



# ST DAVID'S

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## PREPARATORY SCHOOL

### REGISTRATION FORM

#### Request for a place on the Admission List

#### Request for a place on the admission list

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a \*.

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

| Your child                             |  |
|--|--|
| Surname of your child*                 |  |
| First names*(underline preferred name) |  |
| Date of birth*                         |  |
| Male/Female                            |  |

| Nationality  |     |  |    |  |
|--|-----|--|----|--|
| Is your child British or Swiss or from a country within the European Economic Area?* | Yes |  | No |  |
| If you answered No above please state your child's nationality.                      |     |  |    |  |

| Year Group Required  |  |
|--|--|
| Proposed term and year of entry*   |  |
| Have you registered your child's name at any other school(s) and if so, which? |  |

| <b>First signatory</b>                      |  |                                   |  |                                  |  |
|---|--|-----------------------------------|--|----------------------------------|--|
| <b>Title*</b> (e.g. Mr, Mrs, Ms)            |  |                                   |  |                                  |  |
| <b>Full name*</b>                           |  |                                   |  |                                  |  |
| <b>Relationship to child*</b>               |  |                                   |  |                                  |  |
| <b>Contact telephone number*</b>            |  | <b>Evening<br/>(if different)</b> |  | <b>Mobile<br/>(if different)</b> |  |
| <b>Email address*</b>                       |  |                                   |  |                                  |  |
| <b>Address*</b><br>(including postcode)     |  |                                   |  |                                  |  |
| <b>Occupation</b>                           |  |                                   |  |                                  |  |
| <b>Employer's business name and address</b> |  |                                   |  |                                  |  |

| <b>Second signatory</b>                     |  |                                   |  |                                  |  |
|---|--|-----------------------------------|--|----------------------------------|--|
| <b>Title*</b> (e.g. Mr, Mrs, Ms)            |  |                                   |  |                                  |  |
| <b>Full name*</b>                           |  |                                   |  |                                  |  |
| <b>Relationship to child*</b>               |  |                                   |  |                                  |  |
| <b>Contact telephone number*</b>            |  | <b>Evening<br/>(if different)</b> |  | <b>Mobile<br/>(if different)</b> |  |
| <b>Email address*</b>                       |  |                                   |  |                                  |  |
| <b>Address*</b><br>(including postcode)     |  |                                   |  |                                  |  |
| <b>Occupation</b>                           |  |                                   |  |                                  |  |
| <b>Employer's business name and address</b> |  |                                   |  |                                  |  |

**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.

|  |  |
|--|--|
| <b>Title</b>                           |  |
| <b>Full name</b>                       |  |
| <b>Address</b><br>(including postcode) |  |

**If someone other than the first and second signatories is to pay the School fees for your child please provide below their full name and address and their relationship to your child**

**Connections with the School**

**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 indicate how you first heard of the School** Local reputation Present school Friends Advertisement Website Other (please give details)

**Please state the name and address of the present school (with dates of attendance)**

|                                    |  |
|------------------------------------|--|
| <b>Name and address of school*</b> |  |
| <b>Dates of attendance*</b>        |  |
| <b>Name of Head*</b>               |  |

**Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable)**

**Please give an outline of your child's other hobbies or interests (if applicable)**

**Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits and / or entrance assessments\***

## **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. A copy of the School's *Terms and Conditions* are available on the School website.

## **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) 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 assessments and subsequently if they are offered a place;
- d) 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. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the School will use your information, and your child's information, please see our pupil privacy notice and our parent privacy notice. Both of these documents are published on the School's website: <https://www.stdavidsschool.co.uk/about-us/privacy-notice/>.

## Declaration

I / We request that our child named above is registered as a prospective pupil.

I / We have paid by bank transfer/debit card/credit card the non-refundable registration fee of £150 before returning this completed Registration Form duly signed by me / us.

## Secure Payments

We recommend making payment via the online payment system, which you can access by going to the fees page on our website. This payment method can be used to pay for school fees, registration fees, acceptance fees or other payments to the school. The online payment system is administered by Flywire and is a secure payment system that allows you to pay by bank transfer.

## Signatures

|  | First signatory | Second signatory |
|--|-----------------|------------------|
| <b>Signature*</b>                                  |                 |                  |
| <b>Name in full*</b><br>(please include all names) |                 |                  |
| <b>Date of birth</b><br>(optional)                 |                 |                  |
| <b>Relationship to child*</b>                      |                 |                  |
| <b>Date</b>  |                 |                  |