



# REGISTRATION FORM

## PUPIL DETAILS

Surname:	Forenames:	Middle Names: (If applicable)
Home Address:		Postcode:
Date of Birth:	Nationality:	Religion:
Names of any siblings at Highfield (current or former):		

## PARENT DETAILS

	PARENT 1	PARENT 2
Title (Mr/Mrs etc):		
Name:		
Home Tel:		
Mobile Tel:		
Work Tel:		
Email:		
Occupation:		
Company:		
If Parent 1 or Parent 2 address different from above:		Postcode:

## PREVIOUS SCHOOL DETAILS

Name:	Address:
-------	----------

## APPLICATION DETAILS

Term Starting School:	Year Group Applying For:
-----------------------	--------------------------

## NURSERY ONLY

Please indicate your choice of sessions:

SESSION	MON	TUE	WED	THURS	FRI
Mornings:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afternoons:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## DECLARATION

A non-refundable registration fee of £100 is required with the completed Registration Form.

A FULL term's notice in writing is required before a child is withdrawn from the school. Without such notice a full term's fees will be charged. The fees for each term are due on or before the first day of that term.

An Acceptance Form and Parents' Contract will be sent out two terms before your child is due to start at Highfield. A deposit of £500 will also be requested when parents sign the Acceptance Form. This deposit will be refunded less any disbursements after the final account has been cleared.

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 we agree to pay the non-refundable registration fee of £100.

**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, with reference to one or both of us:
  - (i) undertake a credit check with a credit reference agency; and or
  - (ii) require us 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 of 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) its 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.

**We have received a copy of the prospectus and understand that signing this form constitutes acceptance of the terms stated above.**

## PROOF OF YOUR CHILD'S DATE OF BIRTH

I attach a copy of my child's: (Please indicate ID document provided)

## SIGNATURES

Signature of Parent 1/Guardian:

Date:

Signature of Parent 2/Guardian:

Date:

## FOR OFFICE USE ONLY

Registration Fee:  Deposit:  Contract Signed:  Child's ID: