

From: [Bruhwiler, Lauren \(ACTEDU\)](#)
To: [Beecham, Elli \(ACTEDU\)](#); [Howard, Glen](#)
Cc: [Lunardello, Ali](#); [EDU Enrolments](#)
Subject: Re: Change to school category
Date: Tuesday, 29 July 2025 5:12:31 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

OFFICIAL

Thanks so much for your support and guidance today Glen.

Let's add Montessori to the YPS enrolment discussion next term so we can ensure clear and consistent messaging to our community.

With thanks,

Lauren.

Lauren Bruhwiler

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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I acknowledge the traditional custodians of the lands and waters where we live and work. I pay my respects to elders past, present and future.

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Tuesday, July 29, 2025 1:12:07 PM

To: Beecham, Elli <Elli.Beecham@ed.act.edu.au>; Bruhwiler, Lauren
 <Lauren.Bruhwiler@ed.act.edu.au>

Cc: Lunardello, Ali (ACTGOV) <Ali.Lunardello@act.gov.au>; EDU Enrolments
 <EDUEnrolments@act.gov.au>

Subject: RE: Change to school category

OFFICIAL

Ah, no they should all be accepted Elli, it's fine.

Glen

From: Beecham, Elli <Elli.Beecham@ed.act.edu.au>

Sent: Tuesday, 29 July 2025 12:55 PM

To: Howard, Glen <Glen.Howard@act.gov.au>; Bruhwiler, Lauren (ACTEDU)

<Lauren.Bruhwiller@ed.act.edu.au>

Cc: Lunardello, Ali <Ali.Lunardello@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: RE: Change to school category

OFFICIAL

Hi Glen,

Thank you for providing us with the supporting Comms.

Unfortunately, all three families have already been sent letters of offers.

We are happy to follow the consistent advice in declining these offers if needed.

Talk soon!

Kind regards,

Elli

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Tuesday, 29 July 2025 12:17 PM

To: Bruhwiller, Lauren <Lauren.Bruhwiller@ed.act.edu.au>

Cc: Lunardello, Ali (ACTGOV) <Ali.Lunardello@act.gov.au>; Beecham, Elli <Elli.Beecham@ed.act.edu.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: RE: Change to school category

OFFICIAL

Thanks Lauren, notes in red against your comments below.

Some language to support your comms with families as promised:

- Yarralumla Primary School is a Category B school for enrolment purposes. This means we have some capacity for enrolments from outside our priority enrolment area.
- Out of area applicants must be eligible under the following criteria:
 - *There are **legal considerations**, where a Court Order identifies that a child or young person needs to attend a specific school (all schools, **not** subject to capacity).*
 - *There are **individual circumstances, based on student wellbeing**, which mean a child or young person cannot attend their PEA school, and should attend an out of area school to which they have applied (all schools, subject to cohort capacity under the **Class Size Policy**. The Directorate will facilitate placement at a suitable school where enrolling the child or young person would contravene Class Size Policy.*
 - *The child or young person has an **ACT-resident sibling concurrently enrolled** at that school, subject to capacity. This includes step/half and cultural siblings (recognition of*

Aboriginal and Torres Strait Islander kinship relationships).

- *The child or young person **lives in NSW and has a sibling** who will be attending the non-NSW Pathway School at the same time*
 - *Yarralumla Primary School will also consider applications from out of area for the Italian Language Program subject to meeting program criteria and capacity.*
- Children who have participated in the Montessori Program at Yarralumla Primary School are not prioritised for enrolment outside the above criteria.
 - Children from the Montessori Program will need to apply to their PEA school, or to an out of area school under the relevant criterion.
 - All children are guaranteed a kindergarten to year 12 place at their priority enrolment area school.

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Sent: Tuesday, 29 July 2025 9:44 AM

To: Howard, Glen <Glen.Howard@act.gov.au>

Cc: Lunardello, Ali <Ali.Lunardello@act.gov.au>; Beecham, Elli (ACTEDU) <Elli.Beecham@ed.act.edu.au>

Subject: RE: Change to school category

OFFICIAL

Hi Glen,

Thanks for your time on the phone earlier.

– we have sent an offer (as has always happened for Montessori children) and would like to know our best way forward. Happy to admit our mistake and let the family know that advice from your team means that we can not accept based on curriculum program with no heritage. **If an offer has been sent we should honour it.**

– has a sibling in Montessori – so has applied on the sibling option. However the sibling is younger. **Procedures state sibling rule does not apply to older siblings of children enrolled in preschool, that would include Montessori, pls decline.**

I've included Elli my enrolments officer in this email – incase a phone call to explain is easier.

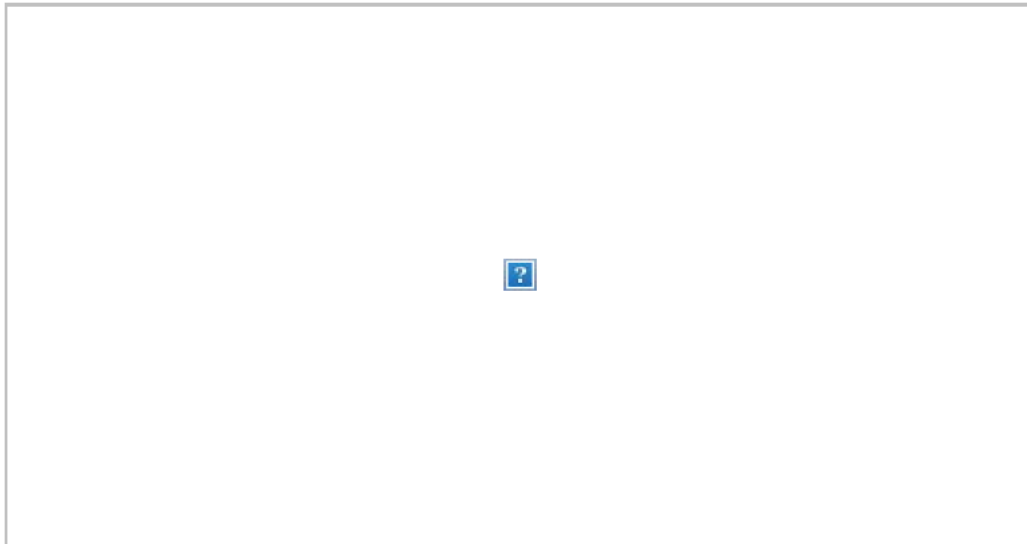
Thanks for your support,
Lauren

Lauren Bruhwiler

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
24 Loftus St, Yarralumla ACT 2600
Ph: 6142 3250

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From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Thursday, 3 July 2025 5:04 PM
To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Cc: Lunardello, Ali (ACTGOV) <Ali.Lunardello@act.gov.au>
Subject: RE: Change to school category

OFFICIAL

Hi Lauren, actually I'd love to work with Yarralumla and [REDACTED] in the last part of this year and make sure we are being consistent in our language and processes around Italian and [REDACTED].

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Wednesday, 2 July 2025 4:36 PM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Lunardello, Ali <Ali.Lunardello@act.gov.au>
Subject: RE: Change to school category

OFFICIAL

Thanks Glen.

The additional query that I had spoken to Ali about was also the ability to choose the specialised curriculum option as part of a preschool enrolment – as this was the main reason that families chose the ‘wellbeing’ consideration for our 2026 preschool applicants. The removal of Italian heritage sounds like work for us in preparation for 2027 enrolments opening.

I’ll be in touch at a later date to talk it through.

