



CEDARWOOD SCHOOL ADMISSIONS POLICY

Purpose of the Policy

To provide an overview and guidelines for the procedures at Cedarwood School Admissions

Step One

If placement in the school is requested, parents/guardians are asked to undergo the application process. This involves completing an application form to accompany qualifying documentations:

- Certified copy of the learner's birth certificate.
- Foreigners need to provide a Certified copy of the learner's Passport and Study Permit.
- Certified copies of both parent's ID documents.
- Copy of the learner's latest ED psych (Educational Psychological) assessment Report not older than 2 years.
- Latest 2 school reports.
- Financial Clearance Certificate from current school.
- Proof of payment of application fee.
- All applications are subjected to a clear credit check.

Step Two

All compulsory qualifying documents are placed into an application folder and forwarded to the admissions team who will then review the application and if the learner is deemed suitable the learner will be invited for a trial week for classroom observation. Cedarwood School may contact the current school or referring professional at times for further information.

At the first point of decision to proceed with an application, the team must decide whether to offer the applicant a trial or not.

Should the child be identified as unsuitable for the school, the following steps should be followed;

1. A follow up with the referring professionals (as per reports) should be pursued.
2. Specific reasons for the unsuitability should be identified
3. Alternative environments should be investigated and recommended
4. A letter should be sent to the applicant indicating the above
5. In certain cases, an appointment may be set up with the applicant to discuss the above

Should a trial be considered suitable, a parent will be notified as such, a trial week and class will be identified and Step 3 will be followed.

Step Three

At the end of the trial week, a feedback session is arranged with the Headmaster, Class teacher (and any other relevant therapist) and the Parents/Guardians.

If there is suitability as well as availability, the learner will be offered placement at Cedarwood School. However, the final decision regarding suitability will depend on individual classes and the level of need within those classes at that specific time.

If there is no place, the learner's application will be placed onto a waiting list.

If the application is considered unsuitable, alternate environments should be investigated and recommended

Step Four

An enrolment pack is issued to parents with all the relevant forms:

- Enrolment Agreement
- Parent / School Relationship Charter
- Code of Conduct
- School Fee Structure
- Uniform List
- Medical Indemnity Form
- Travel Indemnity Form
- Photograph Consent Form
- Stationery and Text Book Requirements
- Extra Mural Activities
- Aftercare Information (Prep only)
- My School Card Application

Commencement at Cedarwood is subject to the enrolment agreement documents being completed and the non-refundable admissions fee paid into the school's bank account.

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
26/09/18	None	Management