

The Learning Tree Montessori Education Centre



ADMISSIONS POLICY

Applies to:

- the whole tuition centre;
- all staff (teaching and support staff), students on placement, the proprietors and volunteers working in the tuition centre.

Availability

This policy is made available to parents and staff via The Learning Tree website and on request a copy may be obtained from The Learning Tree.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by The Learning Tree.
- The Proprietors will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

L. Self Sarah Baker

**Louise Self and Sarah Baker
Proprietors**

Date: September 2026

The Learning Tree is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Learning Tree Montessori Education Centre



Admission Policy

It is the aim of The Learning Tree Montessori Education Centre ("The Learning Tree") to help develop and promote motivated, enthusiastic learners that have a thirst for knowledge, a deep respect for themselves, their community and their environment, and have the confidence to move into Secondary education as independent, self-assured citizens of the future.

Children may be admitted from their 4th birthday and may remain with us until they are 12yrs old. Please note that until their 5th birthday, children may only attend The Learning Tree for a maximum of 4 hours a day.

No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child.

Confirmation of a place at the Learning Tree

A deposit of £500 (refundable from the last term's fees, less any monies owing) is payable to secure a place at The Learning Tree.

Assessment Procedure

The assessment procedure for children seeking to join The Learning Tree will involve a two week trial period (costing £290 for administrative costs) where observations around Reading, English, Mathematics, as well as social and emotional awareness, will be carried out. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

Prior to the child's attendance at The Learning Tree, the parents or guardians must complete and sign the Confidential Information Form and the relevant sections of the New Starter Information Pack. These forms provide The Learning Tree with the following vital information:

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Details of those permitted to collect the child in the parent's absence
- Name, address and telephone number of the child's doctor
- Details of any special diet

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- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide The Learning Tree with any further information which they feel will enable us to take the best possible care of their children.

The admission procedure is as follows:

- On receiving a contact from a person considering placing a child at The Learning Tree, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Parents are invited to arrange a time to visit The Learning Tree and are directed to the website for any other information they require.
- On visiting The Learning Tree, the visiting adults, ideally accompanied by the child, should be taken around the centre and be given comprehensive information.
- Reports from any previous schools, educational psychologists or other experts, if any, should be provided, if relevant.
- The child may be invited to attend a trial period at The Learning Tree.
- Before the decision to admit a child is confirmed by The Learning Tree, the parents/guardians are required to sign up to The Learning Tree's terms of service. They will also need to pay the £500 deposit at this stage (refundable from the last term's fees, less any monies owing).
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the centre and invitation to events, along with parents already enrolled.
- A place will be offered based on availability and any offer will be without discrimination, as set out above.

Children with English as an Additional Language

The Learning Tree will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, The Learning Tree will use its best endeavours to make suitable provision in order to ensure equal access to the curriculum along with all other aspects of life at The Learning Tree.

Name, Address and Contact Details of the Proprietor

The Proprietors of The Learning Tree are Mrs Louise Self and Mrs Sarah Baker. The registered address for correspondence during both term-time and holidays is The Learning Tree Montessori Education Centre, Purley Cottage, Purley Road, Coggeshall, Essex, CO6 1TH. The telephone number on which the Proprietors may be contacted during term-time and holidays is 07536 170467. The email address is admin@montessorilearningtree.co.uk.

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