Lauren Bruhwiler

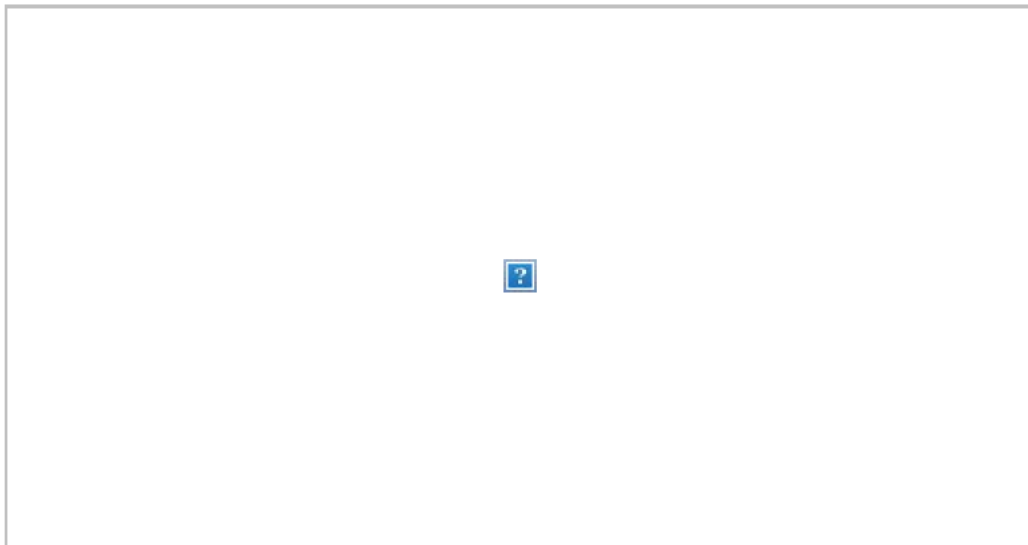
Principal

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24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Wednesday, 2 July 2025 1:39 PM

To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Cc: Lunardello, Ali (ACTGOV) <Ali.Lunardello@act.gov.au>

Subject: FW: Change to school category

OFFICIAL

Hi Lauren,

Ali mentioned you were following up on this query from earlier in the year, re-sending my response.

These criteria are set by the school, so you can amend them – we'd like to be involved in any changes to make sure we are being consistent. We wouldn't want to make any changes to criteria for 2026 after enrolments have opened.

Glen

From: Howard, Glen
Sent: Monday, 14 April 2025 11:47 AM
To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Cc: Yarralumla PS Enrolments <YarralumlaPS.Enrolments@ed.act.edu.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: Change to school category

Hi Lauren – apologies for slow response. The criteria for the Italian program is with you, so whatever you have done in the past is fine.

Tho I have to say we have just removed all nationality/heritage criteria from [REDACTED] enrolments, perhaps we should look at Yarralumla's criteria this year too, make sure they are still appropriate.

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Friday, 11 April 2025 3:00 PM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Yarralumla PS Enrolments <YarralumlaPS.Enrolments@ed.act.edu.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: Change to school category

OFFICIAL

OFFICIAL

Thanks Glen, appreciated the phone call the other day.

Am I right in thinking that proof of Italian heritage for the Italian program is still required for:

1. The child is an ACT resident seeking to **access a curriculum choice(s)** not available at their PEA school (Italian language program only, subject to capacity).

With thanks,
 Lauren

Lauren Bruhwiler
 Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
 24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

Yarralumla PS logo



I acknowledge the traditional custodians of the lands and waters where we live and work. I pay my respects to elders past, present and future.

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Friday, 11 April 2025 2:57 PM

To: Bruhwiller, Lauren <Lauren.Bruhwiller@ed.act.edu.au>

Cc: Yarralumla PS Enrolments <YarralumlaPS.Enrolments@ed.act.edu.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Porter, Danielle (ACTGOV) <Danielle.Porter@act.gov.au>; Fenn, Belinda (ACTGOV) <Belinda.Fenn@act.gov.au>

Subject: Change to school category

You don't often get email from glen.howard@act.gov.au. [Learn why this is important](#)

OFFICIAL

Dear Lauren ,

This note is to confirm **Yarralumla Primary School will be a Category B school for enrolment purposes** from 29 April for both 2025 and 2026 applications.

That means you may accept out of area students who meet the Category B criteria in the below priority order:

1. There are **legal considerations**, including where a Court Order states that a child must attend a specific school (all schools, **not** subject to capacity).
2. There are **individual circumstances, based on student wellbeing**, which mean a child cannot attend their PEA school and must attend the out of area school they applied to (all schools, **not** subject to capacity).
3. The child lives in the ACT and has a **sibling** who will be attending the out of area school at the same time (all schools, subject to capacity). Siblings include fostered siblings, adopted siblings, stepsiblings and half-siblings, as well as kinship care arrangements and Aboriginal and Torres Strait Islander kinship relationships.
4. The child is an ACT resident seeking to **access a curriculum choice(s)** not available at their PEA school (Italian language program only, subject to capacity).
5. The child **lives in NSW and has a sibling** who will be attending the non-NSW Pathway

School at the same time (Category B schools only, subject to capacity). Siblings include fostered siblings, adopted siblings, stepsiblings and half-siblings, as well as kinship care arrangements and Aboriginal and Torres Strait Islander kinship relationships.

If you have more applications than places available you should prioritise those which live closer to the school (in a straight line).

I'll take this opportunity to remind you Enrolment Policy Team will be assessing all 2026 applications under wellbeing and making a recommendation to you from 29 April. My team will also assess and make a recommendation on any wellbeing reviews submitted.

For the time being you should continue to assess 2025 wellbeing applications as they come in. We will be in touch again if this changes.

I am always happy to discuss this or any other enrolment matter with you.

Regards

Glen Howard – Director, Enrolment Policy

E. Glen.Howard@act.gov.au

P. 02 6205 5485

Education Directorate | ACT Government

www.education.act.gov.au

From: [Howard, Glen](#)
To: [EDU Enrolments](#)
Subject: RE: YPS Query
Date: Monday, 18 August 2025 10:27:00 AM
Attachments: [image002.jpg](#)
[image003.png](#)

Thanks LT yes it has – we will be reviewing enrolment criteria for specialist language programs at Yarralumla and [REDACTED] this year.

From: EDU Enrolments <EDUEnrolments@act.gov.au>
Sent: Monday, 18 August 2025 10:22 AM
To: Howard, Glen <Glen.Howard@act.gov.au>
Subject: FW: YPS Query

OFFICIAL

Hi Glen,

Has this one been actioned?

***Lia Tarrant* | Enrolment Policy Officer**

Phone: 620 51678 | Email: lelia.tarrant@act.gov.au

Planning, Evidence and Analytics Branch | System Policy and Reform | Education | ACT Government

220 London Circuit CIVIC ACT | GPO Box 158 Canberra ACT 2601

www.act.gov.au/education-and-training



From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Monday, 16 June 2025 7:16 PM
To: EDU Enrolments <EDUEnrolments@act.gov.au>
Cc: Ashly, Niomi (ACTEDU) <Niomi.Ashly@ed.act.edu.au>; Beecham, Elli (ACTEDU) <Elli.Beecham@ed.act.edu.au>
Subject: YPS Query

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

OFFICIAL

Good morning team

I am hoping to organise an opportunity to discuss our school based enrolment process of requiring Italian heritage to access our Italian language program.

This expectation is limiting to families wishing to access the second language learning that the program provides, and I'm keen to discuss with someone ways to expand our program (and therefore enrolment processes).

Thanks for pointing me in the right direction,

Lauren

Lauren Bruhwiler

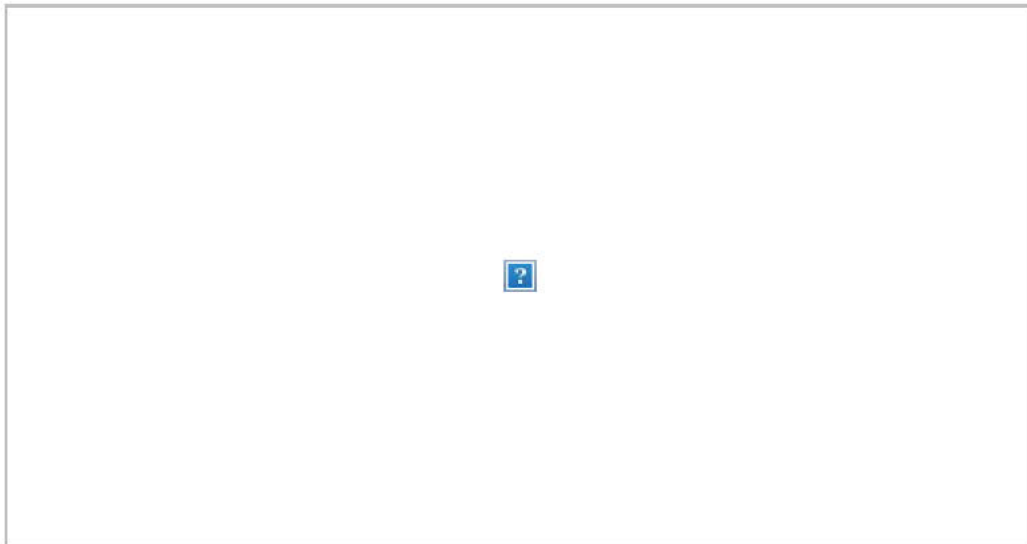
Principal

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Ph: 6142 3250

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From: [Howard, Glen](#)
To: [Bruhwiler, Lauren \(ACTEDU\)](#)
Cc: [EDU Enrolments](#)
Subject: RE: YPS
Date: Tuesday, 16 December 2025 8:40:00 AM
Attachments: [image001.png](#)

Hi Lauren,

Thank you so much for reaching out, and apologies for long silence.

