

Cedars School of Excellence

Admissions Process Overview

This document is a guide to the admissions process at Cedars School of Excellence. Cedars is a non-selective independent school so there is no entrance exam. We admit by interview and always endeavour to ensure that we can provide the best and most appropriate education for any prospective pupil.

Stage 1 - Head Teacher Interview

The first stage in applying to Cedars is to meet with the Head Teacher. After your initial inquiry, our secretary will contact you to schedule a meeting. You are welcome to attend with or without your child at your discretion.

If your child has any diagnosed health, educational or behavioural needs, it is helpful to bring any formal documentation you may have to this meeting.

Stage 2 - Pupil Tour

After your initial meeting with the Head Teacher, you and your child will be offered a tour of the school. This can be arranged as part of the Head Teacher interview or on a separate day.

Stage 3 - Taster Day

The next stage in your application is for your child to spend a day with us at Cedars. This will help them to get to know the building, the teachers and to meet their prospective classmates.

This can be scheduled quite flexibly but it is ideal if the Taster Day happens on a day with a representative timetable rather than a day with trips or special events. Our secretary will coordinate this date with you.

Stage 4 - Application

At this stage, if you wish to proceed with your application, you should complete and return the application form to us. Your application will be considered by the senior management of the school.

Stage 5 - Acceptance

At this stage, we will write back to you offering a place in the school if your application has been successful or explaining that your application has been unsuccessful. If your application has been successful, this letter will contain detailed information about the next steps.

You may apply for a bursary at this point, if required. Bursaries are allocated in the March preceding the start of a new school year. If you are applying for a start in the middle of the school year, your bursary may not be able to be considered until the following March.

Stage 6 - Enrolment

After receiving our offer letter, you should complete the acceptance form and return it to the school with your deposit. Please note the deposit is not refundable if you later withdraw your acceptance.

If your child's start date is imminent we will also send you a Pupil Information Pack which you should use to provide us with the information we need to administer your child's education. If your application is for a future date, we will send you this pack nearer the time to ensure we get the most up-to-date information possible.

Please note that places are only guaranteed on receipt of a Terms & Conditions Acceptance Form and the payment of your deposit.

Withdrawal

If, after this process, you do not wish to apply for a place at Cedars, that is entirely up to you. It would be helpful for our planning if you would inform us that you do not wish to pursue your application further. This can be done by email or phone call.

If you have already enrolled and paid your enrolment fee but do not wish to take up your place, please formally inform the school in writing by email to info@cedars.inverclyde.sch.uk.

Please note that the enrolment fee is not refundable in the event of a withdrawal.