



# Cedarwood School

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## ADMISSIONS POLICY

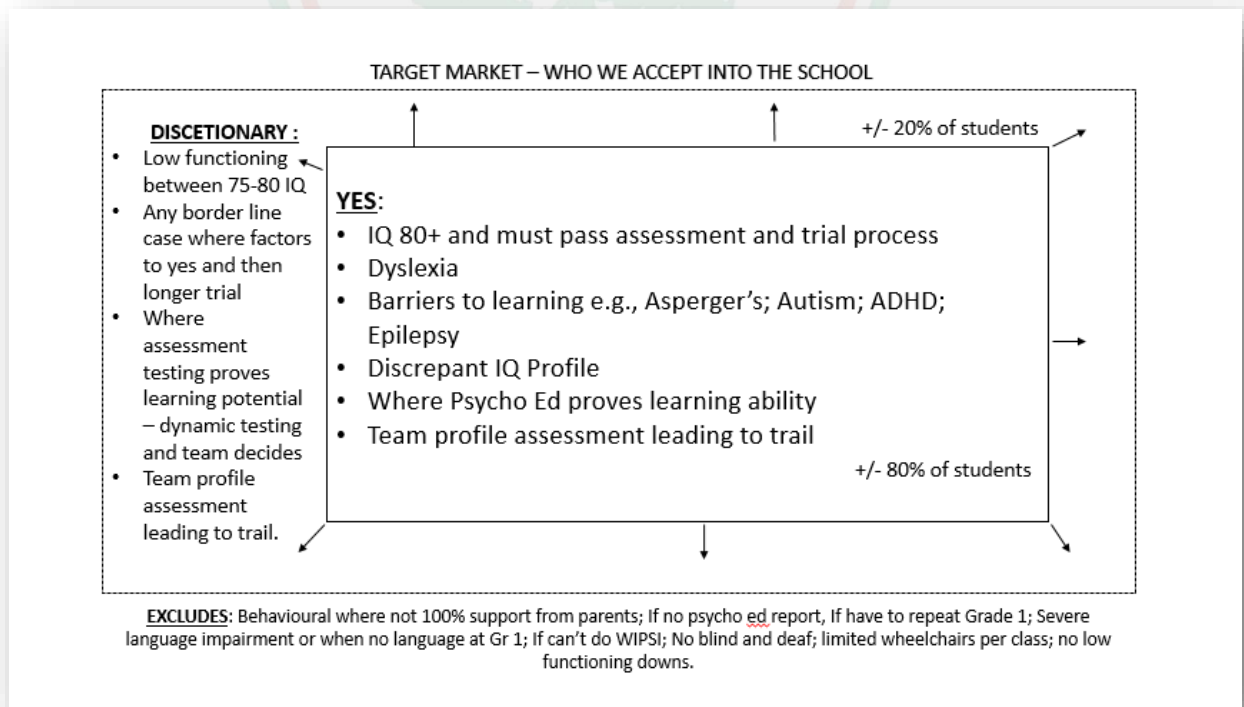
### Purpose of the Policy

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

### Admission Criteria

There are three high level categories that are looked at:

1. Children who will be included subject to meeting certain criteria (+/- 80%)
2. Students who will only be accepted subject to further assessment and evaluation (+/- 20%)
3. Those students who are automatically excluded due to diagnosed behavioural disorders, previous unacceptable long-term behaviours (established from documents submitted with the application, or investigations regarding the student's profile before acceptance) and students who fall outside point 1 and 2.



## Process

### Step 1: Meeting with the Headmaster, School Based Support Team and tour of the school with the School Marketer (To be managed by School Marketer)

- All enquiries (Telephone, email or word of mouth) are directed to the school Marketer.
- Parents/guardians are invited to come on a tour of the school and to meet the Headmaster and Head of The School Based Support Team. **(Encourage Ed psych report to be provided to allow Headmaster and SBST with insight before the meeting)**
- School Marketer to arrange and set up the meeting and tour. **(Headmaster and Admission to be included in communication from this point)**
- School Marketer to inform, admissions, reception and security about the appointment.
- School Marketer to call the parents/guardians the day before to confirm the appointment.
- On the day of the appointment, the School Marketer to introduce the parents/guardians to the Headmaster and Head of The School Based Support Team.
- After the meeting the School Marketer to take the parents/guardians on a tour of the school.
- If the parents/guardians request a placement in the school the admissions team will start the formal application process.

### Step 2: Admission – Application process

The Admissions process involves completing an application form to accompany qualifying documentations:

- Certified copy of the learner's birth certificate.
- Foreigners needs to provide a Certified copy of the learners Passport and Study Permit.
- Certified copies of both parent's ID document.
- Copy of the learners 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.

All compulsory qualifying documents are placed into an application folder and forwarded to the assistant Bursar who will then forward the file to the admissions team (Prep: Headmaster, Deputy Head, SBST manager and HOD, College: Headmaster, SBST co-ordinator and HOD) to review the application **(Review turnaround time to be less than 3 days)**. 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 by the admissions team;

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. (**Template to be used**)
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 (**By the assistant bursar**), a trial week and class will be identified, and Step 3 will be followed.

#### **Step Three – Trial week feedback**

At the end of the trial week, a feedback session is arranged with the Headmaster, Class teacher (Prep) or Learning Support Co-ordinator (College) (and any other relevant therapist) and the Parents/Guardians where verbal and written feedback will be provided to the parents (A copy of the feedback to be provided to the Assistant bursar beforehand).

If there is suitability as well as availability, the learner will be offered placement at Cedarwood School (**Start date will be communicated to parents once step 4 is complete**). 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 in the feedback.

No arrangements may be made during the feedback sessions. The final arrangements will be made once step 4 is completed by the parents.

#### **Step Four - Enrolment**

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 Textbook Requirements
- Extra Mural Activities
- Aftercare Information (Prep only)
- My School Card Application

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

#### **Exceptions to the above two processes.**

##### **Exception A**

In a case where the school due to operational reasons such as Exams, timing too close to the Academic Year end and international applications etc, the school may accept a learner on a probationary basis for a period of 3 – 6 months, without the learner having gone through steps 3 with Process with Application – trial week (Point B).

In such a case the parents must be informed that it is a conditional placement based on a probationary period before the learner is fully accepted.

The full Application Fee and Admissions Fee still has to be paid up front for the learner who is accepted on a Probationary period. If the learner is found during the probationary period not to be suitable, due to the specific offering of the school and the criteria for accepting the learner at Cedarwood School, then the Admission fee will be paid back to the parents.

### **Exception B**

If a learner has gone through the normal process as stipulated in Point B and the trial week feedback indicates that the learner possibly does not meet with the admissions criteria, it is at the discretion of the principal (and Staff Involved) to grant the parents a probation period of 3-6 months where suitability in line with the admission criteria can be established. The parents will have to pay the Application Fee, Trial week fee and the full Admission fee. If during the probationary period It is found that a child does not meet the admission criteria of the school, the Admissions fee must be refunded to the parents.

**In the case of the exceptions described above clear written communication needs to be sent to the parents during the probationary period which indicates observations that fall outside the Admissions Criteria**

It is important to note that all relevant parties are to be included in communications with parents though the various steps to make everyone aware of the progress of each application. And to limit the communication with parents to the person responsible for the step in the process to avoid confusion.

### **RECORD OF CHANGES**

<b><u>Date</u></b>	<b><u>Page no, heading, brief description of changes</u></b>	<b><u>Entered by</u></b>
30/09/2019	None	Management
08/07/2019	Pg2 - Marketing's involvement in the admission process	School Marketer