



Enrolment Steps

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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 that year. If they were born on or after May 1, they will need to apply 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 procedures at Cedar College.

If you have further questions, please contact our Enrolment Office directly on 7221 3606, or email enrol@cedarcollege.sa.edu.au.

Step 1



Visit us for a School Tour

A School Tour is the best way to learn more about the school, our students, teachers and facilities.

Following your School Tour, we recommend that you make an appointment to speak with our Enrolment Officer regarding year level availability. This can vary depending on the enrolment year and year level you are considering.

Should we be unable to proceed with your application at any point during the enrolment process, you will be notified in writing. In this instance, all paper work, including application forms, will be securely disposed of in accordance with Australian Privacy Principles (*Privacy Act 1988*).

Step 2



Application for Enrolment

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

All applications are considered in line with our Enrolment Policy and priority of admission (available from our website). Should we be able to consider your application, we will contact you to discuss the steps ahead.

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 be accepted until these are provided.

Step 3



Assessment & Interview

If we are able to continue with your application, the next steps are a student assessment and a family interview.

The **student assessment** will take place at the school with a relevant Primary School or High School teacher. This allows us to understand the amount of extension or support your child needs. Assessments take place up to 2 years prior to commencement, with the exception of Reception students, who are assessed during their Kindergarten year.

Prior to enrolment offers, families are invited to an **enrolment interview** at the school, with the relevant Head of School.

Step 4



Enrolment Offer

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

You will be notified of this in writing. To accept an offer of placement, 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 continue to be in contact with you regarding the steps to starting school.



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