



South Lee School

Registration Form

TO BE COMPLETED BY THOSE WITH **PARENTAL RESPONSIBILITY**¹ FOR THE CHILD
PLEASE USE **BLOCK CAPITALS**

CHILD'S DETAILS

Surname of child:					Please attach photo here
First name(s) [in full]:					
Name generally used:					
Sex:	Boy:	<input type="checkbox"/>	Girl:	<input type="checkbox"/>	
Date of birth:					
Nationality:	British:			<input type="checkbox"/>	
	Other: <i>(please specify)</i>			<input type="checkbox"/>	
Proposed date of admission (state term and year):					
Is English your child's first language? <i>(If not, please state his/her first language)</i>					

PLEASE CONTINUE TO NEXT PAGE.

¹ 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.

PARENTS' DETAILS

Relationship to child	Parent*		Parent*
Title:			
Full Name:			
Address:			
Occupation:			
Nationality:			
Home tel:			
Work tel:			
Mobile tel:			
E-mail address(es):			

***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 your child's present school or educational institution (with date of entry):

Name of Headteacher (or equivalent):

Please provide details of health or medical condition, special educational need(s), disability or allergies that your child has. Please tick as appropriate:

ADHD		Allergies <i>(please specify below)</i>		Aspergers Syndrome	
Autism		Dyslexia		Dyspraxia	
Hearing impairment		Visual impairment		Other <i>(please specify below)</i>	

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(Please enclose the most recent Education Psychologist's report, if you have one. Please also send us any relevant medical, special needs or other educational reports you may have).

Are there any other circumstances relating to you or your child of which the School should be aware?

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Are there any special arrangements that need to be made for your child to sit the entrance test?

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Do you wish to apply for Bursary Assistance towards the fees?

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(Bursary assistance may be offered subject to confirmation of financial status and is subject to annual review. Details of arrangements for Bursaries and application forms will be sent to everyone who expresses an interest.)

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. We have arranged a bank transfer for the **non-refundable** Registration Fee of £25 to be paid by bank transfer to:

Lloyds Bank,
account name: South Lee School
Sort code: 30-91-49
Account number: 00388098

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 services², which will bind us (as the holders of parental responsibility for our child) in the event (and from the moment) that we accept the place;
3. if our child is offered a place at the School, such an offer will be subject to us confirming that our child has the right to enter, live and study in the United Kingdom;
4. 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;

² 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.

5. the information provided in this Registration Form is true, accurate, complete and not misleading. We will notify the School if there are any changes to the information provided to the School or our and/or our child's circumstances; and

<p>Signed by:</p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p>	<p>Signed by:</p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p>
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How we may use personal information

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:

- (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.

Even if your child is not offered a place at the School, we retain information about prospective pupils and their parents for six years. Please let the Bursar 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 Notice*, which is available from the School at any time upon request.