



Application Procedure

Please complete the attached documentation and return it to Buckingham Academy in one of the following ways:

- Complete the attached electronic form (preferred method)
- Hand deliver to our front office,
- Email to principal@buckingham-academy.com

The fee structure is included for your information.

Please note that there is a non-refundable application fee of R200.00 applicable to cover administration costs.

Please ensure that ALL required documentation (as requested on the application form) is provided.

1. On receipt of your application and ALL documentation, our Accounts Office will do a credit and employers check.
2. The application is then handed over to the appropriate Head of Department who will arrange a date and time for an assessment.
3. The office will notify the family with the assessment booking details.
4. Assessments are done with all children.
5. Once the assessment is finalised the Educator will discuss the results with the HOD and the parents.
Please note assessments are 45min-1hour.
6. The last step, if all above are successfully completed, is an interview with the principal.

Once open- Children applying for Pre-Prep must be 2 years old and fully potty trained.

Keeping your appointments timeously will assist our Educators who have very full diaries, with teaching, extra-curricular activities and assessments.

Please be sure to call to re-schedule an appointment if it is no longer a suitable time and date.

Thank you for the interest that you have shown in our school.