



Withdrawal of a Child Policy

To enable the Farmhouse Montessori School to fill positions and maintain utilisation, families are required to provide notice when withdrawing their child from the School.

PURPOSE

We aim to ensure families gain a clear understanding of the School requirements when withdrawing their child.

SCOPE

This policy applies to families and management of the School.

IMPLEMENTATION

Families are to be made aware during the enrolment and orientation process about the School requirements should they wish to withdraw their child at a future date and time. The signing of The Farmhouse Montessori School Conditions of Enrolment form on acceptance of a place for the student at the school by the parents is a clear understanding of both the enrolment and withdrawal procedure and notification and fee payment structure.

Withdrawing from the School

- Families are required to provide the Farmhouse Montessori School with at least one full terms written notice when withdrawing their child from the School.
- The letter must state
 - the date they are writing the withdrawal notice
 - the child's last day of attendance
 - If the student is at the Primary School campus the letter must also state the new school destination.
- The withdrawal Notice can be emailed to the office or handed to the Principal.
- This letter will be placed into the child's file and archived once they have left the School.
- Failure to provide the school with a terms withdrawal notice will incur the following terms fees for your child.
- A final account is to be processed by the school financial administrator and noted on the withdrawal form. The final account is to be issued immediately to the family advising that payment is due.
- A copy of the final account and withdrawal form is to be kept in child's file.
- Families must ensure the account is paid prior to final attendance.
- If payment has not been received the debt recovery process is to start immediately.
- If at any stage of the enrolment or placement it is felt that it is necessary to discuss the viability of the placement due to a concern of the duty of care to the child or other children in our care, the School will immediately contact the Parent/Authorised Person/s to discuss all options. This may include the withdrawal of the placement.

Continuing Enrolment for the New Year

- Prior to the end of each year, families will be provided with an Attendance Changes Form to confirm their child's continuing enrolment for the New Year at the Nth Balgowlah Campus.
- Failure to return this form may result in their child not being considered for future placement.
- Families with children going to school the following year will be required to complete the Re-enrolment form advising their child will be going to school the following year, adding an end date to their child's care.

Source

- Education and Care Services National Regulation 2015, National Quality Standards
- Family Assistance Office ,Code of Ethics

Policy Review Date

Sept 2017

New Logo 2018