

# ADMISSIONS POLICY

## ASHBURY SCHOOL

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**Together We Grow**

[This document serves to outline the policy of Ashbury School with regard to the admission of students to the school.]

# **ADMISSION POLICY**

The policy of Ashbury School regarding the admission of students is.

## 1. **FUNDAMENTAL PRINCIPLES:**

- 1.1 No student will be denied admission to Ashbury School on the grounds of race, gender or social origin, religion, colour, faith, culture or home language.
- 1.2 Entrance tests will only be used to determine the student's proficiency in the language of teaching and learning and mathematics to determine placement into the correct grade.
- 1.3 The student will be admitted to the total school programme including cultural, sporting and social activities of the school.
- 1.4 A child's interests are of paramount importance in every matter or decision concerning the specific child.

## 2. **REGISTRATION AND ADMISSION:**

- 2.1 Admission will be granted depending on whether the student applying fulfils the criteria laid down by the school, as well as the availability of space.
- 2.2 A once off registration fee determined by the owners of the school, which is non refundable is charged on registration of the student.
- 2.3 Parents will be given an application form (Annexure 3) when first applying to the School.
- 2.4 Once the application is processed and if successful the parent will be given a registration form to complete in order to register the student. (Annexure 1)
- 2.5 Unsuccessful applicants will be informed telephonically and will automatically be placed on a waiting list.
- 2.6 Parents of successful applicants will sign a contract with the school on registration. (Annexure 2)

## 3. **DOCUMENTS REQUIRED FOR ADMISSION:**

- 3.1 Any parent applying for admission of his/her child as a student to the school must present the following documents with the application form:
  - 3.1.1 ID Document or Birth Certificate (certified copy)
  - 3.1.2 Immunization card (Pre School and Grade 1)
  - 3.1.3 Last/latest school report if currently at another school.
  - 3.1.4 Transfer card, if moving from another school.
  - 3.1.5 The Student Profile including, Edlab Card, will be requested by the Head Of School once the student has been enrolled. (This will be requested for directly from the student's previous school.)
  - 3.1.6 Both parents ID Documents.

**Provisioning of falsified information will lead to the immediate deregistration of the student.**

4. AGE NORMS:  
As per regulation laid down by the G.D.E  
For admission to Grade R – Four (4) turning Five (5) by 30<sup>th</sup> June in the year of admission.  
For admission to Grade 1 – Five (5) turning Six (6) by 30<sup>th</sup> June in the year of admission.  
**(Preference will be given to students applying from Ashbury Preschool.)**  
For admission to Grade eight (8) – Maximum age, is turning Fifteen (15) in the year of admission.
5. ADMISSION OF UNDERAGE STUDENTS:  
Any parent who wishes to make an application for admitting an underage student to Grade R or Grade 1 must make application to the Head of School. Such an application must be accompanied by a school readiness report. A school readiness report could be a report from a psychologist or similar professional person, or an acceptable progress report from a qualified teacher based at a recognized education institution. Admission of such a student is entirely at the discretion of the Head of School.
6. HIGH SCHOOL ADMISSIONS:
  - 6.1 No student applying for Grade eight (8) from Ashbury Preparatory School will gain automatic entry into Ashbury High School. Admission will be at the discretion of the Head of School. These Students will however be given preference if all requirements are met.
  - 6.2 Any applications to Grade Ten (10), Eleven (11) and Twelve (12), will be dealt with by the Head of School and admission will be entirely at His or Her discretion, depending on current results, subject choice and disciplinary record.
  - 6.3 All students applying to Ashbury High School will be subjected to an entrance exam.
7. EXCLUSIONS:
  - 7.1 Any student applying whose disciplinary record from the previous school is questionable.
  - 7.2 Any student applying who has a criminal record.
  - 7.3 Any student who has been expelled from another school.
  - 7.4 Any student who is older than the age requirements for the Grade.
8. RISK OF DAMAGE OR LOSS:  
The applicant is notified that the school accepts no liability for damage to, or destruction or loss of any property brought onto the school premises by the student or his/her parent(s). It matters not who causes such damage, destruction or loss, or how it is caused, or whether it is caused by someone's act or failure to act, or whether it is caused by someone's intention or negligence. The school accepts no liability. Students are encouraged to safeguard property brought onto the premises and applicants, parents and students are encouraged to take out their own insurance against such damage, destruction or loss.

9. THE SCHOOL CODE OF CONDUCT FOR STUDENTS:

The applicant is to note that his/her refusal to subscribe to the school's code of conduct for students can be an obstacle to the admission of such a student to the school, and that the code is binding to the student.

The applicant is encouraged to support the school in familiarizing himself/herself with the school's Code of Conduct for students and seeing to the observance thereof by the student. (A copy of the school's code of conduct is given to the applicant on registration)

10. SCHOOL PROPERTY:

The applicant's attention is drawn to the following:

10.1 Every student of the school shall take good care of the property of the school, which is placed at his/her disposal and return it to the school on or before a date specified by any teacher employed at the school.

10.2 The parents of a student shall be held liable for any damage to or loss of property in respect of which the student concerned is liable to the school.

10.3 It is the duty of every parent to assist in promoting a culture of respect for school property.

11. THE PARENTS AND THE SCHOOL:

11.1 The parent(s) or guardian(s) of the student are requested to complete a consent form which is part of the contract to enable the school staff to act in the best interests of the student in cases of emergency or to relieve the student's pain or discomfort until the parent(s) can intervene.

11.2 Parents are encouraged to become involved in all activities of the school and to support the education process by interacting constructively with teachers and ensuring that set work and homework is done by the student conscientiously and punctually. Parents are also required to ensure that their children are properly equipped to participate fully in the tuition process and that they attend school punctually and regularly.

12. SCHEDULE:

Information required in addition to that mentioned in point 3.1

1. Name, residential address, work address, and all telephonic, telefax or e-mail contact details of each person falling under the definition of "Parent" in the school constitution.
2. A certified copy of any Court Order confirming guardianship or Custody or any similar right of the person (Parent) in the school constitution.
3. A copy of the identity document or other document confirming the identity of each person falling within the definition of "parent" to the reasonable satisfaction of the school.
4. The language of tuition chosen on behalf of the prospective student. (Language of learning and teaching at Ashbury is English.)
5. Details of any notifiable disease from which the student is or may be suffering.

6. Details of any serious misconduct of which the student may have been found guilty of by a court of law or SGB at any school where the student may previously have been enrolled.
7. Details of any condition in the student, which may endanger the Physical welfare of any of the students or staff members of the school.
8. Details of any specific needs the student may have and which may require attention to maximize the student's school experience or promote his/her best interest.
9. Details of any condition of circumstances of which the school should be aware in order to protect the best interests of the student and/or other students of the school.

13. ANNEXURES:

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| Annexure 1 | - | Registration Form |
| Annexure 2 | - | Contract          |
| Annexure 3 | - | Application Form  |