I have discussed this with my planning colleagues to make sure they are comfortable there are no implications for system capacity. They were supportive in principle, but I will follow up now and get you an answer in writing. I'll try and get that done this week,

Thank you for your patience,

Glen

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Friday, 12 December 2025 2:37 PM
To: EDU Enrolments <EDUEnrolments@act.gov.au>
Cc: Howard, Glen <Glen.Howard@act.gov.au>
Subject: YPS

Good afternoon team,

I'm looking forward to next year, and would like to ensure that we continue our discussion around our Montessori students continuing on to Yarralumla Primary to Year 1.

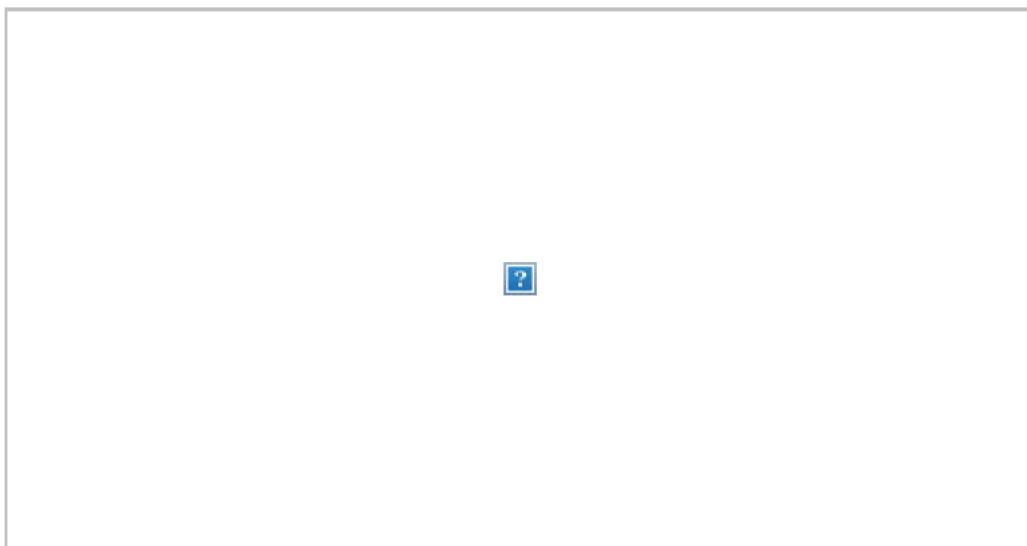
Could we please make a time to meet early next year and formalise their pathway through to us, as I don't want to be in the same position as we were this year, with all the Kindergarten to Year 1 well-being considerations being declined as a first move.

With thanks,

Lauren

Lauren Bruhwiler
Principal
Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
24 Loftus St, Yarralumla ACT 2600
Ph: 6142 3250

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Artist: Kalara Gilbert (Wiradjuri)

From: [Howell, Elizabeth](#)
To: [Howard, Glen](#)
Subject: FW: YPS
Date: Wednesday, 18 February 2026 4:28:05 PM
Attachments: [image001.png](#)

OFFICIAL

Hi Glen – I think this is where it got to? Not sure if Michael wrote back to you, but he certainly verbally agreed it was inconsistent and wouldn't be supported.

Cheers, Liz

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Monday, 19 January 2026 4:09 PM
To: Crowther, Michael <Michael.Crowther@act.gov.au>
Cc: Watters, Alison <Alison.Watters@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Subject: RE: YPS

OFFICIAL

Michael

Planning Team has provided some very thorough advice in response to YARP's request that OOA families enrolled under the Montessori Program be enrolled to Year 6.

While I had some sympathy for YARP seeking to boost their enrolments, I agree with Planning Team this would be inconsistent with the broader policy environment.

Are you happy for me to forward this advice to YARP?

Glen

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Sent: Monday, 22 December 2025 2:04 PM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Watters, Alison <Alison.Watters@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: FW: YPS

OFFICIAL

Hi Glen

Thanks for the query about the Montessori program at Yarralumla Primary School. Our team has done the numbers based on the last two years' enrolments in this program to assume what level of impact it would have if these students could stay on for year 1, even if out of area.

As mentioned previously, Schools Planning is not fully supportive of the policy change, given the disruption to the system consistency we've been trying to establish to manage capacity and demand and encourage attendance at local PEA schools. However, it is likely to be manageable this decade if this decision was made. Key points are below thanks to Sean:

1. The number of spare classrooms at YPS is expected to reduce from 4 to 5 currently to 2 by the end of this decade under a BAU scenario. This is based on median STEP projections and a conservative application of the maximum class size policy. Note this does not take into account if more rooms may be required to support additional inclusiveness needs in the future under an alternative modified capacity assessment methodology.
2. Based on existing Montessori Kindergarten size (between 10 to 15 with most being out of area) – the school should be able to absorb these students. Existing capacity is not a concern. However, this does not take into account if the Montessori Program itself became more popular for instance, due to this change in policy. This would have a cumulative impact (for instance 15 additional students every year means 75 more enrolments at the end of 5 years compared to BAU – equivalent to 3 to 4 classrooms).
3. We note the school already has a very high out of area intake (average 45% last 5 years) due to its foreign language program and this would increase it further. From this perspective we feel that allowing a Montessori pathway is not ideal for a few reasons:
 - a. The school already has a very high out of area intake.
 - b. It may result in more people enrolling in the program to take advantage of a non-PEA pathway into the school away from their local schools.
 - c. Allowing a non-PEA pathway into the school would be inconsistent with the approach we have followed in relation to similar requests from other schools to relax PEA enrolment criterion.
 - d. Risk of lower long term spare capacity if in-area growth is higher than anticipated.
 - e. Additional rooms being potentially required to support other needs in the future.

Happy to discuss further in the January.

Cheers
Liz

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Sent: Tuesday, 16 December 2025 10:59 AM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>
Subject: RE: YPS

OFFICIAL

Hi all

We do have data on the Montessori kids – they are flagged as Montessori in the campus field in school census data.

Sean – can you or Yichang please model the impact of letting them stay on?

Thanks
Liz

From: Howell, Elizabeth
Sent: Tuesday, 16 December 2025 10:55 AM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>
Subject: RE: YPS

Hi Glen

If we have the data, we can run the numbers for you and tell you whether there is capacity to allow them to continue, but this is just enabling a workaround.

As a policy position I don't see a strong case. It's a bit like an Early Childhood School – we don't guarantee those children continuity at any particular primary school when they reach year 3 (we used to but that stopped quite some time ago). So parents seek out this opportunity at YPS because they like the educational model, in full awareness that it stops at the end of K and they would return to their PEA school for year 1. I don't see a particular problem with that as long as we are clear at the start.

Then there is the underlying question of why we are offering a public Montessori option at all when it doesn't continue beyond K, but that is a question for the Learning and

Teaching/pedagogical experts I guess.

Do you have data on numbers in the Montessori program in previous and current years? I'm not sure it is separated out in the Census data we get.

Thanks

Liz

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Tuesday, 16 December 2025 8:52 AM

To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>

Subject: FW: YPS

OFFICIAL

Liz,

You might recall me raising with you a few months ago YARP's request to be allowed to continue the Montessori kindy cohort through to Year 6.

While I thought the case was not strong (the children do not co-mingle with the other YARP students), the numbers are very small and the impact is negligible.

I suggest, if you are comfortable, we recommend these children be enrolled subject to capacity and prioritised by proximity, with a clear understanding we make no commitment to transitioning OOA with their cohort to Year 7. Families would be asked to re-apply under wellbeing after the Montessori program, as there are no other OOA pathways we can offer that age group on the form.

Is planning team supportive?

Glen

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Sent: Friday, 12 December 2025 2:37 PM

To: EDU Enrolments <EDUEnrolments@act.gov.au>

Cc: Howard, Glen <Glen.Howard@act.gov.au>

Subject: YPS

Good afternoon team,

I'm looking forward to next year, and would like to ensure that we continue our discussion

around our Montessori students continuing on to Yarralumla Primary to Year 1.
Could we please make a time to meet early next year and formalise their pathway through to us, as I don't want to be in the same position as we were this year, with all the Kindergarten to Year 1 well-being considerations being declined as a first move.

