the School not receive this payment by the specified date.

4. *The Waiting List*

Should the School be oversubscribed the above-mentioned application process could still be completed. Parents will be notified of the results of their child's application and should the result be an acceptance; the child's name will be placed on the waiting list until a place becomes available.

Family Commitment

It is of the utmost importance that parents and caregivers understand the Montessori philosophy of teaching and to fully support its methods.

Montessori education is most effective when a child's parents/primary caregivers understand and co-operate with the long-term programme. Parents or caregivers are strongly encouraged to attend parent education workshop offered by the School, to further their understanding of the Montessori Philosophy and Methodology.

Parents or caregivers need to agree to support the Auburn House School staff. They need to be willing participants and fully support all initiatives of the school in fundraising ventures, working days, parent education evenings, equipment making and social events. We are very happy for parents to indicate their own particular skills and preference for areas they would like to assist with.

Parents and caregivers are expected to communicate with the school and the teachers in an open and reasonable manner. Parents and caregivers need to acknowledge that every place in the school can be reviewed if the need arises.

VERY IMPORTANT: If it is found that the parent has not disclosed problems that the child may have which are beyond the scope of the School's capabilities (such as physical, mental or psychological behavioural problems) then the School may terminate the enrolment of the child. In the event of this, the parent will forfeit all registration and tuition fees made to the School.

By submitting an application parents and caregivers agree that they understand the Auburn House Admissions Policy.