



Enrolment

Application

This form may be printed and hand-written or text directly typed onto the form. Where the latter is the case please remove lines provided for handwritten responses.

The enrolment process requires you to complete the following.

Data. The Following data is provided to the school:

- Application Form and fee is presented
- Current school data, learning support diagnosis / data, school reports, awards
- Other relevant information that might help the teacher during the introduction.

Introduction to the teacher. This is to take place during the term prior to potential enrolment following submission of the application form, data and payment. The introduction consists of approximately 45 minutes with teacher, thus allowing the teacher quality time to prepare the student for a potential trial. Parents and other students will not be present during this time.

After ensuring that all data and fee payment is up to date please contact the relevant teacher to organise this introduction session.

Cycle 2 (6-9) Years 1-2-3 Erica Huber erica.h@mn.qld.edu.au

Cycle 3 (9-12) Years 4-5-6 Scott Hahn Scott.@mn.qld.edu.au

Cycle 4 (12-15) Adolescent – Years 7- 8 Amy Doyle amy.d@mn.qld.edu.au

Trial. Following the interview applicants may be invited to trial for a position. This will be on a suitable day arranged with teacher and parent after the introduction. The teacher will evaluate the child's appropriateness for Montessori education, academic ability, social maturity, likely contribution to and balance within the class.

Offering. Where a position is / becomes available an offer will be made to what is deemed by the school to be the most suitable student for the position. Where siblings are already enrolled preference may be given to these students. A contract between the school and parents will be created and signed, this will denote parent's commitment to:

- Pay the \$350 acceptance fee within a week of signing the contract
- Complete of the Montessori Australia Parent education course (paid for by the school) and submission of certificate to the school,
- Read the Parent Handbook and relevant policies
- Commit to the completion of the schools Positive Discipline course within 1 year of enrolment. This is run twice yearly over 6 evenings.

Enrolment. For students transitioning into Cycle 2, Year 1 there will be a transition period over 1-2 days immediately prior to the commencement of Cycle 2. This will be in the last week of the school holidays. Within the first year, parents are also expected to complete the Positive Discipline Course.

Provisional Period. The Enrolment Contract will be provisional for the first 10 weeks / term pending the suitability of the child for the class. Where there are any concerns, these will be addressed with teachers, parents and the child as soon as they arise and a significant effort made to support the transition into the class culture. Where this fails to occur the contract will become void and the family will need to seek enrolment elsewhere. Where there are no concerns the contract will become a full contract after this period.

Section A: Data Collection for ACARA

Information required for assessment and reporting purposes

Name of student:

First name _____

Last name _____

Home address of student

No and street name _____

Suburb _____

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Post code

1. Sex

Male

Female

2. Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)

No

Yes, Aboriginal

Yes, Torres Strait Islander

3. In which country was the student born?

Australia

New Zealand

England

South Africa

China (excludes SARs & Taiwan) Philippines

United States of America

South Korea

Hong Kong (SAR of China)

Other – please specify _____

4. Does the student or their mother/guardian or their father/guardian speak a language other than English at home?

	Student	mother / parent 1 guardian 1	father / parent 2 guardian 2
No, English only	[]	[]	[]
Yes, Arabic	[]	[]	[]
Yes, Cantonese	[]	[]	[]
Yes, Vietnamese	[]	[]	[]
Yes, Mandarin	[]	[]	[]
Yes, Greek	[]	[]	[]
Yes, Spanish	[]	[]	[]
Yes, Tagalog	[]	[]	[]
Yes, Hindi	[]	[]	[]
Yes, Other	[]	[]	[]

please specify _____

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column

	mother/parent1/guardian1	father/parent2/ guardian2
Year 12 or equivalent	[]	[]
Year 11 or equivalent	[]	[]
Year 10 or equivalent	[]	[]
Year 9 or equivalent or below	[]	[]

5(b) What is the level of the highest qualification the parents/guardians have completed?

	mother / parent 1 guardian 1	father / parent 2 guardian 2
Bachelor degree or above	[]	[]
Advanced diploma/Diploma	[]	[]
Certificate I to IV (including trade certificate)	[]	[]
No non-school qualification	[]	[]

6(a) What is the occupation group of the mother / parent 1 / guardian1? _____

6(b) What is the occupation group of the father / parent 2 / guardian 2? _____

Please select the appropriate parental occupation group from the attached list (1, 2, 3 or 4).

