



## **APPLICATION CRITERIA** [19]

Applications must be made on the appropriate form. This is sent out prior to the relevant closing dates to all families registered on the waitlist and can be obtained from the offices of Eastern Suburbs Montessori Primary School Charitable Trust (ESMP SCT).

A non-refundable application contribution of \$100.00 is payable at the time of application and should accompany the Application Form. You are welcome to pay this online. Our account details are: 12 3027 0072016 00 (please ensure you use your child's name as a reference).

### **Waiting List**

- A child's name may be placed on the waiting list at any time and we strongly encourage early registration of your interest.
- The waiting list is viewed as a record of interested parties. Length of time on a waiting list will not affect the success or otherwise of any application.

### **Application Dates**

Applications for entry into this Unit at the beginning of the Montessori Primary programme as a 6 year old must be received by 5 pm on 20 March each year. We will then conduct interviews with the parents and child applying. If we have more applications than places available, a ballot will be held on 21 May (or the next working day).

The following table sets out guidelines as to the appropriate times for application according to the child's birth date. Please contact the Trust to confirm the correct application date. The Trust takes no responsibility for errors of calculation.

<b><i>Child's Birth Date</i></b>	<b><i>Written Applications Due</i></b>	<b><i>Applying to Start</i></b>
<b>1 June 2013 - 31 May 2014</b>	<b>20 March 2018</b>	<b>6 years old</b>
<b>1 June 2014 - 31 May 2015</b>	<b>20 March 2019</b>	<b>6 years old</b>
<b>1 June 2015 - 31 May 2016</b>	<b>20 March 2020</b>	<b>6 years old</b>
<b>1 June 2016 - 31 May 2017</b>	<b>20 March 2021</b>	<b>6 years old</b>

The Trust welcomes applications for any other age group at any time. These will be considered on a case-by-case basis, and places allocated as and when they are available. Availability is determined solely at the discretion of the Trust.

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### **Pre-requisite Montessori Pre-school education**

- The child must have attended two full years and ideally, an additional two full terms at a suitable Montessori pre-school prior to entry to the Eastern Suburbs Montessori Primary School (ESMPS) Unit at around six years of age. The Trust reserves the right to determine the suitability of any Montessori pre-school.
- **On or before their 4<sup>th</sup> birthday**, the child must attend a **minimum** of five half-day sessions per week and preferably at least four sessions that include a 3-hour work cycle.
- From or before the age of 4 1/2 and definitely prior to age 5, the child should attend at least two extended day sessions per week. Attendance at these sessions should continue until entry to the ESMPS Unit.
- The child must remain enrolled in a suitable Montessori pre-school and attend the required sessions until entry to the ESMPS Unit.

### **Family Commitment**

- Parents/Caregivers must show understanding of the Montessori philosophy of teaching and fully support its methods.
- Parents/Caregivers must agree to support ESMPSCT, the Montessori teachers and their relationship with the Glendowie School Board of Trustees, Management and Community.
- Parents/Caregivers must be willing to be actively involved in the ESMPS Parents and Teachers Association (MPTA) and support to a reasonable level all initiatives including fundraising ventures, working bees and social events.
- Parents/Caregivers must sign the required 'Contract for Services' at time of acceptance and abide by its terms at all times. In particular, Parents/Guardians agree to make all contributions referred to in that document, including any increases deemed necessary by the Trust during the child's attendance in the ESMPS Unit.

NB: The Trust retains the right to consider applications that do not meet the criteria and will do so at its discretion.

## **PRIORITY**

Children who meet the criteria and have equal standing will be prioritised as follows:

1. Glendowie School 'Home Zone' applicants.

If there are more 'in-zone' applicants than places available, the following criteria will be applied to determine those 'in-zone' applicants who are offered places.

2. Siblings of current ESMPS Unit pupils.

The Trust makes every effort to accommodate existing ESMPS families' applications for siblings who have met the Application Criteria. However, its ability to do this can be affected by the Government's zoning legislation.

3. Children of staff employed by ESMPSCT or Glendowie School.
4. Children transferring from Montessori primary schools elsewhere.
5. Children who have attended extension programmes at Montessori pre-school from 4 ½ years old.
6. Children who have attended the greatest number of sessions at Montessori pre-school prior to entry to the Unit.

