



# Old Vicarage School

## Registration Form

Please complete this form and send it to the Registrar at the address overleaf, together with a non-refundable Registration Fee of £100 and a copy of your daughter's birth certificate. The Registration Fee is payable by cheque or bank transfer (bank details overleaf).

You are required to complete all sections of this form. Please note that failure to do so may jeopardise or delay your application.

### 1. Your child

Child's first names			
Child's surname		Date of birth	
Preferred name		Nationality	

### 2. School details

Term of entry (select as applicable)	Autumn / Spring / Summer	Year of entry	
Year group (select as applicable)	Little Vic / Reception / Year 1 / Year 2 / Year 3 / Year 4 / Year 5 / Year 6		
Current School/Nursery (if applicable)			
Have you registered your child at any other school(s) and, if so, which?			

### 3. Little Vic Attendance

Term	Autumn	Spring	Summer
Morning Sessions			
Full Day			✓

### 4. Family details

Position of child in the family	
Names of any siblings already at the School or registered with us	
Names and ages of other siblings and schools attending	

## 5. Parent details

	First Parent	Second Parent
Title (e.g. Mr, Mrs, Ms)		
First name		
Surname		
Nationality		
Relationship to child		
Address (including Postcode)		
Telephone number		
Mobile (if different)		
Email address		
Occupation		
Employer's business name		

## 6. Other people with parental responsibility

Please provide the name and current address 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.

Relationship to child	
Title (e.g. Mr, Mrs, Ms)	
Full name	
Address (including postcode)	

## 7. Connections with the School

Please indicate how you first heard of the School							
Local reputation		Present school		Friends		Advertisement	
Website		Other (please detail)					
Please mention any other connections with the School							

## 8. Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made.

When the offer of a place is made, the Acceptance Form and the School's Terms and Conditions will be sent to parents. When Parents accept the offer of a place, an acceptance deposit of £3000 is payable.

## 9. 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:

- a. we may contact your child's current or previous school to ask for a reference;
- b. we may contact other people with parental responsibility to check that they consent to your child joining the School;
- c. 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. If we are unable to offer you a place, you may request in writing, for your daughter's details to be kept on a waiting list.

For more information about how the School will use your information, and your child's information, please see our privacy notice which is published on the School's website: <http://www.oldvicarageschool.com/admissions/privacy-notice/>

## 10. Declaration

- We/I request that our/my child named above is registered as a prospective pupil.
- We/I enclose a copy of our/my daughter's full birth certificate.
- We/I have made a payment of the non-refundable Registration fee of £100 by bank transfer quoting our/my child's surname as reference\*

Account name	Old Vicarage School Trust	Account number	01529781	Bank	HSBC	Sort Code	40-38-18
--------------	---------------------------	----------------	----------	------	------	-----------	----------

- We/I enclose a cheque for the non-refundable Registration Fee of £100 made payable to Old Vicarage School Trust.\*

*\* Please delete as applicable*

## 11. Signatures

	First Parent	Second Parent
Signature		
Name in full		
Date		

### Please return this form to:

The Registrar, Old Vicarage School, 48 Richmond Hill, Richmond Upon Thames, Surrey TW10 6QX

Email: [registrar@oldvicarageschool.com](mailto:registrar@oldvicarageschool.com)

### Confidential information

If there are any special circumstances, such as a medical matter or learning difficulty which may give rise to a special educational need or prevent your child taking a full part in the School's academic and games curriculum or outdoor activities, please enclose a confidential letter addressed to the Head.

Old Vicarage School Trust: a Company Limited by Guarantee Registered in England, Company Number: 01092758

Registered Office: 48 Richmond Hill, Richmond-Upon-Thames, TW10 6QX Registered Charity Number: 312671