



ELIGIBILITY & APPLICATION PROCESS [22]

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).

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 family meetings 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.

<i>Child's Birth Date</i>	<i>Written Applications Due</i>	<i>Applying to Start</i>
28 April 2020 – 27 April 2021	20 March 2025	6 years old
28 April 2018 – 27 April 2022	20 March 2026	6 years old
29 April 2022 – 28 April 2023	20 March 2027	6 years old
29 April 2023 – 27 April 2024	20 March 2028	6 years old

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.

APPLICATION CRITERIA

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 4th 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 must understand that their contributions ensure the delivery of the Montessori curriculum and environment.

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

PRIORITY - BALLOT

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

1. Glendowie School 'Home Zone' applicants.
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 of ESMPS alumni, if they have attended the maximum number of sessions at Montessori pre-school from age 4 ½ years old.
5. Children who have attended the greatest number of sessions at Montessori pre-school prior to entry to the Unit, from age 4 ½ years old.

APPLICATION PROCESS

- Every valid Application will be considered by the Trust.
- 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.
- Applicant families will attend a family meeting with ESMPSCT Trustees and a Montessori Directress (teacher). Notification of the meeting time will be given as soon as possible after families have been accepted.
- 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 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.