



REGISTRATION FORM – ALL PUPILS

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

	Mother - Mrs Miss Ms Dr Other (<i>please circle</i>)	Father - Mr Dr Other (<i>please circle</i>)
Name		
Home Tel		
Mobile		
Email		
Occupation		
Company		
Father's or Mother's address (<i>if different from above</i>)		

Applying for a place at (<i>please circle</i>)					
Nursery	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

Continue overleaf unless Nursery

For entry at Nursery age

If you are applying for a Nursery place please indicate your choice of sessions. Please note:

- lunch and afternoon sessions may only be added to a day when your child attends the morning session;
- children joining a nursery setting must attend a minimum of two morning sessions;
- children joining a transition setting must attend a minimum of five morning sessions.

Sessions (<i>please tick</i>)	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
Mornings					
Lunches					
Hot Lunches					
Afternoon					
After School Care					

Continue overleaf



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
BANK DETAILS Sort Code: 60-13-35 Account: 86858440 SWIFT (BIC) Code: NWBKGBZL IBAN: GB17NWBK60133586858440		

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 accordance with our Admissions Policy. 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 inform us of any reasonable adjustments/suitable arrangements your child may need 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.clairescourt.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.



DECLARATION

Both father and mother (and where appropriate guardians) 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.

(* delete as applicable)

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

Please now complete the confidential information form overleaf



CONFIDENTIAL INFORMATION FORM

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

Child's Full Name	
Name of First Signatory <i>(as on the registration form)</i>	
Name of Second Signatory <i>(as on the registration form)</i>	

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 return all forms to:
The Registrar, Claire's Court, Ray Mill Road East, Maidenhead, Berks SL6 8TE
or by email to registrar@clairescourt.com**