



# Maria Montessori Schools

## Application and Admission Procedures

1. Parents wishing to enrol their children at the Maria Montessori Children's House are invited to an information seminar. We will ask you to come without your child on this first visit so that you will not be distracted and may discuss your responses freely with the Head Directress.
2. After your visit, you may wish to fill in an application form and return it to the office. Then your child's name will be placed on our waiting list. Entering your child's name on the waiting list is **not** a guarantee of a place.
3. A non-refundable administration fee of £50.00 per child is required for placement on the waiting list.
4. Soon after your child is 2 years of age, you and your child will be invited to visit the class for an interview.
5. Subject to the number of places available, you will then receive a letter, which will inform you whether or not your child has been offered a place.
6. In order to secure your place, you must send us a written letter of acceptance, together with the deposit and completed Health Form.
7. Fees are revised on an annual basis. Payment of fees must be received before the start of the new school term. There are 3 terms (Autumn, Spring and Summer) per year.
8. On acceptance of a place, a deposit of the first term's fees is required.
9. Children start at the Children's House at approximately 2½ years of age in an introductory afternoon session of less than 2 hours. At 3 years they move into a morning session, then at approximately 4 into a full day session.
10. A full term's written notice must be provided prior to the removal of a pupil or a term's fees in lieu of such notice are payable.
11. Children's House school times:  
Morning Sessions 8.45am – 12.00pm. Afternoon Sessions 1.45pm – 3.30pm.  
Full Day Sessions 8.45am – 3.30pm. Elementary school times: 8.45am – 3.45pm.

\* Notting Hill, West Hampstead and Bayswater\*\* run 5 mornings and 4 afternoons per week.

\*\* Bayswater currently runs a Montessori Parent/Toddler Group one afternoon per week 2pm – 3pm.