

# REGISTRATION FORM



**Wellow**  
House School

## PUPIL

Surname	<input type="text"/>	First Names	<input type="text"/>
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Boy/Girl	<input type="text"/>
Religion	<input type="text"/>	Proposed Term & Year of Entry	<input type="text"/>
White <input type="checkbox"/>	Mixed <input type="checkbox"/>	Asian/Asian British <input type="checkbox"/>	Nationality <input type="text"/>
Black/Black British <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>	

All pupils are treated equally regardless of race, colour, national origin, culture, religion or disability. We are obliged by the DFES to collect this information for statistical purposes only

## PARENTS

Parent 1 title and full name	<input type="text"/>	Parent 2 title and full name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone Numbers		Telephone Numbers	
Home	<input type="text"/>	Home	<input type="text"/>
Business	<input type="text"/>	Business	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>
Email Address	<input type="text"/>	Email Address	<input type="text"/>
Current Occupation	<input type="text"/>	Current Occupation	<input type="text"/>

## PRESENT SCHOOL

School Name	<input type="text"/>	Head Name	<input type="text"/>
Postcode	<input type="text"/>	Tel. No	<input type="text"/>

## DECLARATION

We apply for the above-named child to be registered as a prospective pupil. We have read and understand the terms and conditions set out within this booklet and undertake to conform to all Rules and Regulations laid down from time to time and to be responsible for payment of all fees in advance on or before the first day of term. We understand that a full term's notice in writing of our intention to remove our child is required and that otherwise, we will be liable to pay a full term's fees in lieu of such notice. For pupils starting in Pre-School or Reception, we understand that notice must be given by the 1st of March prior to their admission. We are also aware that fees are not remitted on account of illness or any other cause, and that continuance of a child in school is conditional on due payment of all fees.

Parent 1 Signature	<input type="text"/>	Parent 2 Signature	<input type="text"/>
Name in Full	<input type="text"/>	Name in Full	<input type="text"/>
Relationship to Child	<input type="text"/>	Relationship to Child	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Registration Fee of £250 enclosed	<input type="checkbox"/>



### 1. Definitions

(a) In these Terms and Conditions

"Registration form" means the form provided by the School for the parent/s or guardian/s to complete when accepting a place at the School;

"the Complaints Procedure" is the School's procedure for the review of complaints;

"registration fee" means that sum set out in the schedule of fees to cover the cost of admission;

"deposit" means that sum set out in the schedule of fees to secure a place for your child at the School;

"fees" means the fees set out in the schedule of fees as amended from time to time;

"enrolment" means the first day of attendance at the School;

"Head" means the person responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

"School Rules" means the rules of the School, a copy of the current version of which is included within the school information pack. Those rules may be amended from time to time and parents will be given notice of such amendments;

"term" means a term of the School as notified to parents from time to time;

a "term's notice" means notice given not later than the first day of the term preceding the term to which the notice relates;

"Terms and Conditions" means these Terms and Conditions of admission as amended from time to time;

"we" or the "School" means the legal entity carrying on as the School as identified in Clause (b) below, or its duly authorised representative, as the context requires;

"you" or the "parents" means each person who has signed the Registration Form as parent or guardian of a child or who with the School's written consent has subsequently assumed parental responsibility for such child;

(b) The Registration Form, the Schedule of Fees, the School Rules, the Disciplinary Procedure and these Terms and Conditions constitute the terms of a contract between you and the School. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

### 2. Acceptance and Deposit

(a) Registration and Admission

Applicants will be admitted to the School when the Registration Form has been completed and returned together with non-returnable Registration Fee and a deposit has been accepted.

(b) Application of the Deposit

The deposit is not refundable if your child does not take up a place at the School. The amount of the deposit paid will be refunded to you once your child has left school and your fee account is clear.

(c) Enrolment

Failure to attend the School after securing of a place at the School could result in the payment of a term's fees if a full term's notice has not been given in writing.

### 3. School Fees

(a) All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials, shall be met by the fees unless otherwise notified by the School.

(b) Any extra –curricular activities such as private music lessons, trips and visits in which you agree your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.

(c) Each person who has signed the Registration Form is liable for the whole of fees due and any supplemental charges. The persons who have signed the Registration Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

(d) Each invoice must be paid in one of three ways, either in full for the Term, before or by the following dates: Autumn Term - 31st August; Spring Term - 31st December; Summer Term 30th April. Payment must be made by the specified dates mentioned above, a late fee charge of £125.00 will be incurred.

(e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid. We may make an interest charge of 3% per cent above the Bank of England base rate on any late payment. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees and consent (if necessary) to the Credit Control Department of Alpha Schools carrying out a search (at any time) with a credit reference agency, which will keep a record of that search and may share that information with other businesses.

