



Enrolment Steps

Please be aware that undertaking the steps outlined in this booklet **does not guarantee placement**, but are procedures that need to be followed in order to be considered for placement.

Major Intake levels

Cedar College has two major intake levels - Reception and Year 7.

Reception is the first year of Primary School, and children must turn 5 years old before May 1 to begin school. If they were born on or after May 1, they will be required to start in Term 1 the following year.

Year 7 is the first year of Middle School at Cedar College, which forms part of the High School (Year 7-12). There is only one Year 7 intake class, joining the two other Year 7 classes from our Primary School.



Enrolment Steps

Thank you for considering Cedar College for your child's education.

Choosing a school for your child is an important decision, and enrolment procedures often differ between schools.

This booklet outlines the enrolment procedure at Cedar College.

If you have further questions, please contact our Enrolment Office on 8261 3377, or email enrol@cedarcollege.sa.edu.au.

Step 1



Application for Enrolment

An Application for Enrolment form may be submitted up to 3 years prior to commencement.

Application for Enrolment forms are available from our website or School Office, and this provides us with initial information about you and your child.

With your application form we require a Birth Certificate or Passport, a Semester Report (if at school), any relevant Medical or Psychological Reports and Educational Assessments, as well as a \$50 application fee. Your application cannot progress until these are provided.

Step 2



Meet our Enrolment Officer

If we are able to proceed with your application, we will make a time with you for a personal meeting.

An Enrolment Officer will talk with you further about the school and your application, and invite you to a School Tour.

All applications are then considered in line with our Enrolment Policy and priority of admission (available from our website). Should we be unable to proceed with your application, you will be notified by mail. Any documentation, including application forms, will be securely disposed of in accordance with Australian Privacy Principles (*Privacy Act 1988*).

Step 3



Interview & Assessment

Interviews and Assessments are scheduled 2 years before entry, or earlier if placements are available.

The Enrolment Office will contact you to organise a time for an interview and assessment of your child.

The assessment will be conducted at the school by a relevant Primary School or High School teacher, and the interview will be conducted by the Principal or Head of High School.

Step 4



Enrolment Offer

After interviews are conducted you will be offered either a placement in a class, or on a waiting list.

This will be confirmed by letter. To accept an offer of placement in a class, a once only, per family, non-refundable enrolment fee of \$100 is required. If this amount is not paid within 14 days, your child's enrolment offer will automatically be cancelled and your application withdrawn. **All waiting list applications have an expiry date of 3 years** from the date of submission.

Once your enrolment fee has been received, the Enrolment Office will notify you of your child's commencement date and procedures.



CEDAR COLLEGE SPORTS CENTRE



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