

School location: CEFA	Today's Dat	e:			
Name of Child:	Date	of Birth:			
Parent /Guardian (full name):				_	
Parent /Guardian (full name):				_	
Preferred Start Date: (yy/mm/dd)					
Classroom being considered for except	ional admission: □CEFA <i>B</i>	aby	_□JK1	_ □JK2	□JK3
Classroom Teachers (list names):					
Msand Ms		and Ms			
Principal (full name):					
**The purpose of the procedure for Exce group remain the first priority.	ptional Admission is to ens	ure that the	best intere	est of the chil	d and the whole
Step 1: Meeting between parents and Pri	<u>incipal</u>				
The purpose of this initial meeting is to under and also to explain the process and why a care: meeting between parents and principal principal; decision yes or no; trial period; fol principal; next steps and plan for repeating and plan for repeating the steps are steps	careful assessment is necessa i; observation of child during o llow-up evaluation of child's ex	ry for both t ben learning	he child and a; follow-up i	the group as meeting with to	a whole. The steps eachers-parents-
☐ Principal welcomes parents and exp	lains process, and why it is im	portant			
Date of initial meeting (yy/mm/dd):					
List parent's reasons for wanting the sch	nool to consider an exception	nai admiss	ion for thei	r child:	
					□ Initials:

☐ Next, the Principal will schedule a date for an observation of the child in the classroom **If the Teachers or the Principal feel further observation is needed, please schedule a second date Step 2: Observation of child in the group during open learning Observation date scheduled on (yy/mm/dd) at a.m during open learning time in class: _____will observe _____(child) and record observation (*Copy of record to be attached afterwards) ☐ Observation took place as scheduled on (yy/mm/dd) ☐ Record of observation attached ☐ Yes, by _____ *If required: □Follow-up observation took place as scheduled on (date) □Follow-up record of observation attached □Yes, by _____ □ Initials: Next, schedule a meeting with the parents, Teachers and Principal Step 3: Meeting between parents, Teachers and Principal Follow up meeting with parents, Teachers, Principal on (yy/mm/dd): In attendance: ☐ Principal (name): _____ ☐ Teachers name): ______ and (name): _____ and (name): □ Parent(s)/Guardian: name): ______ and (name): _____ Discuss observation with parents: (Provide details with examples of how child managed: interaction with group; positives, challenges.....)

□ Initials:

Next, communicate decision whether to admit child as an exceptional admission

Step 4: Decision reached based on observation(s):

Decision reached regarding exceptional admission:
Child to enter as exceptional admission □ No, If no, please explain reasons why it is not possible, below:
☐ Yes, If yes, please see details below.
To enter in: □cefababy [®] □JK1□JK2□JK3 During trial period from (yy/mm/dd): to (yy/mm/dd):
Comments:
Next, outline the on-going follow-up the Principal and/or Teachers will have with the parents
Step 5: Planned follow-up and communication with parents:
On-going follow-up to take place by: □ Email □ Phone □ Meeting
□ Email □ Phone □ Meeting
□ Email □ Phone □ Meeting School will communicate with:
□ Email □ Phone □ Meeting
□ Email □ Phone □ Meeting School will communicate with:
□ Email □ Phone □ Meeting School will communicate with: □ Parent(s)/Guardian: name): □ and □ Parent(s)/Guardian: name):
□ Email □ Phone □ Meeting School will communicate with: □ Parent(s)/Guardian: name): and □ Parent(s)/Guardian: name): Name and position of school staff who will communicate with parents about child's progress: Ms □ Principal □ Teacher □ Administrator Frequency of contact with parents: □ Daily □ Weekly □ As needed □ Other
□ Email □ Phone □ Meeting School will communicate with: □ Parent(s)/Guardian: name): and □ Parent(s)/Guardian: name): Name and position of school staff who will communicate with parents about child's progress: Ms □ Principal □ Teacher □ Administrator Frequency of contact with parents: □ Daily □ Weekly □ As needed
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□ Initials:

Next, schedule a meeting with the parents after the end of the trial period to discuss next steps.

Plan for reneated school ve	aar:					
Tian for repeated school ye	zai.					
I,	, parent o	f	understand that in order that my child			
graduates with his/her age- □cefababy [®] □JK1_	-peers, that he/she wil 	ll need to repeat a	year. The year that he/she will repeat is			
Signed (parent):			Date: (yy/mm/dd)			
Signed (principal):			_ Date: (yy/mm/dd)			
			_ Date: (yy/mm/dd)			
	ns <i>on</i> (date)		□Initials:			
□Copy sent to CEFA Systen □Documents attached □Copy of all steps placed in	ns <i>on</i> (date) child's file	by	□ Initials:			
□Copy sent to CEFA Systen □Documents attached	ns <i>on</i> (date) child's file	by	□ Initials:			
□Copy sent to CEFA Systen □Documents attached □Copy of all steps placed in	ns <i>on</i> (date) child's file	by on (date)	□ Initials:			
□Copy sent to CEFA Systen □Documents attached □Copy of all steps placed in CEFA Systems use only	ns on (date) child's file Received by: on (date)	byon (date)	□ Initials:			
□Copy sent to CEFA Systen □Documents attached □Copy of all steps placed in CEFA Systems use only □ Reviewed by:	ns on (date) child's file Received by: on (date) on (date)	byon (date)	□ Initials: □ Principal □ Administrator			