

Admission Policy

Introduction

Canterbury Preparatory School is a registered Cambridge, English, private primary school which follows the Cambridge curriculum.

The regulation with regard to the admission policy of the school is determined by the Directors of the school. The policy has strict rules that need to be adhered to in order to accept students to the school.

The admission policy to the school are as follows:

- An application form must be completed with all the relevant details of the student and parents.
- A R250 administration fees is payable upon application
- Copies of birth certificate, parents Identity Document or Passports and relevant visas must be provided
- Latest school report of student is mandatory
- Immunisation record of student

All children applying for Grade 0 to Grade 7 are required to complete a preadmission assessment for recognition of learning for that specific grade. Once the relevant documents are provided, a staff member of the school will be in contact to make arrangements for your child to spend the day at the school.

Pre assessment

The student will spend a day at Canterbury in the appropriate grade.

The student will be assessed during the day by the relevant teachers in academic, social and emotional development. The student will be made to feel as if he/she is part of the student group in the classroom. The academic assessments in the junior primary are based on recognition of learning of concepts taught in English and Math. In Senior primary, an English and Math written assessment will be done. The social and emotional aspects are observed during the course of the day.

Post Assessment

The teacher/s of the student will report back to the principal with regard to the findings of the assessment. The principle will contact the parent/guardian telephonically with the outcomes of the assessment and whether provisional acceptance has been granted.

Financial Clearance

Once student is provisionally accepted, the parents/guardians are notified via email and are requested to provide financial documents for financial clearance and credit check purposes.

The following documents are required:

- 3 month's bank statements
- Financial Clearance document to be completed by the previous school attended

The Finance Department will inspect the documents and the relevant credit checks will be completed.

On Admission

Once provisional acceptance and financial clearance have been approved, the parents/guardians are notified via email of the student's acceptance at the school.

A non-refundable registration fee of R4000 is payable upon acceptance to secure the place at the school.

Parents/ Guardians are required to complete an Enrolment form, and various other policy documents such as the schools Code of Conduct and Financial and Fees policy.

All documents received by parents must be completed, signed and returned to the school before the student attends school. It is in the best interest of all parents/guardians to read and familiarise yourselves with the policies and procedures of the school.

Students Admission Age

South African law prescribes that students entering Grade 0 must be 5 years turning 6 in the year of study and so forth.

As an International School, we receive students from all over the world. The pre-assessment of the student plays an important role in predicting the grade the student will attend. The school however is cognisant of the fact that students may transfer to and from other public schools in determining the grade to be placed in.

Capacity

The school has a maximum capacity for 160 students.

We can currently host 20 students per grade in the Preparatory school and 10 students per grade Canterbury Kids (pre-primary)

Dress Code

The school has a Uniform Policy that needs to be adhered to. Parents/Guardians are encouraged to familiarise themselves with the uniform policy.

School Fees

Once a student is admitted to the school, it is in the sound knowledge that parents/ guardians are able to pay the school fees.

Fees are payable in lump sum preceding the year of study or monthly payments from January to November of the year of study. Failure to comply with payments will have consequences. (further details in Financial and Debtor Policies)

School Property

All students are encouraged to take care of the school property. Damage or destruction of school property by a student will be the responsibility of the parents/guardian to cover the cost for repairs.

Canterbury staff together with parents of students are encouraged to instil a culture of respect for the school property.

Student property damages or loss

The school accepts no liability for loss or damage of property of student that has been brought on the school premises whether caused by neglect or intent. Parents /Guardians are encouraged to have insurance in this regard.