With thanks,

Lauren

Lauren Bruhwiler

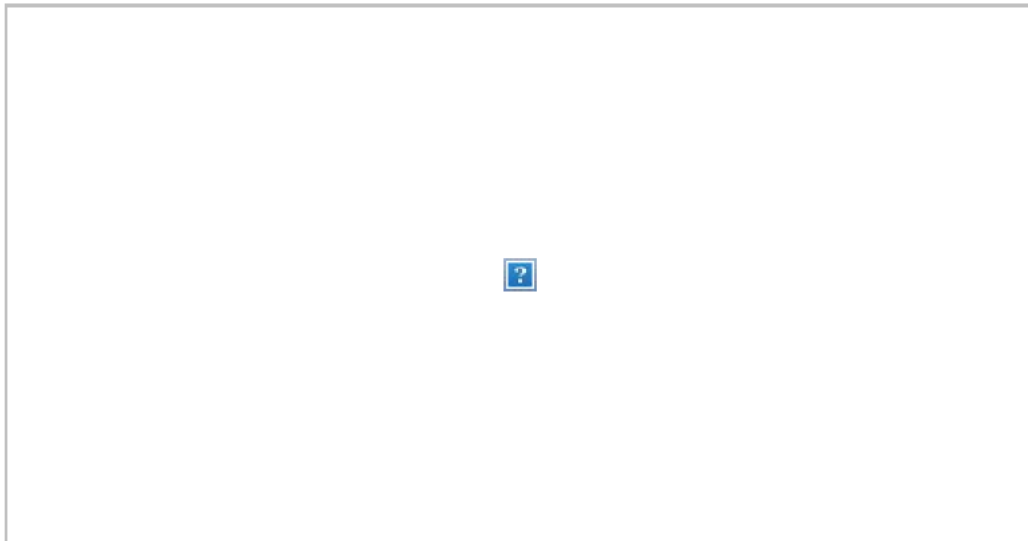
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Artist: Kalara Gilbert (Wiradjuri)

From: [Howell, Elizabeth](#)
To: [Howard, Glen](#); [Crowther, Michael](#)
Subject: RE: YPS
Date: Tuesday, 24 February 2026 9:13:35 AM
Attachments: [image001.jpg](#)
[image002.png](#)

OFFICIAL

Hi Glen

Can we have a discussion with the EEL about why this is so important to them before we go out to the school?

Cheers,
Liz

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Monday, 23 February 2026 11:29 AM
To: Crowther, Michael <Michael.Crowther@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Subject: FW: YPS

OFFICIAL

Hi both, pls note advocacy from EEL re Yarralumla Montessori.

Glen

From: Fenn, Belinda <Belinda.Fenn@act.gov.au>
Sent: Monday, 23 February 2026 10:24 AM
To: Bruhwiler, Lauren (ACTEDU) <Lauren.Bruhwiler@ed.act.edu.au>; Howard, Glen <Glen.Howard@act.gov.au>
Cc: EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: YPS

OFFICIAL

Hi Glen

I would also strongly recommend that this is reconsidered. The broader impact to community could be significant. Would be great if you can meet with Lauren so she can share the community context.

Belinda Fenn | Executive Education Leader | South Weston

Ph: 0422 578 383 | Email: belinda.fenn@act.gov.au

School Improvement | Education | ACT Government

Hedley Beare Centre for Teaching and Learning | GPO Box 158 Canberra ACT 2601



I acknowledge the traditional custodians of the lands and waters where we live and work, the Ngunnawal people, and recognise any other people or families with connection to the lands of the ACT and region.

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Sent: Friday, 20 February 2026 4:45 PM

To: Howard, Glen <Glen.Howard@act.gov.au>

Cc: Fenn, Belinda <Belinda.Fenn@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: RE: YPS

Hi Glen,

Yes, they're separate from our K-6 students – but that's because they are an early childhood setting – so have their playground in the same place as our preschool.

I am free Wednesday from 11.30, if that works at all?

Lauren

Lauren Bruhwiler

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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I acknowledge the traditional custodians of the lands and waters where we live and work. I pay my respects to elders past, present and future.

Artist: Kalara Gilbert (Wiradjuri)

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Friday, 20 February 2026 12:27 PM
To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Cc: Fenn, Belinda (ACTGOV) <Belinda.Fenn@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: YPS

OFFICIAL

Thanks Lauren, and apologies if I have misunderstood – I thought you said the Montessori kids have sperate learning and play areas to the mainstream school?

Yes would love to come for a visit, will find a time soon that suits us both.

Glen

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Thursday, 19 February 2026 1:15 PM
To: Howard, Glen <Glen.Howard@act.gov.au>
Cc: Fenn, Belinda <Belinda.Fenn@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: YPS

Hi Glen and team,

This is significantly disappointing to hear, and certainly not the message these families received when they enrolled in our school with as 3 year old children.

Before such a decision is finalised, I welcome a visit from your team to see that in fact, the Montessori children and families do mingle with our community and other children, and very much see themselves as Yarralumla students.

I look forward to an opportunity to show you around our school for you to gain a deeper understanding of our unique context,

Lauren

Lauren Bruhwiler
Principal
Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
24 Loftus St, Yarralumla ACT 2600
Ph: 6142 3250

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circumstance. There is no expectation of you to read or reply outside of your work hours.



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Artist: Kalara Gilbert (Wiradjuri)

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Thursday, 19 February 2026 8:50 AM
To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Cc: Fenn, Belinda (ACTGOV) <Belinda.Fenn@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: FW: YPS

OFFICIAL

Good morning Lauren,

It's not the advice you were hoping for I'm afraid, but the policy case is not a strong one and Planning Team had a number of concerns.

Apologies again for the time this has taken, and always happy to discuss.

Glen

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Monday, 19 January 2026 4:09 PM
To: Crowther, Michael <Michael.Crowther@act.gov.au>
Cc: Watters, Alison <Alison.Watters@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>; EDU

Enrolments <EDUEnrolments@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Subject: RE: YPS

OFFICIAL

Michael

Planning Team has provided some very thorough advice in response to YARP's request that OOA families enrolled under the Montessori Program be enrolled to Year 6.

While I had some sympathy for YARP seeking to boost their enrolments, I agree with Planning Team this would be inconsistent with the broader policy environment.

Are you happy for me to forward this advice to YARP?

Glen

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Sent: Monday, 22 December 2025 2:04 PM

To: Howard, Glen <Glen.Howard@act.gov.au>

Cc: Watters, Alison <Alison.Watters@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>; Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: FW: YPS

OFFICIAL

Hi Glen

Thanks for the query about the Montessori program at Yarralumla Primary School. Our team has done the numbers based on the last two years' enrolments in this program to assume what level of impact it would have if these students could stay on for year 1, even if out of area.

As mentioned previously, Schools Planning is not fully supportive of the policy change, given the disruption to the system consistency we've been trying to establish to manage capacity and demand and encourage attendance at local PEA schools. However, it is likely to be manageable this decade if this decision was made. Key points are below thanks to Sean:

1. The number of spare classrooms at YPS is expected to reduce from 4 to 5 currently to 2 by the end of this decade under a BAU scenario. This is based on median STEP projections and a conservative application of the maximum class size policy. Note

this does not take into account if more rooms may be required to support additional inclusiveness needs in the future under an alternative modified capacity assessment methodology.

2. Based on existing Montessori Kindergarten size (between 10 to 15 with most being out of area) – the school should be able to absorb these students. Existing capacity is not a concern. However, this does not take into account if the Montessori Program itself became more popular for instance, due to this change in policy. This would have a cumulative impact (for instance 15 additional students every year means 75 more enrolments at the end of 5 years compared to BAU – equivalent to 3 to 4 classrooms).
3. We note the school already has a very high out of area intake (average 45% last 5 years) due to its foreign language program and this would increase it further. From this perspective we feel that allowing a Montessori pathway is not ideal for a few reasons:
 - a. The school already has a very high out of area intake.
 - b. It may result in more people enrolling in the program to take advantage of a non-PEA pathway into the school away from their local schools.
 - c. Allowing a non-PEA pathway into the school would be inconsistent with the approach we have followed in relation to similar requests from other schools to relax PEA enrolment criterion.
 - d. Risk of lower long term spare capacity if in-area growth is higher than anticipated.
 - e. Additional rooms being potentially required to support other needs in the future.

Happy to discuss further in the January.

