



# Registration Form

## Child's details

|   |                                   |        |
|---|-----------------------------------|--------|
| Pupil's surname   |                                   |        |
| Forenames (please underline the name by which the child is known) |                                   |        |
| Nationality   | Date of birth     /     /         | Gender |
| First language  | Religious denomination (optional) |        |

## Proposed term and year of entry

|               |      |         |               |           |                 |
|---------------|------|---------|---------------|-----------|-----------------|
| Proposed term | Year | Boarder | Flexi-boarder | Day pupil | (please circle) |
|---------------|------|---------|---------------|-----------|-----------------|

Please provide us with details of any special circumstances relating to your child's needs, including details of any disability, dietary needs, special educational needs or other circumstances which may affect your child's ability to fully participate in St Peter's educational provision eg. ADHD, allergies, autism, dyslexia, medical conditions, visual or hearing impairments. We require this information so that we can consider what reasonable adjustments, if any, we can make in order to accommodate your child.

In order for us to fully support your child should an offer of a place be made, please disclose below if a SENCo or other professional (e.g. educational or clinical psychologist, paediatrician, speech and language therapist etc.) has raised concerns of any learning support needs, including special educational needs and/or disabilities. Please provide us with copies of any reports with your application and copies of any court orders pertaining to this child. It is vital that you disclose below if there have been any behavioural issues with your child, or if your child has previously been excluded from another school.

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## Present school details

|                |         |
|----------------|---------|
| Name of School | Address |
| Name of Head   |         |

If your child has attended their present school for less than 12 months, please state name and address of previous school

|                |         |
|----------------|---------|
| Name of School | Address |
|----------------|---------|

Please state if there are any special family circumstances e.g. adopted or subject of a family court order

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**Parents' details (1st point of contact)**

**(2nd point of contact)**

|                                   |           |                |                                   |           |                |
|-----------------------------------|-----------|----------------|-----------------------------------|-----------|----------------|
| Title                             | Full name |                | Title                             | Full name |                |
| Occupation                        |           |                | Occupation                        |           |                |
| Home address (including postcode) |           |                | Home address (including postcode) |           |                |
| Home telephone                    |           | Work telephone | Home telephone                    |           | Work telephone |
| Mobile                            | Email     |                | Mobile                            | Email     |                |

Please state how you heard about St Peter's Preparatory School (the 'School'):

- Digital advertisement
- Former pupil
- Holiday club
- Internet search
- Local knowledge
- National marketing e.g. The Good Schools Guide
- Nursery (please state) .....
- Open day
- Personal recommendation
- Press/print advertisement
- Prospectus
- School in Action morning
- Sibling already at St Peter's
- Sign on the A376
- Social media
- www.stpetersprep.co.uk

Other, please give details.....

**Declaration**

We request that the above-named child be registered as a prospective pupil and **we confirm the electronic payment of £125 for the non-refundable registration fee has been made.** Please pay by bank transfer to account name: SPL Education Ltd; **account no. 55211863; sort code 30 80 37 and use your child's surname as a reference.** We acknowledge that registration of our child as a prospective pupil does not secure our child a place but does ensure that our child will be considered for selection as a pupil at the school.

We acknowledge that payment of a deposit of £500 will be payable on confirmation of a Reception to Year 8 place at St Peter's Preparatory School and that payment of this deposit, when requested, will secure our child's place. If a child is registered for Nursery only, then a deposit of £250 is payable. This will not guarantee a child's place in Reception. In the event that we do not subsequently take up a place for our child at St Peter's Preparatory School, our deposit is non-refundable. Otherwise our deposit will be returned to us at the end of our child's last term at St Peter's Preparatory School, less any amount owing by us to the School at that time. If our child joins nursery and we only pay £250 as a deposit, we accept that there will be no guarantee of a Reception place for our child. If a £500 deposit is paid for a Nursery child then a Reception place is guaranteed for them. It is recommended that parents who wish their child to move into Reception pay the full deposit (i.e. £500) when the signed acceptance form is returned.

Following our child joining the School, we understand that fees are due in advance on the first day of term. **St Peter's Preparatory School requires a full term's notice of our intentions to withdraw our child. We must give you this notice in writing in a letter by hand or by post to the Head or the Head's PA to be received on or before the first day of term.** If we give a lesser period of notice, we will be liable for a term's fee in lieu of notice.

We understand that:

- St Peter's Preparatory School may process personal data about me/us and my/our child, including sensitive personal data e.g. medical details, and I/we consent to the processing of my/our and my/our child's personal data;
- Provision of false, misleading information, and/or withheld information will constitute a material breach of any agreement(s) entered into between the School and us/me and will entitle St Peter's Preparatory School to terminate any such agreement(s) without any obligation to return any deposit or fees paid;
- I/We must inform the school immediately if any detail provided on the Registration Form changes;
- I/We, the persons who have signed the Registration Form, have entire parental responsibility for my/our aforementioned child.
- **St Peter's Preparatory School will contact your child's current school prior to their taster day. Please tick your acknowledgement of this.**
- **We enclose a copy of our child's latest school report with this registration form.**  Yes  No, because our child is yet to attend a setting
- **We enclose a copy of our child's birth certificate or passport to verify their date of birth.**

|                  |            |             |
|------------------|------------|-------------|
| Parent signature | Print name | Date<br>/ / |
| Parent signature | Print name | Date<br>/ / |