



ADMISSIONS POLICY

This policy is to be read in conjunction with the school's Vision and Mission Statement, and its Code of Conduct.

This Policy promotes and facilitates the admission of students to Redhill School and regulates the application process for enrolment of students into the various Schools.

Principles in Practice

1. Redhill offers Early Learning Centre, Junior, Middle and Senior School education in an English-medium environment and admission to Redhill School is open to all. Redhill School does not have the capacity to enrol students who are in need of intensive academic accommodation or support, or who have severe physical or intellectual disabilities. Students need to be proficient in English, being the language of teaching and learning.
2. The normal points of entry into Redhill School are at the Early Learning Centre level at Kindergarten 1, or at the Middle School level at Grade 8. Admission is possible in other grades only if and when vacancies occur.
3. This Admissions Policy, as adapted by the School from time to time, has been written in line with section 29 of the Constitution of the Republic of South Africa, 1996, as well as the South African Schools Act No. 84 of 1996 and the National Education Policy Act No. 27 of 1996. The Admissions Policy of Redhill School is determined by the Board of Trustees of the Redhill School Trust. The admissions team are responsible for the administration of the admission of students into Redhill School, and as such they administer the admissions process from application to acceptance.
4. The admission and enrolment of a student into the School is at the discretion of the Executive Head who may refuse a student's admission to the School, without giving reasons therefore. A student may be granted temporary or provisional enrolment to the School, subject to such further terms and conditions which the Executive Head may impose. The Executive Head may, at his or her sole discretion, and should the need arise, cancel enrolment in accordance with the School's Contract of Enrolment, the School Rules/Code of Conduct or Policies, as the case may be.

5. All applications are carefully considered and acceptance is based on merit after due process has been followed.
6. The criteria for admission will include an evaluation of a family's alignment with the values of Redhill School and of a prospective student making a positive contribution to school life, and seeking to make the most of the opportunities presented by school life, as well as whether the family are able to meet the financial commitments towards the school.
7. The Redhill Admissions Policy is influenced by the intention to foster a "*community of belonging*" by enrolling children of staff members, siblings, and children of alumni, considering gender balance as well as the diversity of the racial and cultural profile of Redhill School.
8. Applications for admission of prospective students with two parents are ordinarily required to include the details and consent of both parents. In any other legal instance, proof of parental or guardian authority, and/or care of the student, will need to be provided. In the remainder of this policy, the terms "you", "your", "yourself" and cognate expressions refer to the parent/s, guardian/s or legally recognised caregivers of prospective students.
9. For the sake of clarity, this Admissions Policy, together with the Contract of Enrolment, regulates the enrolment and admission of a student to Redhill School, as well as the relationship between the School, the student, yourself and/or the payer once the student is admitted and enrolled into the School.
10. You will only receive the Contract of Enrolment once a student has completed the application process and the student has been successfully admitted as a student into the School. (Please see the Redhill School Application Process below.)
11. Once a student has been successfully admitted into Redhill School, the School agrees to enrol a student, for the duration of their school education, subject to the terms and conditions of the Contract of Enrolment, the School Rules/Code of Conduct or Policies, as may be developed and amended from time to time. Please be advised that you will be required to complete an annual student registration process prior to a student being enrolled for the next academic year. This process includes signature and acceptance of the Redhill School Contract of Enrolment, School Rules and/or Code of Conduct and Policies.
12. A student is only considered to be formally enrolled at Redhill School once:
 - a. The Application Fee has been paid;
 - b. The non-refundable Enrolment Fee as set out in the Schedule of Fees, has been paid; and
 - c. The Contract of Enrolment has been signed.
13. All applications are subject to fee payment verification by any previous school attended, and a credit check with various credit bureaux concerned being carried out. Redhill School may decide not to offer a place in the case of adverse reports regarding payment histories at previous institutions and/or from a credit bureau. The application

process may also include discussions with a student's previous school/s, when a student moves to Redhill School from another school.

14. Redhill School offers a limited number of academic, sport and musical scholarships in the Middle and in the Senior School. All scholarships are awarded on merit and on the basis of the Scholarships Policy.

The Application Process

REDHILL EARLY LEARNING CENTRE

Follow these steps to Apply:

- Step 1 –** Visit Redhill Early Learning Centre (highly recommended). Please contact us at 011 783 - 4707 or admissions@redhill.co.za to book a school tour; or complete an online tour booking, [here](#). The tour is not mandatory, but advisable.
- Step 2 –** Complete and submit an online Application Form ([here](#)).
- Step 3 –** Check your email for correspondence from our Admissions department, confirming receipt of your application.
- Step 4 –** Make payment of the non-refundable Application Fee of R750 (our Admissions department will supply banking details in their correspondence with you).
- Step 5 –** Email your proof of payment to the Admissions department. This will be acknowledged, and your child's name will be placed on the waiting list.
- Step 6 –** Redhill School will contact you when there is a possibility of a place for your child/ren.

Application to KG1

- Redhill School begins the admission process for KG1 in February, prior to the KG1 year.
- We first make offers to siblings of existing Redhill School students and Alumni. Then, we list all other applicants according to the number of days between the child's date of birth and the application date.
- Final offers and invitations to enrol at Redhill Early Learning Centre are conditional upon a successful interview.

Application to KG2 and Grade 0

- Redhill School makes offers to prospective students only when a current child leaves the school (and this can happen at any time of the year).
- If we have vacancies at any point during the year, we will first contact siblings of current students and then other applicants on the Waiting List.
- Final offers and invitations to enrol at Redhill Early Learning Centre are conditional upon a successful interview.