Cheers

Liz

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Sent: Tuesday, 16 December 2025 10:59 AM

To: Howard, Glen <Glen.Howard@act.gov.au>

Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>

Subject: RE: YPS

OFFICIAL

Hi all

We do have data on the Montessori kids – they are flagged as Montessori in the campus field in school census data.

Sean – can you or Yichang please model the impact of letting them stay on?

Thanks

Liz

From: Howell, Elizabeth

Sent: Tuesday, 16 December 2025 10:55 AM

To: Howard, Glen <Glen.Howard@act.gov.au>

Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>

Subject: RE: YPS

Hi Glen

If we have the data, we can run the numbers for you and tell you whether there is capacity to allow them to continue, but this is just enabling a workaround.

As a policy position I don't see a strong case. It's a bit like an Early Childhood School – we don't guarantee those children continuity at any particular primary school when they reach year 3 (we used to but that stopped quite some time ago). So parents seek out this opportunity at YPS because they like the educational model, in full awareness that it stops at the end of K and they would return to their PEA school for year 1. I don't see a particular problem with that as long as we are clear at the start.

Then there is the underlying question of why we are offering a public Montessori option at all when it doesn't continue beyond K, but that is a question for the Learning and Teaching/pedagogical experts I guess.

Do you have data on numbers in the Montessori program in previous and current years? I'm not sure it is separated out in the Census data we get.

Thanks

Liz

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Tuesday, 16 December 2025 8:52 AM

To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Cc: Das, Sean <Sean.Das@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>; Crowther, Michael <Michael.Crowther@act.gov.au>

Subject: FW: YPS

OFFICIAL

Liz,

You might recall me raising with you a few months ago YARP's request to be allowed to continue the Montessori kindy cohort through to Year 6.

While I thought the case was not strong (the children do not co-mingle with the other YARP students), the numbers are very small and the impact is negligible.

I suggest, if you are comfortable, we recommend these children be enrolled subject to capacity and prioritised by proximity, with a clear understanding we make no commitment to transitioning OOA with their cohort to Year 7. Families would be asked to re-apply under wellbeing after the Montessori program, as there are no other OOA pathways we can offer that age group on the form.

Is planning team supportive?

Glen

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Sent: Friday, 12 December 2025 2:37 PM

To: EDU Enrolments <EDUEnrolments@act.gov.au>

Cc: Howard, Glen <Glen.Howard@act.gov.au>

Subject: YPS

Good afternoon team,

I'm looking forward to next year, and would like to ensure that we continue our discussion around our Montessori students continuing on to Yarralumla Primary to Year 1.

Could we please make a time to meet early next year and formalise their pathway through to us, as I don't want to be in the same position as we were this year, with all the Kindergarten to Year 1 well-being considerations being declined as a first move.

With thanks,

Lauren

Lauren Bruhwiler

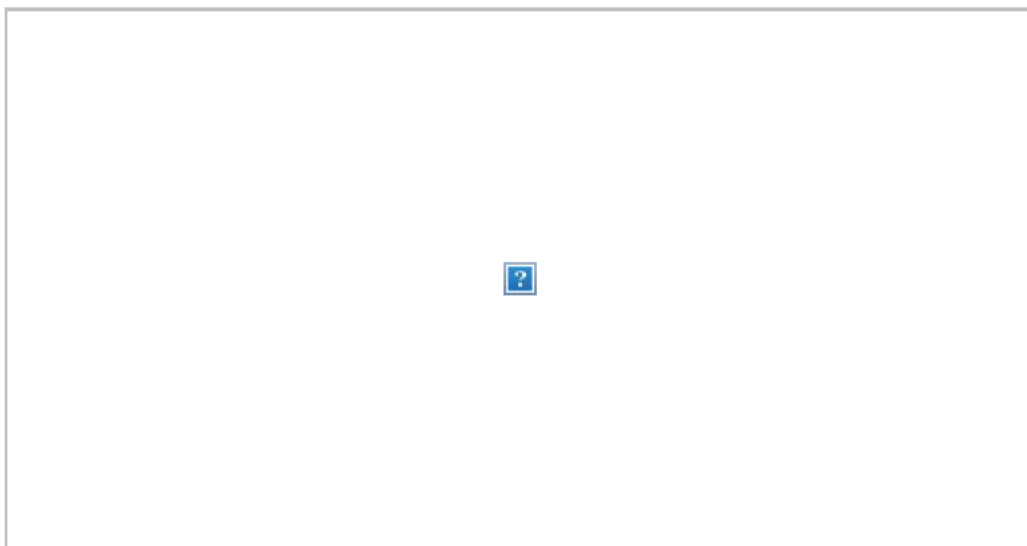
Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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Artist: Kalara Gilbert (Wiradjuri)

From: [Howell, Elizabeth](#)
To: [Howard, Glen](#)
Subject: RE: YPS
Date: Wednesday, 11 March 2026 3:23:02 PM
Attachments: [image001.png](#)

OFFICIAL

And I realised I made an error – should be when they reach year 1 (not kindy) in 2028 and 2029, fixed below.

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Wednesday, 11 March 2026 3:17 PM
To: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>; Fenn, Belinda <Belinda.Fenn@act.gov.au>
Cc: Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: YPS

OFFICIAL

Ah thank you, yes I had misunderstood the scope of what we were proposing. This should be more palatable for YARP.

From: Howell, Elizabeth <Elizabeth.Howell@act.gov.au>
Sent: Wednesday, 11 March 2026 3:00 PM
To: Howard, Glen <Glen.Howard@act.gov.au>; Fenn, Belinda <Belinda.Fenn@act.gov.au>
Cc: Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>
Subject: RE: YPS

OFFICIAL

Hi Glen

I have some minor additions to the text below to make clear my understanding that those enrolled in the 3 and 4 year old preschool part of Montessori this year will still have right of continuity once they reach year 1, but any new enrolments from 2027 onwards will not. That way the entire cohort there now can continue at YPS, without any risk of contradicting a supposed promise made by the school that they could continue through to year 6. But we would make clear this arrangement cannot continue beyond students who are already enrolled.

Thanks
Liz

From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Wednesday, 11 March 2026 2:49 PM

To: Fenn, Belinda <Belinda.Fenn@act.gov.au>; Howell, Elizabeth <Elizabeth.Howell@act.gov.au>

Cc: Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: RE: YPS

OFFICIAL

BELINDA AND LIZ (SAMARA FOR VISIBILITY) PLEASE RVEIEW DRAFT ADVICE TO YARRALUMLA FOLLOWING OUR RECENT DISCUSSION. LET ME KNOW IF YOU HAVE ANY CONCERNS, WILL SEND THIS AFTERNOON. GLEN

Hi Lauren,

Planning Team and I have discussed this matter with Belinda.

While we still do not support your proposal as a long term policy setting, we do accept it will be better for you to have some time to support your community through change.

We therefore propose you roll the current (2026) OOA Kindy Montessori cohort over into 2027 year 1 and continue them to Year 6. This can continue for any existing Montessori students enrolled in the 3 and 4 year old preschool program in 2026 who would be considered OOA when they reach year 1 in 2028 and 2029 respectively.

However, any new OOA enrolments into the Montessori program from 2027 onwards will need to be informed that there is no guarantee of continued enrolment at Yarralumla PS beyond kindergarten. They will then be required to submit an enrolment application for year 1, either to their PEA school or as an OOA application to Yarralumla PS. the 2027 OOA Kindy Montessori cohort will be required to enrol at their PEA school, or submit an OOA application to Yarralumla for Year 1 in 2028.

From here you will need to:

- Update your 2027 Montessori letters of offer to include language such as “This offer of a place in the Yarralumla Montessori Program is up to the end of kindergarten only. If at that time you are residing outside the Priority Enrolment Area for Yarralumla Primary School, you will need to submit a new enrolment application for year 1 at your Priority Enrolment Area school”.
- Update your website (prior to the new enrolment year opening on 4 May 2026) to clearly state from 2027 children newly enrolling enrolled in the Montessori program who live outside the Priority Enrolment Area for Yarralumla Primary School will be required to submit a new enrolment application at their PEA school for year 1.

I am happy to review draft text if that is helpful.

I know this is not what you were hoping for, but I hope we can support you by giving you and your

community some time to adjust.

Glen

From: Bruhwiller, Lauren <Lauren.Bruhwiller@ed.act.edu.au>

Sent: Wednesday, 11 March 2026 12:08 PM

To: Howard, Glen <Glen.Howard@act.gov.au>

Subject: YPS

Hi Glen,

Hoping to hear about an update to our plan for Montessori families wishing to continue with us?

