

# Claires Court Registration Form



Registrar@clairescourt.com  
01628 327710



## REGISTRATION FORM – ALL PUPILS

### PUPIL INFORMATION

Pupil Surname		Sex	
Forenames		Known As	
Home Address		Date of Birth	
Postcode		Religion	
Siblings at Claire's Court <i>(current, former, applying)</i>		Nationality	

### PARENT/GUARDIAN INFORMATION

	Parent/Guardian 1	Parent/Guardian 2
Title <i>(Mr, Mrs, Miss, Ms, Dr)</i>		
Name		
Relationship to child		
Home Tel		
Mobile		
Email		
Occupation		
Company		
Home Address <i>(If different from pupil)</i>		

Applying for a place to start at <i>(please circle)</i>					
Nursery and EYFS*	Junior Girls	Junior Boys	Senior Girls	Senior Boys	Sixth Form
Date of Entry			Year Group Joining		
Current School/Nursery			Telephone		
Email			Contact		
Do we have your permission to contact the school for a current report/reference?				Yes	No

\*Early Years Foundation Stage

### REGISTRATION FEE (non-refundable) of £100 is due on submission of this form

I enclose a cheque made payable to Claire's Court Schools Ltd	Yes	No
I have made a payment via bank transfer quoting my child's name as reference	Yes	No
<b>BANK DETAILS</b> Sort Code: 60-13-35 Account: 86858440 SWIFT (BIC) Code: NWBKGBZL IBAN: GB17NWBK60133586858440		

**Continue overleaf**



## Other people with parental responsibility

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
Address	
Telephone Number	
Relationship	

## Notes

Early registration is recommended. Registrations will be considered in the order they are received. The offer of a place is subject to availability and the admission requirements of the School at the time the offer is made. A copy of the School's Terms and Conditions will be supplied on request.

### How we will use the information provided in this form

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 will contact your child's current or previous school to ask for a reference;
- we may contact other people with parental responsibility to check that they consent to your child joining the School;
- the Confidential Information 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 assessment 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.

For more information about how the School will use your information, and your child's information, please see our School Privacy Notice and our Pupil Privacy Notice, available on our website [www.clairecourt.com/policies#privacy](http://www.clairecourt.com/policies#privacy). If your child is aged 13 years or older please show him/her a copy of the Pupil Privacy Notice and discuss it with him/her.

**Please now complete the confidential information form overleaf**



## CONFIDENTIAL INFORMATION

All information received in this form will be treated in confidence.

Please disclose any medical condition, health problem or allergy affecting your child, in the space below. If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:

- Learning difficulty
- Special educational need
- Disability
- Behavioural, emotional and / or social difficulty

The information provided in this form will enable the School to consider any adjustments that it will need to make to assist your child to partake in the School's admissions procedure or when he / she enters the School.

Please provide us with as much detail as possible and provide any relevant documentation such as medical reports, assessments etc.

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

The information requested on this form 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 School Privacy Notice. Both of these documents are provided with the letter of offer and are published on the School's website.

**Once completed please send forms to:**  
**registrar@clairescourt.com or**  
**The Registrar, Claires Court, Ray Mill Road East, Maidenhead, Berks SL6 8TE**

## DECLARATION

All parent(s)/guardian(s) must read and sign the declaration below:

- I / We request that our child named on this form is registered as a prospective pupil.
- I / We have paid by \*cheque or \*bank transfer the non-refundable Registration Fee of £100 before returning this completed Registration Form duly signed by me / us.

	First Signatory	Second Signatory
Signature		
Name in Full <i>(please include all names)</i>		
Relationship to Child		
Date		