

## **APPLICATION CRITERIA** [17]

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 donation of \$100.00 is payable at the time of application and should accompany the Application Form.

### **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 the 21<sup>st</sup> 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 2006 – 31 May 2007</b>	<b>20<sup>th</sup> March 2011</b>	<b>6 years old</b>
<b>1 June 2007 – 31 May 2008</b>	<b>20<sup>th</sup> March 2012</b>	<b>6 years old</b>
<b>1 June 2008 – 31 May 2009</b>	<b>20<sup>th</sup> March 2013</b>	<b>6 years old</b>
<b>1 June 2009 – 31 May 2010</b>	<b>20<sup>th</sup> March 2014</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 Primary School Board of Trustees, Management and Community.
- Parents/Caregivers must be willing to be actively involved in the ESMPS Parents & Teachers Association 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 donations 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 Primary 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 Primary 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 Primary 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 Primary 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 Donation, 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.

## **DONATIONS/ FEES / LEVIES TO THE EASTERN SUBURBS MONTESSORI PRIMARY SCHOOL CHARITABLE TRUST**

Application Donation	\$100.00	
Initial Donation	\$1,380.00	
Bond	\$1,000.00	
Term Donation	\$947.00	(\$3,788.00. per year)
PTA Donation	\$100.00	
Senior Class Camp	\$220.00	

Application Donation	One off payment when applying to the Unit and is non refundable.
Initial Donation	One off payment, non refundable and <b><i>secures the child's place in the Unit.</i></b> It is payable on acceptance of an offered place in the ESMPS Unit, within 3 weeks of the place being offered. Initial Donation if a child is accepted for placement into Year 5/6 is \$690.00 Initial Donation if a child is accepted for placement into Year 7/8 is \$345.00.
Bond	One off payment, to be paid prior to the child starting in the Unit. This will be held in credit and refunded to you provided, all donations are fully paid and 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.
Term Donation	Ensures your child's placement in the Montessori Classroom. Payable two weeks prior to the start of each term. An alternative payment scheme is available, by 10 monthly automatic payments from February through to November. The Term Donation includes the term donation, a Building Levy, MANZ Fee and Stationery Fee.  The Building Levy of \$200.00 per term is deemed an 'unconditional donation' and therefore attracts no GST..  Montessori Association of New Zealand Family Annual Membership Fee \$11.00 If you have a child attending a M.A.N.Z. member pre-school and you are paying the membership fee there, you are not required to pay this through ESMPS but you must let us know.
PTA Donation	Paid at the beginning of each year for each child. The PTA agreed to reduce the fundraising effort required. This donation allows the PTA to fund transport costs for school trips, provides the teachers with a base of discretionary spending, and the annual cultural fair.
Senior Class Camp	Paid at the beginning of each year for every child in the senior classroom (Yr 5-8) to cover expenses at the senior class camp. This is not able to be claimed as a donation for Income Tax purposes.
Glendowie Primary	These are payable in addition to Eastern Suburbs Montessori Primary School donations, fees and levies and should be paid directly to Glendowie Primary School. A letter is sent out separately from Glendowie Primary School.

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