Let me know a time to talk,

Lauren

Lauren Bruhwiller

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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Artist: Kalara Gilbert (Wiradjuri)

From: [Bruhwiler, Lauren \(ACTEDU\)](#)
To: [Howard, Glen](#)
Cc: [Howell, Elizabeth](#); [EDU Enrolments](#); [Chisholm, Samara](#); [Fenn, Belinda](#)
Subject: Re: YPS
Date: Friday, 13 March 2026 7:46:26 AM
Attachments: [image001.png](#)

Hi all,

Can we have a time to chat this through next week please?

Lauren

Lauren Bruhwiler

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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From: Howard, Glen <Glen.Howard@act.gov.au>

Sent: Wednesday, March 11, 2026 4:22:21 PM

To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Cc: Fenn, Belinda (ACTGOV) <Belinda.Fenn@act.gov.au>; Howell, Elizabeth (ACTGOV) <Elizabeth.Howell@act.gov.au>; EDU Enrolments <EDUEnrolments@act.gov.au>

Subject: FW: YPS

OFFICIAL

Hi Lauren,

Planning Team and I have discussed this matter with Belinda.

While we are still unable to support your proposal as a long term policy setting, we do accept it will be better for you to have some time to support your community through change.

We therefore propose you roll the current (2026) OOA Kindy Montessori cohort over into 2027 year 1 and continue them to Year 6. This can continue for any existing Montessori students enrolled in the 3 and 4 year old preschool program in 2026 who would be considered OOA when they reach Year 1 in 2028 and 2029 respectively.

However, any new OOA enrolments into the Montessori program from 2027 onwards will need to be informed that there is no guarantee of continued enrolment at Yarralumla PS beyond kindergarten. They will then be required to submit an enrolment application for year 1, either to their PEA school or as an OOA application to Yarralumla PS.

From here you will need to:

- Update your 2027 Montessori letters of offer to include language such as “This offer of a place in the Yarralumla Montessori Program is up to the end of kindergarten only. If at that time you are residing outside the Priority Enrolment Area for Yarralumla Primary School, you will need to submit a new enrolment application for year 1 at your Priority Enrolment Area school”.
- Update your website (prior to the new enrolment year opening on 4 May 2026) to clearly state from 2027 children newly enrolling in the Montessori program who live outside the Priority Enrolment Area for Yarralumla Primary School will be required to submit a new enrolment application at their PEA school for year 1.

I am happy to review draft text if that is helpful.

I know this is not what you were hoping for, but I hope we can support you by giving you and your community some time to adjust.

Glen

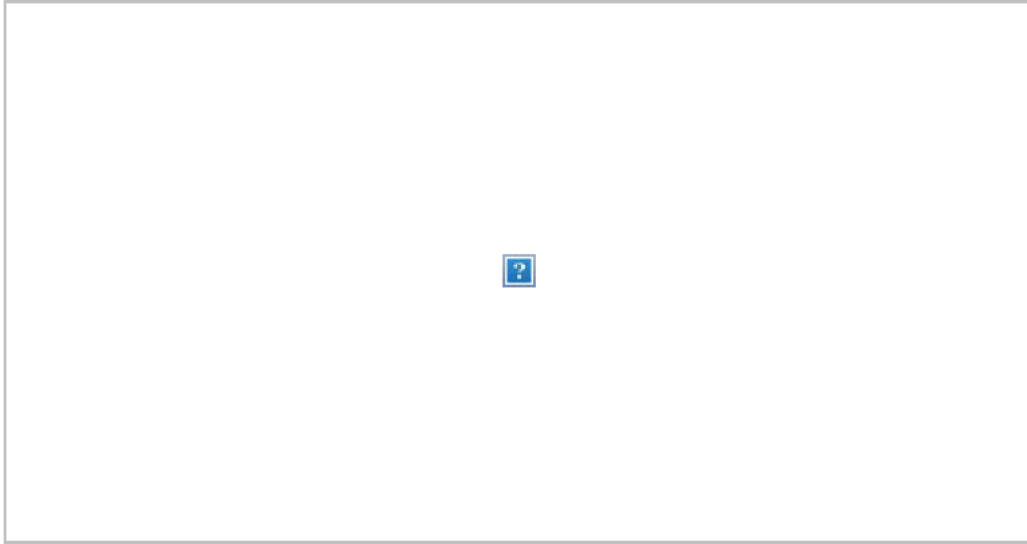
From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Wednesday, 11 March 2026 12:08 PM
To: Howard, Glen <Glen.Howard@act.gov.au>
Subject: YPS

Hi Glen,
 Hoping to hear about an update to our plan for Montessori families wishing to continue with us?
 Let me know a time to talk,
 Lauren

Lauren Bruhwiler
 Principal
 Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
 24 Loftus St, Yarralumla ACT 2600
 Ph: 6142 3250

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Artist: Kalara Gilbert (Wiradjuri)

From: [Bruhwiler, Lauren \(ACTEDU\)](#)
To: [Howard, Glen](#)
Cc: [Chisholm, Samara](#)
Subject: Montessori
Date: Thursday, 26 March 2026 3:26:39 PM
Attachments: [scan_lauren_bruhwiler_2026-03-26-15-00-47.pdf](#)

Hi Glen,

Following on from our discussion, please see the information that we share with our families when they accept a position at Yarralumla Montessori.

Please let me know when it might be convenient for you to come and see our space.

With thanks,

Lauren

Lauren Bruhwiler

Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

24 Loftus St, Yarralumla ACT 2600

Ph: 6142 3250

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Artist: Kalara Gilbert (Wiradjuri)

-----Original Message-----

From: Bruhwiler, Lauren <lauren.bruhwiler@ed.act.edu.au>

Sent: Thursday, 26 March 2026 3:01 PM

To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Subject: Your scan (Scan to My Email)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.



YARRALUMLA PRIMARY SCHOOL
 24 Loftus Street, Yarralumla ACT 2600
 Phone: 6142 3250
 Email: info@yarralumlaps.act.edu.au
 Website: www.yarralumlaps.act.edu.au



Dear [REDACTED]

I am pleased to be able to offer [REDACTED] place in the three-year Cycle one program in the Montessori Villa at Yarralumla Primary, commencing in 2026.

How to Accept This Offer

Your enrolment will be confirmed when the following original documentation has been seen and checked by our school staff:

- Your child's birth certificate (original or certified copy);
- Proof of residence (a current rates notice or residential lease, together with a current electricity or gas notice);
- Your child's immunisation records (contact the Australian Immunisation Register on 1800 653 809 if you need details);
- Any family court or other relevant court orders;
- Medical Management Plan, (eg asthma, anaphylaxis) if required;
- Emergency Treatment Plan if applicable (eg asthma, anaphylaxis); and
- In addition, identity documents such as Visa, Passport and Citizenship papers if either parents or child were born overseas as required.

By accepting this offer you are acknowledging your understanding and commitment to the following:

- an expectation that your child will be staying on for 3 years and therefore will be completing Cycle 1 at Yarralumla Montessori in 2026
- notifying the school, as soon as practical, if your circumstances change and your child is unable to complete the 3 year cycle so the position can be offered to another child on the waiting list
- by accepting a position at another school your placement at Yarralumla Montessori will be released at the end of the year and offered to another applicant
- supporting the principals and ethos of the Montessori Teaching philosophy
- participating as an active member of the Yarralumla Montessori school community

We are experiencing high demand for places from our local families. This means we may not be able to offer you a Year 1 place in 2029 if you are living outside our Priority Enrolment Area. However, you are always guaranteed a place at your local school.

If you do not confirm your enrolment by **17/10/25** or make arrangements with our school to provide documentation at a later date, your application will expire, and you will have to complete a new online enrolment application to remain in consideration for a 2026 place.

TO ACCEPT OR DECLINE THE PLACE please complete the required information on the enclosed offer of place form and return to the Front Office at Yarralumla Primary School.

Advice on session allocation, information sessions and starting at Montessori at Yarralumla Primary School will be available in due course.

I look forward to you confirming [REDACTED] enrolment, and to welcoming them to the Montessori Villa at Yarralumla from 2026 to 2027.

If your circumstances change and you no longer require your place at Yarralumla Montessori please notify the Front Office as soon as possible.

