



Montessori Home School Hub Ltd

Waiting List Procedure

Montessori Home School Hub Ltd maintains a waiting list for families who are interested in joining the Hub when a place becomes available.

As a small, carefully balanced provision, we take great care in how we offer places. Our priority is always to ensure that each child, and the group as a whole, is well supported and able to thrive within our environment.

Being added to the waiting list does not guarantee a place, but it does mean we will consider your child carefully when a suitable space becomes available.

Our Approach to Offering Places

When a space becomes available, we offer places in the following order:

1. Current Families

- Children increasing their number of days
- Siblings of children already attending

2. Group Balance and Capacity

We then consider children on the waiting list in light of:

- Our ability to meet the child's individual needs within our current staffing levels and environment
- The overall balance, dynamics and wellbeing of the existing group
- The consistency of attendance requested (for example, children attending two or more days per week)
- The child's age and stage in relation to the current cohort

As a small provision, the rhythm and stability of the group are very important to us. We therefore prioritise thoughtful placement over strictly first come, first served.

3. Date of Application

Where applications are otherwise comparable, priority will be given according to the date the child was added to the waiting list.

All decisions are made at the discretion of Montessori Home School Hub Ltd, with the best interests of both the individual child and the wider group in mind.

Inclusion and SEND

Montessori Home School Hub Ltd is committed to inclusion and to supporting children with a range of needs.

However, as a small provision with limited staffing, we must ensure that we are able to meet each child's needs appropriately and safely. Where we feel that we cannot provide the level of support required within our current capacity, we may decide not to offer a place at that time.

Any such decision will be made following careful consideration and in line with our responsibilities under the Equality Act 2010.

How to Join the Waiting List

To express your interest, please email us with:

- Your child's name and date of birth
- A detailed overview of their interests, strengths and any additional needs
- Your preferred days of attendance
- Your anticipated start date (if known)

We will then invite you and your child to visit the Hub to see the space and meet us.

If, following the visit, we mutually feel that the setting may be a good fit, your child can be added to the waiting list.

When a Place Becomes Available

When a suitable place becomes available:

- We will contact the relevant family by email
- Families will normally be given five working days to confirm whether they wish to accept the place
- If we do not receive a response within this timeframe, the place may be offered to another family

Before a place is formally confirmed, your child will be invited to attend a free trial session. This allows everyone to ensure that the Hub feels positive, settled and appropriate for your child.

Following a successful trial, the place will be confirmed in writing, subject to completion of registration paperwork.

Montessori Home School Hub Ltd reserves the right not to offer, or to withdraw, a place if it becomes clear that the provision is not able to meet a child's needs appropriately.

Annual Review of the Waiting List

To ensure our waiting list remains up to date, we will contact families annually to confirm whether they wish to remain on the list.

If we do not receive a response within the timeframe stated in our review email, we may remove the child's name from the waiting list. Families are welcome to reapply at any time.