



Enrolment Policy

A Reception to Year 12 Christian College dedicated to academic excellence and biblical Christianity

Enrolment

Cedar was founded as a ministry of Oakden Baptist Church and sees itself as both a ministry to families who are regular worshippers at a church and a mission to families who do not attend church.

Admission to the school will be subject to:-

- > A position being available in the relevant year.
- > There being no outstanding monies owing to Cedar College or the previous school
- > The Interviewer & Principal consider that both parents/care-givers will support the Christian ethos of the school
- > Both parents/care-givers will accept and agree to the five policies and requirements outlined below.
- > Preference will be given to missionary families, staff children, and families with active weekly church involvement.

All prospective parents will be required to:

1. Accept the Philosophy of Ministry.
2. Support the Aims of the School.
3. Support the School Policies and Statements on uniforms, student conduct, discipline and curriculum.
4. Accept that devotional times are incorporated into the daily routine and are compulsory for all students.
5. Accept that all children will be challenged to personally commit or re-dedicate their lives to the Lord Jesus Christ.

The main entry points into Cedar College are Reception and Year 8.

Reception Intake

Children will be eligible to commence Reception at the beginning of the year if they turn 5 years of age before 31st March. Our Junior School (R-2) has two classes per year level.

Year 8 Intake

Intake at Year 8 level will depend on availability of space. Cedar College plans to double stream and possibly triple stream future Year 8 classes. This intake will enable Cedar College to have slightly smaller class sizes, greater subject choices and healthier student dynamics. Cedar College is now accepting Expressions of Interest for future Year 8 classes. Year 8 enrolments may not be submitted any earlier than 2 years prior to the requested starting date.

Intake at other Year Levels

Intake at other year levels will depend on availability of places. All applications are placed on a waiting list. Places will be offered at the discretion of the Principal.

The Enrolment Process

1. Prospectuses are mailed on request or can be found on our website. Before signing and submitting the Enrolment Form, please read the conditions outlined on the Enrolment Agreement
 - School Fees
 - General
2. Parent returns the Enrolment Form with a copy of their child's most recent report card (excluding Reception enrolments) to the Enrolment Officer.
 - Once the form is received we arrange to have the child tested in literacy & numeracy, to help evaluate the needs of the child.
 - An invitation to attend an interview (on the basis of what has been submitted) is then offered.
 - We then arrange a suitable time to meet with the Principal or Head of Department to discuss:-
 - Needs of the child
 - Curriculum
 - Ethos of Cedar
 - Parent expectations
 - Cedar's expectations
1. At that time the parents are taken on a tour of Cedar College, if one has not already been arranged previously.
2. The Principal makes a decision and a Provisional Enrolment Offer letter is sent. To accept our offer of placement in a class or on a waiting list you will need to pay a once only, per family, non-refundable enrolment fee of \$100. If this amount is not paid within 14 days your child's enrolment/waiting list placement will automatically be cancelled and your application withdrawn.
3. Confirmation of booking will be sent the year prior to commencement. If circumstances have changed and Cedar College acknowledges it is not able to cater adequately for the child, the Enrolment Fee will be refunded.

Children with Special Needs

(Physical, Medical, Emotional, Intellectual, Visual, Hearing)

The following steps seek to ensure that a child with a special need is not disadvantaged and that both parties understand what can reasonably be offered if enrolment is to be entered into. Enrolment of a child with special needs may be refused where the provision of additional services and facilities required would impose unjustifiable hardship.

1. Enquiry made to Cedar – Prospectus sent
2. Parent returns Enrolment Form
3. If a position is available an invitation to interview (on the basis of what has been submitted) is offered or a letter indicating we have no positions is sent.
4. Arrange a suitable time to meet with the Principal.
 - The Principal contacts the Regional Special Education Consultant and other relevant persons agreed to by the family to conduct a more in depth interview with the parent. Specific information is then obtained regarding the student's developmental, medical, academic history etc.
 - With the family's permission, the Special Education Consultant then collects data from various agencies, previous schools, other professionals involved in the child's development to date.
 - The Principal and Special Education Consultant summarize the data obtained to date.
 - The Principal makes the final decision regarding the enrolment and informs the parents and other members of the enrolment process.
 - If the enrolment proceeds, the Principal then initiates the development of a Student Support Plan for the child.
 - Enrolment is reviewed regularly to ensure the school continues to meet the student's educational needs.