Yours sincerely

Lauren Bruhwiler
 Principal

Proof of Residency Requirements

Applicants are required to provide 100 points of identification demonstrating their place of residence within a Priority Enrolment Area:

PROVIDE AT LEAST ONE OF THE FOLLOWING:	
Document	Points
(a) A current Rates notice ¹ (b) A current residential lease agreement, through a registered real estate agent, of <u>greater</u> than six months' duration ² (c) A current electricity or gas notice ³	50 points each
IN ADDITION, APPLICANTS MAY PROVIDE ANY OF THE FOLLOWING:	
(d) A current residential lease agreement, through a registered real estate agent, of fewer than six months' duration (e) An expired lease where the tenant continues to reside at that address month-to-month after the lease fixed term has expired. ⁴ (f) A current private residential lease agreement of any duration.	20 points each
(g) Electoral Roll verification. (h) Current driver's licence or other ACT Government issued ID showing home address. (i) Mobile phone statement (with current address details, not more than twelve weeks old). (j) Bank statement (showing current address details, not more than twelve weeks old; financial details are not required). (k) Current home building or home contents insurance correspondence showing the service address. (l) Most recent Tax Assessment Notice (showing current address details; financial details are not required) (m) Letter on ACT or Commonwealth Government Department letterhead (showing current address details; personal details are not required)	10 points each

Schools are required only to see original (or certified copies of)⁵ proof of residence documentation. Schools may ask to take a copy for a short period to confirm details, but the copy will be destroyed and not maintained on the student file.

In individual circumstances where an applicant is unable to provide the documents requested above, the school may ask the applicant to make a Statutory Declaration about the student's usual place of residence or status if they have no fixed address.⁶ Statutory Declarations will not to be kept on file. They will be sighted, documented for the file and returned to the applicant.

¹ To be current a Rates Notice must be paid up to and including the date it is presented for confirmation of enrolment.

² To be current a lease must include the date it is presented for confirmation of enrolment within its fixed term date range.

³ Bill or connection notice

⁴ In the ACT, a lease may continue on a month-by-month basis after a fixed term has expired.

⁵ A 'certified copy' of an original document is a copy that has been verified as being a true copy of an original document by a person who is authorised to certify copies of original documents. A list of authorised persons can be found at https://www.tqi.act.edu.au/data/assets/pdf_file/0007/821635/Who-can-certify-a-document.pdf

⁶ Where the student is also the applicant and there is no adult who can act as a witness for the child, the school may accept a Statutory Declaration from the student where the student is of sufficient age and maturity to make such a statement. Schools should consult the principal who may contact the Education Support Office for advice in these circumstances.



YARRALUMLA PRIMARY SCHOOL
 24 Loftus Street, Yarralumla ACT 2600
 Phone: 6142 3250
 Email: info@yarralumlaps.act.edu.au
 Website: www.yarralumlaps.act.edu.au



OFFER OF PLACE AT YARRALUMLA MONTESSORI IN THE THREE-YEAR CYCLE ONE PROGRAM

Student Name: [REDACTED]

☐

YES I accept the place for 2026/27 and understand it is a three year program

☐

NO I do not accept the place for 2026/27 (I understand the place will be offered to the next child on the waiting list).

Three-year-olds (first year children) attend for 6 hours per week over 2 consecutive mornings – either Tuesday and Wednesday or Thursday and Friday, 8.45am – 12:00 – extending to 12.30pm when staff feel your child has transitioned into the learning environment. The following year, the 2nd year children attend two and half days per week, increasing to 5 days in your child's 3rd and final year at Montessori.

Cost recovery to the Education and Training Directorate is currently \$700 per term. A child's continued attendance at Yarralumla Montessori is dependent on regular payment. If your circumstances change during the year and your child, no longer attends the program a refund will be given based on the number of weeks in attendance.

Each classroom requires the first-year children - 3-year-old component to be balanced across the 2 sessions. We will endeavour to accommodate your request however, it is not always possible.

The intake will be staggered, and your child's first day will be dependent on their date of birth.

All enquiries relating to the educational program are to be directed to the teachers –Alaina Baird and Paola Tonel.

Preferred session days would be: *(Please number preference 1, 2 and 3)*

☐

Tuesday and Wednesday

☐

Thursday and Friday

☐

Either session is fine

This form must be returned to the Front Office at Yarralumla Primary School by 17/10/2026

Parent Name: _____

Signature: _____

Date: _____

After accepting the offer of place please contact Yarralumla Montessori by phone on 6142 3267 or email yarralumla.montessori@ed.act.edu.au to make an appointment to attend an observation session in a classroom. This opportunity is available Tuesday – Friday mornings 9am - 9.30am or 9.30am - 10am and is for adults only.

From: [Howard, Glen](#)
To: [EDU, Learning & Teaching](#)
Cc: [EDU Enrolments](#); [EDU, PEA Branch](#); [Howell, Elizabeth](#)
Subject: Yarralumla Montessori
Date: Tuesday, 31 March 2026 10:09:00 AM
Attachments: [image001.jpg](#)

Dear L&T

Enrolment Policy is currently working with Yarralumla Primary School to formalise enrolment settings for the Montessori Program.

Currently, any eligible ACT child may be enrolled in the program from 3 years of age to the end of Kindergarten. Under current enrolment policy settings out of area children should return to their PEA school for year 1, or apply to remain at Yarralumla under the out of area criteria (e.g. wellbeing).

In previous years the school has rolled out of area Montessori children over into Year 1 for the remainder of primary school, even though the letter offer clearly states it is only to the end of kindergarten.

Enrolment Policy has proposed a grandfathering of current arrangements whereby current out of area Montessori children will be rolled over to Year 6, but all new enrolments from 2027 will either return to their PEA school or apply to stay at Yarralumla under the out of area criteria. From our perspective there is not a strong policy case these children remain at Yarralumla when in similar circumstances (e.g. Early Childhood Schools) children go back to their PEA school.

The school and the EEL South Weston are pressing for a change to the setting to allow all out of area Montessori children to continue on to year 6 at the school. Enrolment Policy would only support this if there were a supporting policy case related to the nature of the learning program and environment.

Can we please get some advice?

1. Does Learning and Teaching Branch have a position on whether out of area children in the Yarralumla Montessori program should return to their PEA school for Year 1 or continue at Yarralumla?
2. If you are supportive, can you please set out the reasoning to help us shape our policy settings to support?
3. If you are not supportive, will you support Enrolment Policy to communicate the Directorate's stance to the school?

We have a site visit booked for 1.30 Wednesday 22 April, we would welcome a representative from the relevant area to join us.

Look forward to your advice, pls call anytime to discuss.

Glen Howard – Director, Enrolment Policy

E. Glen.Howard@act.gov.au

P. 02 6205 5485

Education Directorate | ACT Government

www.education.act.gov.au



From: [Seebohm, Helen](#)
To: [Howard, Glen](#)
Subject: RE: P and C news for newsletter
Date: Friday, 1 May 2026 9:17:48 AM

OFFICIAL

Hi Glen

Was there meant to be an attachment?

I have taken a look at the links and the Enrolment Management Plan (2014) should be removed ASAP as it does not reflect current enrolment practices relating to OOA criteria, shared zones, appeals, small groups, open days etc.

There are other documents that are out of date that should be removed as well and broken links that lead to nowhere. Documents can be found at [Policies - Yarralumla Primary](#)

I think Media and Comms needs to urgently assist as multiple pages on the school website are wrong with very out of date info (2011 and 2014) - [Policies - Yarralumla Primary](#), [Voluntary Contributions - Yarralumla Primary](#).

Happy to discuss.

H

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Friday, 1 May 2026 8:47 AM
To: Seebohm, Helen <Helen.Seebohm@act.gov.au>
Subject: FW: P and C news for newsletter

OFFICIAL

Can you pls have a look at this today? Any changes would need to be done today. Let's discuss when you've had a look.

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Friday, 1 May 2026 7:39 AM
To: Howard, Glen <Glen.Howard@act.gov.au>; Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU, Schools Management Model <EDU.SchoolsManagementModel@act.gov.au>
Subject: Fw: P and C news for newsletter

Hi all,

Could I please have some advice in relation to the below information currently on our website re: enrolments and access to Yarralumla, as well as the education website. In particular, the 2004 document that lists the enrolment criteria. This will be a significant part in our ongoing work this year and would be happy to talk more, Lauren.

Lauren Bruhwiler
Principal
Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
24 Loftus St, Yarralumla ACT 2600
Ph: 6142 3250

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I acknowledge the traditional custodians of the lands and waters where we live and work. I pay my respects to elders past, present and future.

