



# Lisbon Montessori School Admissions and Continuing Enrollment Policies

Updated in 2021

## **Lisbon Montessori School**

Rua de Santana, 1696, 2750-833 Cascais | NIF: 508732840  
Tel: +351215978124 | E-mail: [hello@lisbonmontessori.org](mailto:hello@lisbonmontessori.org)  
website: [www.lisbonmontessori.org](http://www.lisbonmontessori.org)



## GENERAL

Lisbon Montessori School is a co-educational alternative school that employs the Montessori philosophy and method to support the development of children ages 3-12.

An in-person visit or a virtual visit is important before applying. Visits can be scheduled on the page 'Visit LMS'. Parents can contact the school office by email [hello@lisbonmontessori.org](mailto:hello@lisbonmontessori.org) with any questions about the school.

Admissions procedures are listed on the page 'Enrollment Information'.

## ENTRY REQUIREMENTS

Children may be admitted from between the ages of 2 and a half and 3 years and can remain at the School until they are 12 years old.

Lisbon Montessori School does not discriminate on the basis of race, religion, national or ethnic origin, sexual orientation or gender in its admission procedures.

Places will be offered to children in order of priority:

1. siblings of children who are currently enrolled at the School
2. age appropriate
3. Portuguese students
4. English-speaking students
5. date of registration

Consideration is given to Elementary aged children if they are transferring from another alternative or semi-alternative school provided that the standard of the practice of the school has been assessed.

A place on the waiting list does not guarantee a place in the school.

Siblings (including twins) enrolling to the CASA level will attend different classrooms.

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## **SPECIAL EDUCATIONAL NEEDS**

Lisbon Montessori School will enroll three-year-old students who may have a special need which does not require teacher's continuous attention.

The limit for enrollment of students with special learning needs is one student per classroom.

We will decide as to the admissions of older students with special needs on individual basis.

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## LISBON MONTESSORI SCHOOL ADMISSIONS PRODECURES & AMI STANDARDS

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## AMI Class Composition Standard

**1. Montessori classrooms are larger than in mainstream education. Smooth social development is enabled through a mixed-age classroom while the prepared Montessori environment ensures effective knowledge acquisition.**

The AMI Global Standards define class composition and size in different levels as follows:

### **1.1 Class Composition**

Classes are composed of children of mixed ages, grouped within specific age-ranges according to the planes of development.

*The Children's House / Casa / Primary* includes children from 2.5/3 years to 6+ years.

*The Elementary* includes children from 6-9 years and 9-12 years in separate classes, or children from 6-12 years in one class.

### **1.2 Class Size**

The size of each class is large enough to produce the expected results.

*Casa and Elementary: 28 or more children (30-35 is historically considered as ideal)*

In the case of a new class in development at any level, Class Composition and Class Size may vary temporarily from the above. Development of the full age-range within a new class will typically be accomplished within three years.

**2. Lisbon Montessori School aims to match the AMI Standards with the local Portuguese regulations.**

Each classroom will have roughly 25 students by the time the school operates at full capacity. LMS should reach this point by 2025.

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## Lisbon Montessori School

### Student Historic Enrollment Plan (from 2019)

In September 2019 Lisbon Montessori School opened with two classrooms, one casa (preschool) and one elementary, setting the maximum of students in each environment at number 12.

The number of students in each classroom was then increased gradually (enrolling twice per year) by increasing the number to 18 students in January 2020 and to 21 students in September 2020.

In September 2020 LMS opened our second casa classroom with 12 students.

The 6-12 elementary classroom was split into Lower Elementary (LE) and Upper Elementary (UE) in September 2021.

Since September 2021 we have 4 (the maximum number of) classrooms functioning in the current building:

- CASA Girassol (ages 3-6) • CASA Camomila (ages 3-6)
- Lower Elementary (ages 6-9) • Upper Elementary (ages 9-12)

We will continue to increase the number of students in new classrooms gradually as explained above. When all of the four classrooms are filled to capacity the school student population will count roughly 100 students.