(f) The fees will be reviewed annually and may be increased by such amount as the School considers reasonable. We shall endeavor to give at least a term's notice of any increase in the fees due for a particular term.

(g) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. (In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations

no reduction of fees will be made in respect of such periods spent at home.)

### 4. Notice Requirements

If you wish to:

(a) withdraw your child from the School (other than the normal leaving date); or

(b) withdraw your child from an activity charged for as a supplement;

you shall either give a term's notice to that effect or shall pay to the School a term's fees (or, as the case may be, [half] a term's charges for the activity that your child has ceased to participate in, in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(b) You acknowledge that the School's affairs are organised on a termly basis and that it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

### 5. School Rules

(a) It is a condition of remaining at the School that your child complies with the School Rules and customs, as amended from time to time. In particular you undertake to ensure that your child attends School punctually and regularly throughout each term and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

(b) To ensure compliance with the School Rules on illegal drugs the Head may require your child to submit to testing for drugs in accordance with suitably approved procedures.

(c) The School reserves the right to monitor your child's email communication and internet use for the purpose of ensuring compliance with the School Rules.

### 6. Disciplinary Procedures

(a) The Head may in (his/her) discretion require you to remove or may suspend or expel your child from the School if (he/she) considers that your child's attendance, progress or behaviour is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests or those of your child or other children.

(b) The Head may in (his/her) discretion require you to remove or may suspend or expel your child if the behaviour of you or either of you is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.

(c) Should the Head exercise (his/her) right under sub clause 6(a) or 6 (b) above, you shall not be entitled to any refund or remission of fees or supplemental charges paid or due and the deposit is forfeited. However, in such circumstances fees in lieu will not be payable.

(d) The School Rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehavior. All aspects of the pupil's record at the School may be taken into account.

(e) The review of serious disciplinary matters is governed by the Complaints Procedure

### 7. The School's Complaints Procedure

Any question, concern or complaint about the pastoral care or safety of a pupil must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be supplied on request. Should a complaint be received after a parent has provided notice to leave the school or has withdrawn their child from school the normal complaints procedure will not be followed.

### 8. The School's Obligations

(a) Subject to these Terms and Conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of his or her preparatory schooling.

(b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.

(c) In order to fulfill our obligations, we need your co-operation, in particular by: fulfilling your obligations under these Terms and Conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

(d) We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in normal sports and activities which may entail some risk of physical injury.

(e) If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be

required for urgent treatment (including anesthetic or operation) recommended by a doctor.

(f) Although our prospectus describes the broad principles on which the School is presently run and is believed to be correct at the time of printing it does not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum

(g) We shall monitor your child's progress at the School and provide opportunity for parent consultation and written reports.

### 9. The Parents' Obligations

(a) It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections.

(b) You undertake to inform the School of any situations where special arrangement may be needed in relation to your child.

(c) The School will be entitled (unless notified otherwise) to treat any communication from any person who has signed the Registration Form as having been given on behalf of each such person. Unless other arrangements are agreed between you and the School we shall be entitled to treat any communication from the School to any such person as having been made to each of them.

(d) The Head must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.

(e) We cannot accept any responsibility for the welfare of your child while off the School premises unless he/she is taking part in a school activity or otherwise under the supervision of a member of the School staff.

(f) If you have cause for concern as a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.

### 10. Insurance

You must make your own insurance arrangements if you require cover for your child's property while at School. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the Fees.

### 11. Confidentiality and References

(a) You consent to our supplying information and a reference in respect of your child to any educational institution, which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from a reference given by us.

(b) You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of communicating and managing relationships with pupils and former pupils of the School

### 12. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

### 13. Changes in Ownership

For the purposes of reconstruction or amalgamation we reserve the right to transfer the undertaking of the School to any natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School, with any other educational institution.

### 14. Communications

All notices required to be given under these Terms and Conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Registration Form. Communications (including notices) will be sent by the School to the address shown in its records. Notices that you are required to give under these Terms and Conditions must be addressed to the Head and sent to the School's address. If sent by first class post, notice shall be deemed to have been given on the second day after posting.

### 15. Interpretation

Headings in these Terms and Conditions are for the ease of understanding only and do not form part of these Terms and Conditions.

### 16. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

### 17. Variations

We reserve the right to make reasonable modifications to these Terms and Conditions from time to time. The School will give you a term's notice of any such modifications.

### Notes

Early registration is recommended. Registrations will be considered in the order they are received. Each registration is considered on an individual basis with no priority given to siblings of those already attending the school.