



# ASHBURY COLLEGE

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P.O. Box 11011  
Rynfield  
1514

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Good day

Thank you for enquiring about Ashbury

## REGISTRATION PROCESS

### Step 1: Get all the required documents

Before a pupil can be considered for enrolment at the school the following documents have to be submitted to Ashbury either by hand or by email.

#### **Pupil documents:**

1. Fully completed application form (Also available on the website)
2. **Most recent school report.** (The final report for a year will also have to be submitted at the end of the year to confirm space in the particular grade applied for.)
3. Birth Certificate of the applicant or ID if over 16 years of age.
4. Copy of Immunization card (Pre-Grade R – Grade 3)
5. 2 Recent ID photos of the applicant.
6. Subject choice form (If applying for Gr. 10 or 11)
7. Transfer card, if moving from another school. (Only on arrival)

#### **Parent documents:**

1. Copies of ID of both of the parents or legal guardians.

**NB: Provision of falsified information will lead to the immediate deregistration of the pupil.**

### Step 2: Complete application form

Once you have all your documentation in order, you need to complete the application form either in writing on a hard copy which can be handed in by you to the schools administration office between 07:30 and 14:30 from Monday – Friday.

**OR**

You can submit an electronic application by downloading an application form from the schools website [www.ashburyedu.co.za](http://www.ashburyedu.co.za) then scan and email it to [ashburyschools@lantic.net](mailto:ashburyschools@lantic.net).

**NB: The application form must have all the correct documentation attached before it will be processed.**

### **Step 3: Entrance test: Grade 1 only**

If applying for Grade one (1), you will be contacted by the school with a date and time where your child will be required to write a school readiness test. The purpose of the test is to ensure proficiency in English and whether your child has the required knowledge and skills necessary for Grade 1.

### **Step 4: Status of your application: Grade 1 only**

Once the school readiness test has been marked the school will contact you telephonically to inform you if the application has been successful. This will happen within seven (7) days of your child having written the test. You will then be required to complete final registration.

### **Step 4: Status of your application: Grade 2 - 10**

Once your application and documentation have been scrutinised and approved, the school will contact you telephonically within seven (7) days to complete final registration.

### **Step 5: Final registration**

Once your application has been approved, you will be phoned and requested to pay a **R2000.00** once off registration fee, which has to be paid within seven (7) days of notification. This fee can be paid in cash at the administration office or deposited directly into the schools bank account.

**Bank account details: NEDBANK**

**Branch: Northmead Square**

**Account holder: Ashbury School**

**Account Number: 1948015617**

**Branch code: 194842**

**NB: If paying directly into the bank use as your reference: Child name, surname, grade and registration for year applied for e.g.: Sipho Dladla Gr. 1 registration 2018 etc.**

**NB: If the registration fee is not paid within seven (7) days of notification your child's place will be given to another applicant.**

### **Step 6: Preparing for school**

You will be provided with a stationery requirement list and will need to purchase the required stationery as stated. In Grades 8 -10 there is also a text book list for the text books required. The text books are available at the PNA in the Farrarmere Square shopping centre. You will also need to purchase the school uniform which is available from Rynfield Drapers in Pretoria road.

For more information regarding uniform, school rules and other important information consult the schools website at: [www.ashburyledu.co.za](http://www.ashburyledu.co.za) and click on the **links** tab.

### **Step 7: Information Meeting**

You will be invited to attend an orientation meeting to introduce you to the school, its ethos, code of conduct and activities offered at the school. You will also have the opportunity to ask questions with regard to the aforementioned.