From: President YPS <president@ypspandc.com>
Sent: Thursday, April 30, 2026 11:23:47 PM
To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Cc: [REDACTED]
Subject: Re: P and C news for newsletter

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lauren,

[REDACTED]

[REDACTED] your comment re the YPS enrolment policy requiring proof of Italian heritage. This is not as I understood it. I did research this topic before I wrote the P&C newsletter submission. I thought that I was on very solid ground with what I originally submitted for the newsletter. Specifically:

1. The YPS School Enrolment Management Plan on the YPS website (https://www.yarralumlaps.act.edu.au/_data/assets/pdf_file/0006/308967/SCHOOL_ENROLMENT_MANAGEMENT_PLAN_SEMP.pdf) doesn't say anything about Italian heritage. It includes a category of enrolment that accepts families interested in bilingual education

2. The ACT Education Directorate page about specialist language schools doesn't mention anything about heritage requirements, unlike Telopea (<https://www.act.gov.au/education-and-training/find-a-school-and-enrol/apply-to-a-school-outside-your-area#Schools-with-different-enrolment-rules>).

3. The YPS website (https://www.yarralumlaps.act.edu.au/bilingual_program) says that "The majority of our students do not have an Italian background. We welcome all families **with an interest** in learning another language and offer an initial interview to gauge a student's suitability for the bilingual program."

4. Both [REDACTED] and I spoke separately to Rohan about enrolments within the past 18 months or so. Rohan told me that as long as parents show a strong commitment to bilingual education, they get in. I can't speak for [REDACTED] but understand it was along the same lines.

Could you possibly email us a copy of the policy? This kind of change to YPS enrolments would be an issue of great interest to the P&C, noting the impact of declining enrolments on the future of the Italian bilingual program.

Thank you so much!

[REDACTED]

[REDACTED]
P&C President, Yarralumla Primary School
Presidente dell'Associazione Genitori e Cittadini
La Scuola Elementare Bilingue Italo-Inglese di Yarralumla

On Thu, 30 Apr 2026 at 07:56, Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au> wrote:

Thanks [REDACTED],

[REDACTED]
Just a point to clarify - current enrolment policy means that we can only take children from out of area if they prove Italian heritage. This is done through a passport, citizenships or birth certificates.

Happy to chat more about this if needed,
Lauren.

Lauren Bruhwiler
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From: [Seebohm, Helen](#)
To: [Howard, Glen](#)
Subject: RE: YPS Enrolment Query
Date: Friday, 1 May 2026 9:23:05 AM

OFFICIAL

Hi Glen

I can't seem to find the criteria for enrolment into the bilingual program on the school website other than "The majority of our students do not have an Italian background. We welcome all families with an interest in learning another language and offer an initial interview to gauge a student's suitability for the bilingual program".

Helen

From: Howard, Glen <Glen.Howard@act.gov.au>
Sent: Friday, 1 May 2026 9:02 AM
To: Seebohm, Helen <Helen.Seebohm@act.gov.au>
Subject: FW: YPS Enrolment Query

OFFICIAL

From: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>
Sent: Thursday, 30 April 2026 8:01 AM
To: Howard, Glen <Glen.Howard@act.gov.au>; Chisholm, Samara <Samara.Chisholm@act.gov.au>
Subject: YPS Enrolment Query

Good morning team,

Just a question... we currently take out of area enrolments for families who can prove Italian heritage.

Is there an appetite to change this? Perhaps move it to include 'families who demonstrate a commitment to Italian language learning'?

This will be proposed by our P&C - so I'd like to start the conversation?

Happy to chat more,

Lauren.

Lauren Bruhwiler
Principal

Yarralumla Primary School | La Scuola Elementare Bilingue Italo-Inglese di Yarralumla
24 Loftus St, Yarralumla ACT 2600
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From: [Howard, Glen](#)
To: [EDU, Schools Management Model](#); [Bruhwiler, Lauren \(ACTEDU\)](#); [Chisholm, Samara](#)
Cc: [Seebohm, Helen](#)
Subject: RE: P and C news for newsletter
Date: Friday, 1 May 2026 9:46:00 AM

Hi all,

I'm afraid this is not something we can jump in and do at the last second like this – I did approach YPS late last year to look at these criteria but they wanted to focus on Montessori instead.

For 2027 enrolments I suggest:

- Get rid of everything you currently have on your website about mainstream enrolments as it is very out of date, just link through to the EDU website.
- Publish your Montessori criteria separately to Italian e.g.
 - Student is enrolling in Montessori Cycle 1 program. Children living outside the PEA for YPS will be enrolled to the end of kindergarten only. After that time they should apply to enrol at their PEA school for year 1, or apply to YPS under the out of area criteria.
- Publish Italian criteria separate to Montessori e.g.:
 - A super simplified version might read "Out of area families who demonstrate at an interview with the school a commitment to Italian language learning will be eligible, subject to capacity after enrolling all children from the school's PEA. Where demand exceeds capacity applicants will be prioritised by proximity, with those living closer to the school prioritised over those living further away, measured in a straight line.'.

The school can choose its own criteria as you see fit, preferably we'd advise however we no longer have the time.

For transparency and defensibility reasons any changes need to be published today ahead of 2027 enrolments opening on Monday.

Let's take the time to review these criteria properly in the second half of the year.

Hope that helps,

Glen

From: EDU, Schools Management Model <EDU.SchoolsManagementModel@act.gov.au>
Sent: Friday, 1 May 2026 8:54 AM
To: Howard, Glen <Glen.Howard@act.gov.au>; Bruhwiler, Lauren (ACTEDU) <Lauren.Bruhwiler@ed.act.edu.au>; Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU, Schools Management Model <EDU.SchoolsManagementModel@act.gov.au>
Subject: RE: P and C news for newsletter

OFFICIAL

Hi Glen

We would appreciate your team looking into this and providing advice, any changes to policy would need to be done in line with the consultative approach we are employing at Yarralumla at present, therefore happy to wait and do this thoroughly.

What we are really seeking clarity on is specifically the dots points below, are these in the correct order and will enrolments be considered and approved for Yarralumla under dot point 6 (demonstrating interest in Italian).

Criteria for Enrolment/Transfer

The school makes a decision on an enrolment offer based upon the information presented against the criteria outlined below:

1. Student resides in the PEA (Priority Enrolment Area) and/or is a sibling of student/s already enrolled
2. Out of PEA student is enrolling in Montessori Cycle 1 program
3. Out of PEA student's wellbeing is subject to special consideration
4. Out of PEA student has one or both parents who is a native and/or bilingual Italian speaker
5. Out of PEA student has Italian heritage: ie. grandparents or extended family are Italian speakers
6. Out of PEA student is an ACT resident whose family has selected Yarralumla Primary as a school of choice for its bilingual education (commitment demonstrated at interview).

For all Category students (except Category 2), a family's commitment to bilingual education and the philosophy of second language immersion at Yarralumla Primary is highly desirable. Enrolment of a non-PEA student in Categories 3 to 6 can only be made if there is an available place in the child's respective agent cohort.

These criteria are used to determine entry requirements for Yarralumla Primary's specialised bilingual program.

They are documented and placed on the school website.

Thanks Glen

Bec

Bec Smith

Director – Schools Management

School Operations

Email: EDUSchoolsManagementModel@act.gov.au

School Improvement | Education Directorate|ACT Government

Ngunnawal Country | Hedley Beare Centre For Teaching and Learning

51 Fremantle St Stirling ACT 2611

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To: Bruhwiller, Lauren (ACTEDU) <Lauren.Bruhwiller@ed.act.edu.au>; Chisholm, Samara <Samara.Chisholm@act.gov.au>; EDU, Schools Management Model <EDU.SchoolsManagementModel@act.gov.au>
Subject: RE: P and C news for newsletter

OFFICIAL

Good morning Lauren, I will ask my team to look at this today. If we were to change this it would need to be today, or will have to wait until next year.

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Sent: Friday, 1 May 2026 7:39 AM
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Sent: Thursday, April 30, 2026 11:23:47 PM

To: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>

Cc: [REDACTED]

Subject: Re: P and C news for newsletter

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Hi Lauren,

[REDACTED]
[REDACTED]
[REDACTED]

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From: President YPS <president@ypspandc.com>
Sent: Wednesday, April 29, 2026 11:57:46 PM
To: Beecham, Elli <Elli.Beecham@ed.act.edu.au>; YarralumlaPS.info <Info.YarralumlaPS@ed.act.edu.au>
Cc: Bruhwiler, Lauren <Lauren.Bruhwiler@ed.act.edu.au>; [REDACTED] <[REDACTED]>
Subject: P and C news for newsletter

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