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the space above.*

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals.

- Senior executive/manager/department head in industry, commerce, media or other large organisation
- Public service manager (section head or above), regional director, health/education/police/fire services administrator
- Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Defence forces Commissioned Officer
- Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
- Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)

- **Skilled office, sales and service staff:**
 - **Office**(secretary, personal assistant, desktop publishing operator, switchboard operator)
 - **Sales**(company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
 - **Service** (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
 - **Office**(typist, word processing/data entry/business machine operator, receptionist, office assistant)
 - **Sales**(sales assistant, motor vehicle/caravan/part salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
 - **Assistant/aide**(trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Section B: Enrolment in Montessori Noosa

Information used to ascertain suitability for a place in Montessori Noosa.

There are many factors considered in the enrolment of a child within Montessori Noosa. These include but are not limited to: the placing of your child within the existing student demographic, the extent of prior Montessori education and or your family's alignment with Montessori philosophy, achieving gender balance, other siblings and the suitability of Montessori Education for the child.

There may be some overlap of information also required in Section A

Parent / Guardian 1

Name: _____

Email: _____

Best phone contact: _____

Home address: _____

Parent / Guardian 2

Name: _____

Email: _____

Best phone contact: _____

Home address: _____

Name of Child

Given Name/s: _____

Surname: _____

Preferred name: _____

Age: _____ Date of birth: / /

Please list all siblings.

Sibling 1: _____ D.O.B. / / 20

Sibling 2: _____ D.O.B. / / 20

Sibling 3: _____ D.O.B. / / 20

Desired First Term at Montessori Noosa:

Equivalent to year:

Class Cycle:

1. Please provide information of the previous education of the child. (include informal education, pre-school education and where relevant previous school)

Where possible attach documentation supporting the above response.

2. In no more than 50 words, describe your understanding of Montessori philosophy of education.

4. Does your child have any conditions that affect learning and or behaviour?

Yes [] No []

If yes, would it best be described as:

medical []

social []

emotional []

educative []

Please attach a brief description of that condition, how it presents, what treatment or intervention has been undertaken and the outcome.

5. Conditions

a. In keeping with the Montessori spirit which highlights the importance of parents' or guardian's participation in the education of the child, once he or she is enrolled, I acknowledge the necessity:-

(i) To make time to observe in my child's Montessori Classroom and attend parent interviews.

(iii) To attend parent education days and/or evenings.

(iii) To fulfil any obligations related to the school e.g. school maintenance, busy bees, fund-raising events.

b. I understand that new students are admitted on a one term probation period and that my agreement to pay tuition fees for the full academic term is not subject to adjustment because of illness or absence from the school for any cause unless prior arrangements have been made with the Montessori Noosa School Board of Management: Education For Generations.

c. I understand that students older than 4 years may be asked to undertake a Profiling Assessment prior to an enrolment introduction or trial. Such profiles are used to provide a benchmark from which Individualised Education Programs (IEP's) can be developed.

d. I understand that Education For Generations, the operators of Montessori Noosa, is bound by the articles and regulations of the National Privacy Act of 2002 and agree that any observations made of children other than my own must remain confidential.

6. Payment of Application for Enrolment

This form is for evaluative purposes only. When the non-refundable Enrolment Application Fee has been paid, the content of the form will be evaluated and in most cases arrangements made to observe the applicant in a Montessori setting for further evaluation.

Education For Generations	
Commonwealth Bank	
BSB	064 449
ACCOUNT:	1045 7699

The non-refundable application fee of \$110 including GST can be paid online to:

When making payment please ensure that the transfer message to Education For Generations includes the surname of the child as per the application. A copy of the transfer should also be emailed to richard.w@montessorinoosa.qld.edu.au

The enrolment application can only be processed once the payment has been identified.

If Montessori Noosa does offer a place to the applicant, the acceptance fee is \$350. This fee holds the position for the applicant and is not refundable or GST applicable.

GUARDIANSHIP / CUSTODY

Whilst submitting this form I / We identify as the person/s who have/has legal custody / guardianship of the child for whom the application is for:

—

X _____

X _____

SIGNATURE:

DATE: ___/___/_____

DATE: ___/___/_____

Checklist: Tick When completed

	Section A of this form
	Section B of this form
	Photograph of parents / guardians and child
	Evidence of previous education supporting Section B1
	Payment made with transfer message identifying student surname
	Documentation regarding learning difficulties if relevant