

Dear Parents

**RE: REDDAM HOUSE WATERFALL ADMISSION APPLICATION PROCESS**

Thank you for your enquiry and for considering Reddam House Waterfall as your school of choice.

Reddam House Waterfall welcomes applications for admission to the Early Learning School (Stages 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 Administrator, Allison Rice, who will be the point of communication with parents during the admissions process. Allison may be contacted on 010 003 0125 and / or [allison.rice@reddam.house](mailto:allison.rice@reddam.house)

Please complete the online Admission Application form via Reddam House's website ([www.reddam.house](http://www.reddam.house)) and return to [allison.rice@reddam.house](mailto:allison.rice@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 Allison 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**

**Referec: Initial.Surname.Grade/Stage.Year**

**(Please email proof of payment of the non-refundable application fee to [allison.rice@reddam.house](mailto:allison.rice@reddam.house))**

The following applicant information / documentation is also required to process your application 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;
- In the case of applicants applying for Grade 1 – 12, a copy of the completed Reddam House Waterfall Subject Choice Form;
- Copies of reports from all Occupational Therapists and/or Physiotherapists and/or Speech Therapists and/or Psychologists who have assessed your child (if applicable);
- A copy of both parents' IDs;
- A statement from the applicant's current school reflecting that all fees are paid and up to date;
- 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 the above requested documentation, your application will be processed and logged on the Reddam House Waterfall Administration System. Kindly note that this letter does not constitute an acceptance or confirmation of future placement.

Should there be a space available, an invitation will be extended to the applicant to meet with the relevant Head of School and 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 in their current Grade 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, completing the Student Medical form and selecting your method of payment of school fees.

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 Allison:

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

Yours sincerely

*Allison Rice*

Admissions Administrator