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## Admissions Procedures

When applying to Lisbon Montessori School families are invited to go through the following process of admissions. We are happy to answer any questions and encourage parents to email to [hello@lisbonmontessori.org](mailto:hello@lisbonmontessori.org).

1. When a parent wishes to visit the school they are invited to sign up for either one of these: a virtual tour, an Open-House visit or a prospective parent visit (PPV) on the page <https://lisbonmontessori.org/visit-lms/>. Whether it is an afternoon tour, a PPV or an Open-House day parents meet with the School director and tour the school. PPV visits feature short observations inside the classrooms during the morning work cycle. **Note:** *during the pandemic most school visits take place online through zoom.*
2. Before the school tour/PPV/virtual tour the director will speak with the families about the history of the school and specifics of the Montessori environments. During this meeting, the parents will have the opportunity to ask questions about the school and potential placement. The director will speak about the profile of the school, its mission and the parents' expectations for the school. The parents are informed about what paperwork is necessary to apply.
3. If a parent decides to apply they send the necessary paperwork to the school's email. The paperwork is collected by the LMS Office Manager, and he informs the teachers once all the paperwork has been collected. Teacher(s) process the paperwork.

**CASA applicants** are required to provide the following pre-enrollment paperwork:

- two LMS admission forms which are on the LMS page 'Enrollment Forms', LMS Parent Questionnaire and LMS Admissions Application;
- school reports if the applicant has already attended school

**LOWER and UPPER ELEMENTARY applicants** are required to provide the following pre-enrollment paperwork:

- two LMS admission forms which are on the LMS page 'Enrollment Forms', LMS Parent Questionnaire and LMS Admissions Application;
- two completed years' school reports;

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- if the applicant has previously taken any standardized tests the results are also submitted to the school office;
- samples of the child's previous schoolwork will be helpful in evaluating possible placement.
- the applicant current teacher(s)' contact is requested for the school to send a teacher-to-teacher form to be filled in. In providing the current teacher(s) or school(s)'s email contact, the parent must send them a permission to release information on both, the child's academic performance and general behavior in that school. We must receive this information before the enrollment process can be completed.

## Interviews and Child Visits

4. For January CASA admissions and those applicants that enroll before the end of June (for September admissions) they may come into the classroom with their parents in the afternoon to meet with the teacher and spend some time within the environment. This is what constitutes an interview with the casa applicant.
5. ELEMENTARY applicants may be interviewed by the teacher in the afternoon when they visit with their parent, the visit may be virtual or in-person. This is what constitutes an interview with the elementary applicant.
6. Before transitions from CASA to ELEMENTARY the student will begin to visit the Lower Elementary classroom twice per week. Transitions are planned for September unless the child is deemed ready by the teacher to transfer mid-year.
7. ELEMENTARY applicants may be invited to spend a morning in the classroom before admissions decision is reached.

## Acceptance

8. Based on the admissions paperwork and interviews the teacher and school director assess placement and if they feel that LMS is able to meet the child's needs and their parents' expectations the child is offered placement. Office Manager sends an acceptance email to the family with an invitation to read the Parent Handbook and sign the Admissions Agreement.

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9. Lisbon Montessori School does not utilize specific academic entrance requirements. We accept students of varying academic ability and some diverse learning styles. However, we do not accept students who potentially may be disruptive to the class or who will require excessive individual attention from staff members. New students are admitted with a 30 day trial status.
10. Lisbon Montessori School reserves the right to remove a student at any time if, in the sole judgment of the School, that student's conduct, progress, or influence on campus is not in keeping with the School's accepted standards, as determined by the School's sole discretion.
11. Lisbon Montessori School reserves the right to ask a parent to withdraw his/her child if the parent becomes abusive to the staff or to other children, as determined at the School's sole discretion.

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