

## REDDAM HOUSE WATERFALL ADMISSION APPLICATION PROCESS

Thank you for your enquiry to Reddam House Waterfall.

Reddam House Waterfall welcomes applications for admission to the Early Learning School (Stage 1 to 5), the Preparatory School (Grades 1 to 6), and the College (Grades 7 to 12).

All applications for Reddam House Waterfall are managed by the Admissions, Marketing and PR Administrator, Jacqueline Campbell, who will be the point of communication with parents during the admissions process. Jacqueline may be contacted on 010 003 0125 and / or [Jacqueline.campbell@reddam.house](mailto:Jacqueline.campbell@reddam.house)

Please complete the online Admission Application form via Reddam House's website ([www.reddam.house](http://www.reddam.house)) and return to [Jacqueline.campbell@reddam.house](mailto:Jacqueline.campbell@reddam.house) or [info.waterfall@reddam.house](mailto:info.waterfall@reddam.house). Alternatively, you may obtain a hard copy of the Admission Application form from Jacqueline at the Admissions office based in the Reddam House Waterfall College building.

In order to process your application, Reddam House Waterfall requires payment of the non-refundable application fee of R500.00 per application. Payment may be made by credit card or EFT directly into the following bank account:

**FNB**

**Reddam House Waterfall**

**Account number: 626 502 46426**

**Branch Code: 255 005**

**Ref: Childs name, stage and year**

The following applicant information / documentation is also required and must be submitted with the completed Admission Application form:

- A copy of the applicant's unabridged birth certificate;
- A copy of the applicant's vaccination / immunisation card;
- A copy of the applicant's most recent academic report for the current year, as well as, the academic report from the previous year;
- In the case of applicants applying for Grade 1 – 12, a copy of the completed subject choice form. The subject choice form may be obtained from Mrs Jacqueline Campbell on request;
- A copy of both parents' IDs;

- Proof of payment of the non-refundable application fee of R500.00; and
- Proof of residence if residing in the Waterfall Estate for this campus.

In the case of foreign students making application please also attach:

- The applicant's student visa and passport, as well as, the parents' passports and work permits / visas.

Upon receipt of the application fee and above requested documentation, your application will be processed. Should there be a space available, an invitation will be extended to the applicant to meet with the relevant Head of either the Early Learning School, the Preparatory School or the College, as the case may be.

In the case of applications for the Preparatory School and / or the College, the applicant will also be invited to spend the day at Reddam House Waterfall to view the school's facilities and to experience a day in the life of a Reddam House Waterfall student. The applicant will also be required to write an English and Maths entrance assessment test prior to any consideration of placement at the School.

If the application is successful and a space is offered, the parents will receive a written Letter of Acceptance from Reddam House Waterfall, as well as, the relevant School Guide. Furthermore, upon receipt of the Letter of Acceptance, a non-refundable placement fee of R15,000.00 is required within 14 days in order to secure the space.

Once placement for the student has been secured at Reddam House Waterfall, all parents are required to submit a number of Student Registration documents prior to the commencement of the academic year / term of the admitted student. These include signing the Reddam House Waterfall Conditions of Entry and Attendance Agreement and the various Reddam House Codes of Conduct.

Should there be no space/s available for the particular stage or grade you are applying for, your application will be wait listed. Applicants who already have a sibling enrolled at Reddam House Waterfall enjoy first priority on the wait list. This is followed by a preference for applicants who are residents of the Waterfall Estate.

A copy of the following Reddam House Waterfall documents may be obtained from the website or requested from Jacqueline:

- The current Reddam House Waterfall Schedule of Fees; and
- The current Reddam House Waterfall School Calendar.

Kind regards

**Jacqueline Campbell**

Admissions, PR and Marketing

Reddam House Waterfall