Cedarwood School

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College Switchboard: 011 467 4889
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www.cedarwoodschool.co.za

ADMISSIONS POLICY

Purpose of the Policy

To provide an overview and guidelines for the procedures at Cedarwood School Admissions. This policy is to be read in conjunction with the *Admissions Policy Addendum – Prep Prevocational Stream Criteria*.

Admission Criteria

The following admission criteria serve as guidelines, and decisions will be made at the school's discretion.

Three high-level categories are considered:

1. Pupils who will be accepted are subject to meeting specific criteria (+/- 80% of intake)
2. Pupils who will only be accepted subject to further assessment and evaluation(+/- 20% of intake)
3. Pupils will be automatically excluded due to diagnosed behavioural disorders or previous unacceptable long-term behaviours, as well as those who do not meet the admission criteria outlined in points 1 and 2. This could be established through documents submitted with the application, any additional information collected, or any further investigation conducted on the pupil.

TARGET MARKET – WHO WE ACCEPT INTO THE SCHOOL

+/- 20% pupils

DISCRETIONARY FOR TRIAL:
- Low Functioning IQ - Below 80
- Any borderline case where a longer trial is needed to determine whether CWS can support the pupils' needs
- Inconsistent or unclear learning potential shown in previous assessment results. CWS then conducts dynamic testing during trial.
- Any barrier to learning that is not being managed effectively.

YES:
- IQ 80+
- Discrepancies identified in the IQ profile.
- Psycho-educational assessment results indicate learning ability.
- Features of Specific Learning Disorders (previously referred to as Dyslexia, Dyscalculia, and Dysgraphia).
- Barriers to learning, e.g., Autism Spectrum Disorder, ADHD, Epilepsy, Developmental Coordination Disorder.
- Pupil profile approved by relevant staff, leading to a trial.

+/- 80% of pupils

DISCRETIONARY FOR CONDITIONAL ACCEPTANCE:
- Low Functioning IQ - Below 80.
- Any barrier to learning that is not being managed effectively.
- Learning potential unclear.
- Trial not possible or not suitable for pupil.

EXCLUSIONS: Uncontrollable behaviour with no support by parents/guardians; no psycho-educational assessment report; severe language impairment; Non-verbal autism; Not school ready; Severe neurological impairments; Fully blind or deaf pupils; Limited wheelchairs per class; Low-functioning Down Syndrome

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No. 17 SCH01 00304

Process

Step 1: Meeting with the Head, 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.
- School Marketer to arrange and set up the meeting and tour for parents to meet the Head and Head of the School Based Support Team. ***(If available, psycho-educational assessment report to be provided to allow the Head and Head of SBST to review before the meeting)***
- School Marketer to inform admissions, reception and security about the appointment.
- The School Marketer is to call or email the parents/guardians the day before to remind them of the theappointment.
- On the day of the appointment, the School Marketer is to introduce the parents/guardians to the Head and Head of the School Based Support Team.
- After the meeting, the School Marketer is to take the parents/guardians on a tour of school. The School Marketer to send complimentary email to parents/guardians, which also provides them with a summary of the meeting and way forward.
- If parents or guardians request a placement at the school, the admissions team will initiate the formal application process.

Step 2: Admission – Application process

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

- A certified copy of the pupil's birth certificate.
- Foreigners need to provide a Certified copy of the pupil's passport and study permit.
- Certified copies of both parents' ID documents.
- Copy of the pupil's most recent psycho-educational assessment report (Educational Psychologist report), dated within the last 2 years.
- Latest two school reports.
- Financial Clearance Certificate from the 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 uploaded to Ed-Admin. An email is sent for the Admissions Team to review the application and complete feedback. **(Turnaround time to be less than 3 days)**.
- Reviewers Prep: The Head, Head of SBST and HOP
- Reviewers College: Head and Head of SBST

If the pupil is deemed suitable for the Cedarwood environment, they will be invited for a trial week to undergo classroom observation. Cedarwood School may contact the current school or referring professional at times for further information. Should the pupil be identified as unsuitable for the school, the following steps should be followed by the Head of the School Based Support Team:

1. Specific reasons for unsuitability should be identified.
2. Alternative environments should be investigated and recommended.
3. Communication to inform parents/guardians of the reasons for unsuitability.

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4. In certain cases, an appointment may be set up with the parent/guardian of the pupil to discuss the reasons for unsuitability. In light of these meetings, should a trial be considered suitable, a parent or guardian will be notified accordingly. A trial week offered, and Step Three will be followed.

Step Three – Trial week feedback

Prep:

At the end of the trial week, a feedback session is arranged with the Head of SBST, Class teacher (Prep) and/or Head (and any other relevant therapist) where verbal and written feedback will be provided to the parents/guardians (A copy of the feedback report to be provided to the Assistant bursar beforehand).

If both suitability and availability are met, the pupil will be offered a placement at Cedarwood School, with the start date to be communicated to parents/guardians once Step Four 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 space available, the pupil's application will be placed on a waiting list. If the application is considered unsuitable, alternate learning environments should be investigated and recommended in the feedback.

Step Four must be completed by the parents/guardians before a pupil can be enrolled.

College:

At the end of the trial week, a feedback session is arranged with the Head of SBST and all relevant teachers, where verbal feedback is provided to the Head of SBST, who thereafter compiles a feedback report.

A feedback meeting is arranged with the parents/guardian, the Head and the Head of SBST, where verbal feedback is provided, and the written report is handed to the parents/guardians.

A copy of the feedback report is uploaded onto Ed-Admin.

Step Four - Enrolment

An enrolment pack is issued to parents/guardians 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

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

Commencement at Cedarwood is to be confirmed by the Assistant Bursar and is subject to the completion of the enrollment agreement documents and the payment of the non-refundable admissions fee into the school's bank account. Admissions Team sends welcome letter. Internal communication to staff of the new pupil starting.

Exceptions to the above two processes.

Exception A

The school, due to operational reasons such as exams, timing of application, international applications, etc., may accept a pupil on a probationary basis for a period of 3 – 6 months without the pupil having gone through Step Three – trial week.

In such cases, parents/guardians must be informed that the placement is conditional, pending a probationary period before the pupil can be fully accepted.

The full Application Fee and Admissions Fee needs to be paid upfront for the pupil to be accepted. If the pupil is deemed unsuitable during the probationary period, the Admission fee will be refunded to the parents/guardians.

Exception B

If a pupil has gone through the normal process and the trial week feedback indicates that the pupil possibly does not meet the admissions criteria, it is at the discretion of the Head (and staff involved) to grant the pupil a probation period of 3-6 months where suitability in line with the admission criteria can be established.

Parents/guardians will be required to pay all necessary fees. If during the probationary period, it is found that a pupil does not meet the admission criteria of the School, the Admissions fee will be refunded to the parents/guardians.

Clear communication needs to be provided to the parents/guardians, updating them of any decisions made during this process. It is essential to note that all relevant parties should be included in communications with parents/guardians throughout the various steps, ensuring everyone is aware of the progress of each applicant.

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RECORD OF CHANGES

Date	Page no, heading, brief description of changes	Entered by
30/09/2019	None	Management
08/07/2019	Pg2 - Marketing's involvement in the admission process	School Marketer
13/09/2021	Adding of sentence	Management
09/05/2022	Added changes	SBST and Management
20/09/2024	None	Management
02/04/2025	Added changes Minor grammatical corrections	Prep and College SBST Heads
06/05/2025	Added changes	School Marketer

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