



WILLOW VIEW ACADEMY

31 R First Road, Bredell, Kempton Park

010 500 6006

admin.academy@willowview.co.za

Affordable Private Education

064 500 2860

reception.academy@willowview.co.za

www.willowview.co.za

REGISTERED WITH GDE: EMIS NO: 700400825

APPLICATION PROCEDURE

1. Please complete the attached application form.
2. Please make payment of the non-refundable application fee into the following bank account:

Account Name	WILLOW VIEW ACADEMY
Bank	FIRST NATIONAL BANK
Branch Code	210835
Account Number	63096396297

3. Please ensure that the following documents accompany this application:
 - ✓ Study visa / permanent residence permit (if pupil not born in South Africa)
 - ✓ Applicant's birth certificate
 - ✓ Applicant's latest year-end report
 - ✓ Applicant's most recent term report
 - ✓ Copy of vaccination card
 - ✓ Copies of ID documents of both parents
 - ✓ Proof of payment of the application fee (Please use your child's name & surname as reference)
4. Please complete and send the attached documentation in one of the following ways:
 - ✓ Hand deliver to WILLOW VIEW ACADEMY, 31R FIRST ROAD, AH BREDELL, KEMPTON PARK. Office hours are 08H00 – 16H00.
 - ✓ Email scanned documents to admin.academy@willowview.co.za
5. On receipt of your application and documentation, our office will do a credit and employers check and evaluate the pupil's reports.
6. If the pupil's reports indicate that further assessment is required, this will be advised to the parents. If the pupil's reports indicate that the pupil is coping well and financial checks on parents are in order, our office will provide the parents with a **provisional acceptance letter**, registration information and indemnities pack for completion.
7. The parent then completes the registration information and indemnities pack in full, makes payment of the once-off non-refundable registration fee and returns the signed documents and proof of payment to the office.
8. Once our office receives the completed registration information, indemnities pack and proof of payment, our office then issues a final acceptance letter. At this point, the pupil's place is secured.

Thank you for considering Willow View Academy