

# Registration Form



Please complete in block capitals and 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 \*. Not completing the mandatory sections in full might jeopardise or delay your application.

Chesham Preparatory School

Child's full name*		
Name by which the child is known		
Date of Birth*	Gender	Proposed date of entry at the school
School term and year at entry*		Age on 1 September in Year of entry
Address (home)		Post code
Nationality*	Country of origin	Does your child require a visa to study in the UK? Yes / No (please circle)
Child's first language (if not English)		Other languages spoken
Religion		
If child will be in Nursery which days will be required? (please circle) Monday full / half, Tuesday full / half, Wednesday full / half, Thursday full / half, Friday full / half		
Name of the child's current school (if applicable) from which a reference will be sought*		
Address		Post code
Dates of attendance/ length of time at current school*		Current Year at School
Name of Headteacher from whom reference will be sought*		
Name of Doctor and Telephone Number		
Date of last eye test and results		

<b>Parent 1 / Guardian 1 (Signatory 1)</b>	
Do you have Parental Responsibility? Yes / No (please circle)	
Title / Full name*	
Relationship to child*	Marital status
Occupation	
Nationality	
Home telephone number	
Work telephone number	
Mobile number	
Email*	
Address (if different to child)*	
Post code	

<b>Parent 2 / Guardian 2 (Signatory 2)</b>	
Do you have Parental Responsibility? Yes / No (please circle)	
Title / Full name*	
Relationship to child*	Marital status
Occupation	
Nationality	
Home telephone number	
Work telephone number	
Mobile number	
Email*	
Address (if different to child)*	
Post code	

Are both Parents in agreement that the child will attend the School? Yes / No (please circle)	
Will someone else other than the first and second signatories be paying or guarantee to pay the fees for your child? If so, please provide details below:	
Title / Full name	
Relationship to child	
Occupation	
Address (if different to child)	
Post code	
Telephone (work)	
Telephone (home)	
Email	

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.	
Title / Full name	
Relationship to child	
Occupation	
Address (if different to child)	
Post code	
Telephone (work)	
Telephone (home)	
Email	

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

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

Siblings – to comply with safeguarding advice and guidance we need to ask for details of any siblings. Please complete on a separate sheet if necessary

First sibling's full name

Date of birth

Gender

Current School

Second sibling's full name

Date of birth

Gender

Current School

Connections to the School – please give us details of any connections you may have to the School.

Full name

Connection

How did you hear about Chesham Prep? (please tick all that apply)

Recommendation  Website  Former Pupil  Internet Search  Posters  School Bus  Local Knowledge

Advertisement  (where) \_\_\_\_\_ Other (please state) \_\_\_\_\_

### Confidential information\*:

Please note: no child will be considered for entry to the School unless this form is completed and returned prior to the assessment visit. The information you have provided will help us to make any special arrangements which are required for both the School's Admissions Process and entrance assessments. **Failure to disclose relevant information may result in the School being unable to make adjustments which can be reasonably made and / or may lead to the withdrawal of any offer.** Please continue on a separate sheet if necessary.

**Please disclose separately in writing any medical condition, health problem or allergy affecting your child. If applicable to your child, you are required to let us know of any learning difficulty, special educational need, disability or behavioural, emotional and/or social difficulty.**

The information provided by you will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when your child enters the School.

**Please provide us with as much detail as possible. Where possible, please provide any relevant documentation such as medical reports, assessments etc. Further documentation included? Yes / No (please circle)**

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our pupil privacy notice and our parent privacy notice. Both of these documents are provided with the letter of offer and published on the School's website at [www.cheshamprep.co.uk](http://www.cheshamprep.co.uk).

National School Census Data regarding ethnic origin, please circle (you are not obliged to provide this if you do not wish to):

White British, White Irish, White other; Asian or Asian British- Indian, Pakistani, Bangladeshi or Other; Black or British Black Caribbean, African or Other; Mixed White and Black Caribbean, White and Black African, White and Asian or Other; Chinese. Other; please specify: \_\_\_\_\_

### 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.

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:

- we may contact your child's current or previous school to ask for a reference;
- 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;
- we may contact other people with parental responsibility to check that they consent to your child joining the School;
- the confidential information provided with this 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;
- 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.

### Declaration\*:

Please note that we require a signature from both parents, unless Parental Responsibility has been removed by a Court Order, in which case please provide supporting evidence.

I / We understand that signing this Registration Form does not give rise to a contract with the School. I / We request that the child named be registered as a prospective pupil.

I / We have paid the non-refundable Registration Fee of £100.00 by bank transfer before returning this completed Registration Form duly signed by me / us.

### Signatory 1

Relationship to child

Date

Please print name

Signature:

### Signatory 2

Relationship to child

Date

Please print name

Signature:

This form should be sent to the Registrar at the address below, together with a remittance of £100, being a non-refundable Registration fee.

Chesham Prep School bank details are as follows: NATWEST bank. Sort Code 52 21 27. Account no. 52372219. Please use child's name as a reference.