## **APPLICATION PROCESS**

- Every valid Application will be considered by the Trust.
- Applicant families will be interviewed by ESMPSCT Trustees and a Montessori Directress (teacher). Notification of the interview time will be given as soon as possible after closing dates for applications.
- The Trust, in consultation with the Glendowie School Board of Trustees, will determine who is to be offered places in the ESMPS Unit according to the above criteria and any other information or matter that may be deemed relevant. Places are offered solely at the discretion of the Trust and Glendowie Board of Trustees and they are not required to give reasons for their decisions.
- Applicants will be advised of the success or otherwise of their application by letter. If successful, a Contract for Services will be sent, which must be signed and returned to the Trust, together with the Initial Contribution, within three weeks of the date of the letter. Failure to do this within the given timeframe shall be deemed to be non-acceptance of the place.
- Unsuccessful applicants are advised to stay on our waitlist, which is open to children for years 1-8. Entry to the Unit may be gained if space becomes available and all applicable criteria are fulfilled.

## EASTERN SUBURBS MONTESSORI PRIMARY SCHOOL CHARITABLE TRUST Summary of Contributions (Per Child)

Families/caregivers can choose either Option (A), which involves higher up-front costs and lower ongoing Term Contributions, or Option (B) with reduced initial costs and higher on-going Term Contributions. All contributions (except for Bonds) are inclusive of GST.

Item	Option A	Option B
Application Contribution	\$100.00	\$100.00
Building Levy	\$1,380.00	\$0.00 (Nil)
Bond	\$1,025.00 (one term in advance)	\$1,100.00 (one term in advance)
Term Contributions	\$1,025.00 (\$4,100 per year)	\$1,100.00 (\$4,400 per year)
Senior Class Camp	\$250.00	\$250.00

Descriptions of the above items are as follows:

Application Contribution	One-off payment when applying to the Unit and is non-refundable.
Building Levy	A choice of either; (A) A non-refundable, one-off payment, payable on acceptance of an offered place in the ESMPS Unit, within 3 weeks of the place being offered. Building Levy if a child is accepted for placement into Year 5/6 is \$690.00. Building Levy if a child is accepted for placement into Year 7/8 is \$345.00. OR (B) No payment up front (Building Levy is incorporated into Term Contributions).
Bond	One-off payment, to be paid prior to the child starting in the Unit. For families/caregivers electing to choose Building Levy option (B) above, this is payable on acceptance of an offered place in the ESMPS Unit, within 3 weeks of the place being offered. The bond will be held in credit and refunded to you provided one full term's notice in writing of intended withdrawal from the Montessori Unit is given if withdrawing prior to Term 4 of Year 8. The Trust requests that all final term accounts be paid in full. Once this is complete, a cheque or online credit will be issued to you refunding the full amount of your bond.
Term Contribution	<p>Term contributions are necessary for a student's ongoing attendance at Eastern Suburbs Montessori and are integral to the day-to-day running of the Unit. By signing the Contract for Services at the time of your child's enrolment, you are committing to payment. ESMPS has a Debtors Policy in place that addresses arrears and non-payment of contributions. Term contributions are payable two weeks prior to the start of each term. Alternatively, families are encouraged to set up automatic payments through online banking for 10 months from February through to November.</p> <p>Term contributions cover the additional costs of providing a Montessori education within a state school. These costs include teacher staffing above the entitlement, maintenance of our classrooms, Montessori and other classroom supplies and materials, additional administration costs, and membership in Montessori Aotearoa New Zealand (MANZ).</p> <p>In addition, in lieu of fundraising, the ESMPS PTA has elected to fund its activities through a contribution amount of \$25 per term per student. This contribution is included as a component of the ESMPS term contribution with the proceeds forwarded on to the ESMPS PTA by the ESMPS Trust.</p> <p>Families who have three or more children enrolled in the Unit at the same time are entitled to a 10% discount off the term contributions of any child after the first two. This is calculated prior to the final term of attendance each year and deducted from any balance owing.</p>
PTA Contribution	The ESMPS PTA supports the Unit in a variety of ways including covering the transport costs for school trips, providing our teachers with a base of discretionary spending, funding the annual cultural fair, purchasing some classroom equipment, and organising social events for the ESMPSCT community. The PTA contribution is incorporated into the term contribution.
Senior Class Camp	Each year, students in the senior class (Years 5-8) attend a Montessori-specific camp or trip during term one. To fund this activity, a Senior Class Camp contribution is assessed. A food contribution and/or additional fundraising may be required if expenses exceed the requested camp contributions (additional notice will be provided if this is required). Any surplus from a previous year's camp contributions are carried over to the next year. Payment is due at the beginning of term one.
Glendowie School Donations	Glendowie School requests voluntary donations from the families of its students. These are in addition to Eastern Suburbs Montessori Primary School contributions and should be paid to Glendowie School. You will receive this donation request directly from Glendowie School. These voluntary donations are eligible for a donation tax credit.

**NB:** All Contributions are subject to change at the Trust's absolute discretion.