

# Application Procedure

Thank you for considering Eden Village Preparatory School as a school for your child. In order to apply for a place at Eden Village Preparatory School you will be required to complete the following simple process:

1. Please download the Application Form from our website: [www.evps.co.za](http://www.evps.co.za)
2. Complete the Application Form in full, scan it and email it to our admissions team on: [admissions@evps.co.za](mailto:admissions@evps.co.za)
3. Please ensure that you attach the following additional information to your application email:
  - a. A certified copy of the child's unabridged birth certificate;
  - b. A certified copy of your child's two most recent school reports;
  - c. Your current school's fee statement for the last 12-months;
  - d. A certified copy of your child's Clinic Card / Road to Health Card;
  - e. Students applying to Eden Village Preparatory who are Non-South African citizens, must provide a study visa or proof that the application process is in progress.

**NB: We will be unable to process your application without all of the information requested above:**

4. You will also be required to pay a Non-Refundable Administration Fee of R695.00 per child.
5. Once we have received your Application Form, supporting documentation and Proof of Payment (POP) we will review the information you have submitted. Please note this will involve a Financial Credit Check.
6. As soon as we are satisfied that the necessary entry criteria have been met, you will be invited to meet the Principal for an admissions meeting. Grade 1 prospective pupils may join this meeting as a friendly "Meet and Greet" session. Prospective Grade 2 – 7 pupils do not need to be at the meeting – parents/guardians only.
7. Following the admissions meeting, a mandatory 2-day playdate follows, for all prospective Gr 2 – 7 pupils. A feedback meeting is then scheduled with the Parents, Teacher and Principal and the admissions status is discussed.
8. The Grade 1 prospective pupils enjoy a fun playdate morning at EVPS in August to ease their transition to big school.

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9. Upon successful completion of the "Meet and Greet" admissions meeting (Gr 1) and playdate feedback meeting (Gr 2- 7), and once we have confirmed that we have an available space for your child, your child will be sent a Letter of Acceptance and Admissions Booklet for Eden Village Prep School.
10. Applicants may be required to conduct a further Psycho-Educational assessment in order to gain a more thorough understanding of your child's scholastic, intelligence and cognitive abilities, memory and measures of behaviour. It also enables us to accommodate pupils who learn at different rates, including those children seeking to overcome specific *short-term* barriers to learning. This requirement and the associated next steps and timeframes will be discussed in detail during the playdate feedback meeting. There may also be conditions attached to the acceptance which will be detailed in the Acceptance Letter.
11. In order to confirm the space at EVPS, the fully completed Admissions Booklet must be signed, scanned and emailed to [admissions@evps.co.za](mailto:admissions@evps.co.za) together with a POP for the Non-Refundable enrolment fee of R3,500.00 per child by the date stipulated on the Letter of Acceptance.
12. Once your fully completed Admissions Booklet and POP have been received, we will invite you to collect a Welcome Pack, which includes details regarding our School Calendar, Stationery Lists, Uniform List and any other relevant information.

**Please use the following Banking details for all EFT payments:**

Account name:	Eden Village Preparatory School
Bank:	Investec
Branch Code:	580105
Account No:	10012873200
Reference:	Customer Code/Child's Name



**Please email the proof of payment to: [finance@evps.co.za](mailto:finance@evps.co.za)**