Application to Grade 1:

- Grade 1: Most of our Grade 1 students come to us from our Early Learning Centre. Thereafter, to fill the available Grade 1 places, we refer to the Waiting List.
- We will request recent school reports and invite children for an assessment before July of the Grade 0 year.
- Siblings of current Redhill School students take priority. Final offers and invitations to enrol at Redhill Early Learning Centre are conditional upon a successful interview.

Take Note:

- Admission is conditional upon an interview between the Head and the parent(s).
- If you do not receive an offer of a place for the grade of initial application, your application will also be rolled over to the next available grade.
- If offered a place, parents must confirm their acceptance with payment of the Enrolment Fee and submission of a Contract of Enrolment by a deadline (specified by our Admissions department). Failure to do so may result in a cancellation of the offer.
- The decisions in offering a student placement at Redhill is final and no further correspondence will be entered into in this regard.

REDHILL JUNIOR SCHOOL

Follow these steps to Apply:

- Step 1 –** Visit our Open Day or book a School Tour. Please contact us at 011 783 4707 or admissions@redhill.co.za for more information or to book a school tour; or complete an online tour booking, [here](#). *The tour is not mandatory, but advisable.*
- Step 2 –** Complete and submit an online Application Form ([here](#)).
- Step 3 –** Check your email for correspondence from our Admissions department, confirming receipt of your application.
- Step 4 –** Make payment of the non-refundable Application Fee of R750 (our Admissions department will supply banking details in their correspondence with you).
- Step 5 –** Email your proof of payment to the Admissions department. This will be acknowledged and your child's name will be placed on the waiting list.
- Step 6 –** Redhill School will contact you when there is a possibility of a place for your child/ren.

Application to Grades 2-5:

- Generally, we are able to offer places only when current students leave the school. When this occurs, we refer to the Waiting List to identify candidates.

- We request a copy of the applicant's most recent school reports as well as remedial/OT reports (if any) and invite the prospective student for an assessment and interview.
- Final offers and invitations to enrol at Redhill Junior School are conditional upon a successful interview.

Take Note:

- Should you wish to start in the Junior School only in January: We cannot make decisions about January admission until the end of September in the preceding year.
- Admission is conditional upon an interview between the Head and the parent(s).
- If you do not receive an offer of a place in your desired Grade, your application will also be rolled over to a higher Grade or to the Middle School.
- If offered a place, parents must confirm their acceptance with payment of the Enrolment Fee and submission of a Contract of Enrolment by a deadline (specified by our Admissions department). Failure to do so may result in a cancellation of the offer.
- The decisions in offering a student placement at Redhill are final and no further correspondence will be entered into in this regard.

REDHILL MIDDLE SCHOOL

Follow these steps to Apply:

- Step 1 –** Visit our Open Day or book a School Tour. Please contact us at 011 783 4707 or admissions@redhill.co.za for more information or to book a school tour; or complete an online tour booking, [here](#). *The tour is not mandatory, but advisable.*
- Step 2 –** Complete and submit an online Application Form ([here](#)).
- Step 3 –** Check your email for correspondence from our Admissions department, confirming receipt of your application.
- Step 4 –** Make payment of the non-refundable Application Fee of R750 (our Admissions department will supply banking details in their correspondence with you).
- Step 5 –** Email your proof of payment to the Admissions department. This will be acknowledged and your child's name will be placed on the waiting list.
- Step 6 –** Redhill School will contact you when there is a possibility of a place for your child/ren.

Application to Grade 6 - 9:

- Once you have completed the application process outlined in Steps 1-6 above, we may also invite your child to write the Competency Assessment (our Admissions department will send you all the details and facilitate the booking).
- We request a copy of the applicant's most recent school reports as well as remedial/OT reports (if any).

- Shortlisted students may be invited for an interview.
- Final offers and invitations to enrol at Redhill Middle School are conditional upon a successful interview.

REDHILL SENIOR SCHOOL

Application to Grades 10 and 11:

- Generally, we are able to offer places only when current students leave the school. When this occurs, we refer to the Waiting List to identify candidates.
- We request a copy of the applicant's most recent school reports as well as remedial/OT reports (if any). We may also invite the prospective student for a Competency Assessment and interview.
- Final offers and invitations to enrol at Redhill Senior School are conditional upon a successful interview

SCHOLARSHIP APPLICATIONS

Follow these steps to Apply for a Scholarship:

- Step 1** – Complete the Application process.
- Step 2** – Check your email for confirmation of receipt of the Application
- Step 3** – Complete the online Scholarship Application form
- Step 4** – Respond to email from Admissions with regards to assessments and for try-outs
- Step 5** – Redhill School will contact you to either notify you that your Application was not successful, or to request an interview with the Head of School (and we will request a copy of the applicant's most recent school reports as well as any other documentation that pertains to the Scholarship Application). The decisions of the Scholarship Committee in awarding the scholarships will be final and no correspondence will be entered into in this regard.

Take Note:

- Should you wish to start in the Senior School only in January: We cannot make decisions about January admission until the end of September in the preceding year.
- The results of assessments and try-outs are not made public to parents.
- If you do not receive an offer of a place in your desired Grade, your application will also be rolled over to a higher Grade.
- If offered a place, parents must confirm their acceptance with payment of the Enrolment Fee and submission of a Contract of Enrolment by a deadline (specified by our Admissions department). Failure to do so may result in a cancellation of the offer.

- The decisions in offering a student placement at Redhill is final and no further correspondence will be entered into in this regard.

REVIEW OF POLICY

This policy may be reviewed from time to time.