



Policy Area:	Admissions		
Date:	September 2016	Policy code:	A3
Last reviewed:	September 2025	Reviewed by:	Anthony Thomas
Next review:	September 2026	<i>(For all review dates see end of document)</i>	

Introduction

At Cardiff Montessori School we value the individuality of all children. We are committed to giving everyone the opportunity to achieve the highest of standards and to ensure that this happens regardless of gender, ethnicity, attainment or background. Our setting aims to be an inclusive environment within which children can fulfil their developmental potential and become independent. We strive to offer a setting for all children without discrimination where they can be together in harmony.

[CMS is a selective school and nursery but not in a traditional sense. A formal offer of a place is given based on the outcome of an informal observation assessment explained below and parent meeting](#)

Admission to the school is at the discretion of the Director of CMS (Esmá Izzidien). We reserve the right to refuse admission to families who do not demonstrate respect or understanding of the Montessori ethos and method. Additionally, all children undergo an informal observation assessment prior to being accepted into the school.

This informal assessment is particularly important for children entering The Children's House and later stage classes, as these classes require children to have already grasped the Montessori classroom etiquette which is normally established in the toddler community class.

The aim of the assessment is to:

- Ensure children are placed in a class they are most suited to developmentally, rather than being guided by age alone.
- Ensure children who have not had a Montessori education prior to joining CMS demonstrate the ability to adapt to a Montessori environment and follow the established Montessori classroom etiquette.
- In the case of a child with ALN (Additional learning needs), to ensure we are able to make any necessary adaptations to meet the needs of the child.

The informal assessment is adjusted according to each child's developmental stage. It usually takes the form of an observed morning or two mornings in the Toddler Community and Children's House. In the Elementary classes and Secondary school, there is a three to five day observation for children wishing to join this class.

We do not normally accept children who have not been in Montessori schooling into the school over the age of 5, however each case will be assessed individually.

Your child will not be made to feel that they are being tested at any point during these observations. Our aim is to ensure the class you have requested is the right environment for your child to flourish in and for us to plan for their needs.

Cardiff Montessori School is an independent school and does not have access to the services of the Local Education Authority. Therefore, children with Additional Learning Needs (ALN) requiring additional support within the classroom may have to pay additional fees to cover the costs of additional support required- for example one-to-one support or services provided by an educational psychologist / OT / Speech therapist. If your child has ALN you must inform the Director of all details prior to admission. Failure to do so may mean the withdrawal of an offer of a place at CMS. We are not registered as a special school and regret that we are unable to take LEA funded children with a statement for education unless approved on an individual case basis from Welsh Government (see Children with Additional Needs Policy)

Allocating places

Places are allocated per academic year and no guarantee is given for the progression from one section to another i.e. from the Toddler Community to Children's House, from the Children's House to Elementary and from Elementary to Secondary.

Although age is used as a guiding factor, placement in classes is not dependent solely on age but also stage. We therefore reserve the right to offer places in classes to children falling below or above the usual age bracket for the class.

- The Toddler Community admits children from the age of 2. Children stay in this class until they are then ready to move into the Children's House. (This is generally in the September after they turn 3).
- The Children's House admits children from the age of 3. In some cases it may be appropriate for a child aged 2.5 to be admitted into this class. As a rough guide the class has 10 students aged 3-4, 10 students aged 4-5 (reception age) and 10 students aged 5-6 (Year 1 age).
- The Elementary class admits children from the age of 6. As a general guide children aged 6,7 and 8 (i.e years 2,3 and 4) are in Lower Elementary. Children aged 9, 10 and 11 (i.e years 5,6 and 7) are in upper elementary.
- Secondary school admits children in Year 8, Year 9 & Year 10. No pupils have reached Year 11 age yet, our first Year 11 class will start in September 2026

Factors taken into consideration when allocating places:

(These factors are considered alongside one another)

- **Previous attendance at CMS:** Priority is given to children who have been in the Montessori Toddler Community for place in the Children's House and priority for places in the Elementary is given to those moving from the Children's House. Length of attendance will also be considered. Where children have recently moved to Cardiff attendance at other Montessori schools will be considered.

- **Commitment to Montessori method:** Priority is given to families who are choosing to send their child to us due to their commitment to the Montessori method. This is demonstrated by parents using approaches at home in line with Montessori, attendance at our seminars and education events and intention to remain at CMS for the duration of schooling.
- **Family at CMS:** Having siblings already in the school or a parent as a staff member.
- **Sessions requested:** The number of days or sessions requested.
- **Mixed age group and sexes:** Ensuring a mixed age group so not all children admitted are the same age or sex to enable vertical grouping of a Montessori classroom and a varied and inclusive environment.

A note about our 3-6 Classes

Students in the Children’s House must all attend full time. If parents feel a gradual increase in days of attendance is in the benefit of the child then this will be considered. Full fees remain payable. All students are expected to be full time by the term after they are 5, when they are considered compulsory school age.

Flexi-schooling

At the discretion of the Director (Esma Izzidien), flexi-schooling may be permitted for children of compulsory school age. In general children will need to attend 3 consecutive days at CMS and register to be home-schooled for the remaining 2 days. Full fees remain payable.

Fees

Fees in the Toddler Community are payable per term. This can be in 4 monthly instalments. A full terms notice is required to end the contract.

Fees in the rest of the school are payable per year. This can be in 12 monthly instalments. Notice to not continue into the next academic year must be given by the last day of Spring term 2.

Transition/ Settling In Procedure

All children are required to attend a transition period as part of their admission process into CMS. We recognise the importance of ensuring that all children feel safe and secure whilst in our care and strive to build a level of trust between us, you and your child.

In order to help facilitate this and to aid your child’s transition into the school, the following settling-in procedure is in place but may be adapted according to the needs of individual children and their families:

- **Settling in sessions for the Toddler Community and Children’s House:** Day 1 - 20 minute settling-in with parent to stay with child, Day 2 – 50 minute settling-in with parent to stay outside of the class/leave, Day 3 - Child to stay half day without parent. A prolonged settling period may be necessary for some children.
- **Settling in session for the Elementary:** Morning session settling-in with parent to leave after dropping child to class.
- **Settling in Session for Secondary school:** Pupils will attend as normal after a trial period, the trial period will act as a settling period.

Review of policy dates:

Date of review	Reviewed by	Notes
08/2017	Esma Izzidien	
04/2018	Esma Izzidien	
11/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	No significant changes
01/2022	Esma Izzidien	
January 2023	Abigail Eynon	Small change to Toddler settling process.
September 2025	Anthony Thomas (CMS)	Secondary school processes added Toddler 3rd settling day changed from full day to half day