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**REGISTRATION FORM**

To be completed by those with Parental Responsibility\* for the child. Please use block capitals (3 pages).

**Child’s Details**

|  |  |
| --- | --- |
| Surname |  |
| Forename  |  |
| Middle Names  |  |
| Preferred Forename |  |
| Date of Birth |  |
| Gender |  |
| Nationality |  |
| Proposed Date of Entry |  |
| Child’s First Language |  |

**Parents’ Details**

|  |  |  |
| --- | --- | --- |
| Relationship to child  | Mother / Father / Guardian | Mother / Father / Guardian |
| Title |  |  |
| Full Name |  |  |
| Address |  |  |
| Occupation |  |  |
| Nationality |  |  |
| Home / Work Telephone |  |  |
| Mobile Telephone |  |  |
| Email Address |  |  |

|  |  |
| --- | --- |
| If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child 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 |  |
| Please state name and address of current school or educational institution (with date of entry)Name of Headteacher (or equivalent)Telephone Number |  |
| Please provide us with details of any conditions or issues that the School should be aware of including;* Medical (including allergies)
* Mobility
* Mental Health
* Learning difficulties and Impairments

(such as Hearing Impairment, Visual Impairment, Dyspraxia, Dyslexia, Autism, Asperger’s Syndrome, ADHD) Please enclose the most recent Education Psychologist’s report if you have one. Also please send us any relevant medical, special needs or other educational reports you may have. |  |
| Please state how you first heard about the School – thank you. |  |

**Pre-Nursery Registrations only**

Please indicate which sessions you would like your child to attend. Please note that requests will be accommodated where possible but cannot be guaranteed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

\*Parental responsibility is defined in the Children Act 1989 as "*all rights, duties, powers and responsibilities and authority which by law* ***a parent*** *of a child has in relation to the child and his or her property*". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child, you may wish to seek legal advice.

**Declaration**

We (as the holders of parental responsibility for him/her) request that the name of the above-named child be registered as a prospective pupil of the School **AND** confirm that we have paid the non-returnable registration fee of £80 to:

**St Hilda’s School (Harpenden) Ltd**

Lloyds Bank

Sort Code: 30-93-90

Account Number: 00183438

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 selection 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, which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) that 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 process personal data about you (or either of you) and your child, including sensitive personal data about your child (such as medical details), in accordance with data protection law for the purposes of:

1. administering its list of prospective pupils;
2. its registration, selection and/or admission procedures, including as set out above; and
3. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

|  |  |
| --- | --- |
| **Signed by:**…………………………………………………(*signature*)…………………………………………………(*print name*)…………………………………………………(*date*)…………………………………………………(*relationship to child*) | **Signed by:**…………………………………………………(*signature*)…………………………………………………(*print name*)…………………………………………………(*date*)…………………………………………………(*relationship to child*) |

Even if your child is not offered a place at the School, we may retain information about prospective pupils and their parents for the current school year plus the following school year. Please let the Business Manager know if you have any questions or concerns about this.

Further information about how the School processes personal data is set out in the School’s *Privacy and Record Management Policy,* which is on the School’s website and is otherwise available from the School at any time upon request.

A copy of the current terms and conditions (known as the School’s *Parent Contract*) is available for your information upon request at any time, but please note that the version of the parent contract supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.