



## Registration form

### Request for a place on the waiting list

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a \*

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

<b>Your child</b>			
<b>Surname of your child *</b>			
<b>First names</b> (underline preferred name)			
<b>Gender</b>		<b>Date of birth *</b>	
<b>Nationality</b>			
Is your child British or Swiss or from a country within the European Economic Area? *		Yes	No
If you answered No above please state your child's nationality.			
<b>Main language spoken by child</b>		<b>Other languages spoken at home</b>	
<b>Child's main Residence (Address including postcode)</b>			
<b>Type of place *</b> (please tick)			
<input type="checkbox"/> Early Years	<input type="checkbox"/> Reception	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2
<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 6
<b>Date of entry *</b>			
<b>Have you registered your child's name at any other school(s) and if so, which?</b>			
<b>Name of other brothers or sisters already registered at the school</b>			
<b>Are Parents Divorced?</b>	<b>Child lives with:</b>		
First signatory			
<b>Title *</b> (e.g. Mr)			
<b>Full name *</b>			

<b>Relationship to child *</b>					
<b>Contact telephone number *</b>		<b>Evening (if different)</b>		<b>Mobile (if different)</b>	
<b>E-mail address *</b>					
<b>Address *</b> (including postcode)					
<b>Occupation</b>					
<b>Employer's business name and address</b>					
<b>Second signatory</b>					
<b>Title *</b> (e.g. Mrs, Ms)					
<b>Full name *</b>					
<b>Relationship to child *</b>					
<b>Contact telephone number*</b>		<b>Evening (if different)</b>		<b>Mobile (if different)</b>	
<b>E-mail address *</b>					
<b>Address *</b> (including postcode)					
<b>Occupation</b>					
<b>Employer's business name and address</b>					
<b>Other people with parental responsibility *</b>					
<p>Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. This may be a legal guardian or step parent and their consent to the child attending the School will be required if an offer of a place is made.</p>					
<b>Title</b>					
<b>Full name</b>					
<b>Address</b> (including postcode)					

Someone other than the first and second signatories is to pay the School fees for your child please provide below their full name and address and their relationship to your child

**Details of family members or child minders**

Please provide the name(s) and contact details (phone and/or e-mail address) of any other person who may collect the child from school with parental consent.

Full name			
Relationship to the child			
Phone number		E-mail address	

**Connections with the School**

Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School.

**Please indicate how you first heard of the School**

<input type="checkbox"/> Local reputation	<input type="checkbox"/> Present school	<input type="checkbox"/> Friends	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Website	<input type="checkbox"/> Other (please give details)		
<input type="checkbox"/> Introduced to the school by:-			

**Please state the name and address of the present school (with dates of attendance)**

Name and address of school *	
Dates of attendance *	
Name of Head *	

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable)

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**Please give an outline of your child's other hobbies or interests (if applicable)**

**Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits and/or entrance assessments\***

## Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's *Terms and Conditions* will be supplied on request.

## How we will use the information provided in this form

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

For example:

- a) we may contact your child's current or previous school/nursery to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the School or during any entrance assessments and subsequently if they are offered a place;
- e) we may share your information with credit reference agencies.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the School will use your information, and your child's information, please see our student privacy notice and our parent privacy notice. Both of these documents are published on the School's website: [● please insert the URL of the relevant section of the website].

## Declaration

I / We request that our child named above is registered as a prospective student.

I / We have paid by bank transfer \*/ credit card \* / debit card \* the non-refundable Registration Fee of £70.00 together with this completed Registration form duly signed by me / us.

(\* - Please delete as applicable)

## Signatures of parents / legal guardians

	First signatory	Second signatory
<b>Signature *</b>		
<b>Name in full *</b> (please include all names)		
<b>Date of birth</b> (optional)		
<b>Relationship to child *</b>		
<b>Date</b>		