

REGISTRATION FORM

[to be completed by those with parental responsibility for the child]

Please use BLOCK CAPITALS and tick the boxes as appropriate.

CHILD'S DETAILS

Surname of child: _____

First names (in full): _____

Name generally used: _____

Date of birth: - - Boy Girl

Nationality: British

Other European: *(please specify)*

Other non-European: *(please specify)*

Proposed date of admission *(term and year)*: _____

PARENT DETAILS

	Parent 1*	Parent 2*
Title:	_____	_____
First Name:	_____	_____
Last Name:	_____	_____
Address:	_____	_____
Occupation:	_____	_____
Nationality:	_____	_____
Home Tel:	_____	_____
Work Tel:	_____	_____
Mobile:	_____	_____
E-mail:	_____	_____

*If you have parental responsibility for the child in a capacity other than as a parent, please state your relationship here:

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:

Are there any special arrangements that need to be made for your child when they visit?

(please include dietary and/or medical)

PLEASE ATTACH
A PHOTOGRAPH
OF YOUR CHILD
HERE

Are there any circumstances or conditions relating to your child of which the School should be aware?

Please tick as appropriate and attach full details and a copy of all relevant reports including your child's latest school report.

ADHD

Anaphylactic

Aspergers Syndrome

Autism

Dyslexia

Dyspraxia

Hearing impairment

Visual impairment

Other *(please specify)*

Allergies *(please specify)*

School Report

Educational
Psychologist Report

Speech and Language Report

Behavioural Report

Nursery report/two year check

Other, including any family history or circumstances that may be relevant *(please specify)*

Failure to disclose any pre-existing condition may affect your child's offer of a place at the School.

NURSERY ENTRY

If the application is for Nursery entry, please state sessions required – AM 8.30am – 12.30pm; PM 11.50am – 3.30pm.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

YOUR CHILD'S PRESENT SCHOOL

Please state the name and address of your child's present school (with date of entry):

- -

Name of Head Teacher:

SCHOLARSHIPS AND BURSARIES

(applicable for entry into Year 3 onwards)

Do you wish to apply for a scholarship? If so which type?

- Academic (Details of the arrangements for tests for scholarship will be sent on expression of interest.
- Music Scholarships are awarded in recognition of excellence, not for financial support. Applicants may apply for bursaries as well as scholarships).
- Sport

Do you wish to apply for bursary assistance towards the fees?

- Yes (Bursary assistance may be offered subject to confirmation of financial status and is reviewed annually. Full details can be sent on request).
- No

DECLARATION

We (as holders of parental responsibility) request that the above named child be registered as a prospective pupil of the School **AND** we enclose a cheque for the **non-refundable** Registration Fee of £100.00 per child; cheques to be made payable to 'Westbrook Hay Prep School', or by bank transfer – **Sort Code:** 23-84-85 **Account number:** 01108083

By signing this Registration Form we understand, accept and agree that:

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for entry as a pupil at the School;
2. if our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services^[1], which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) we accept the place;
3. if applicable, the School may request from our child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;
4. the School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require you to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and
5. the School may process any personal data about us (or either or us) and our child, including sensitive personal data about our child (such as medical details), for the purposes of:
 - i. administering its list of prospective pupils;
 - ii. registration, selection and/or admission procedures, including as set out above; and
 - iii. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

First signature:

Second signature:

Name in full:

Name in full:

Relationship to child:

Relationship to child:

Date:

Date:

[1] A copy of the current terms and conditions (known as the School's parent contract) is available for your information on the School's website www.westbrookhay.co.uk, or by request at any time. But please note that the version of the parents' contract viewed or supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.