

# The Manor Preparatory School Registration Form

Name of child in full .....

Date & place of birth .....

Specific needs .....

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Father's name ..... Occupation of father .....

Mother's name ..... Occupation of mother .....

Address .....

.....

Telephone: Father's Home ..... Father's Work .....

Mother's Home ..... Mother's Work .....

Email: Father ..... Mother .....

Other children in the family (please list in age order) .....

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Names of current and previous schools/nurseries and dates attended .....

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Proposed month and year of admission .....

*Please keep the School informed of subsequent changes of address. Pupils will have to be deleted from the list if there is no current address for communication of offers.*

TO THE HEAD

*I/we request that ..... be considered for admission into The Manor Preparatory School. I/we have read and agree to be bound by the terms and conditions contained in the following registration information. I/we am/are aware that registration does not guarantee a place will be available for the proposed date of entry.*

Signature ..... Father/Guardian..... Date.....

(both parents/guardians to sign) Mother/Guardian..... Date.....

This form should be completed and mailed to the Headmaster with a registration fee of £60 (non-returnable) payable to The Manor Preparatory School for each applicant.

## Registration Information and Conditions of Entry

Please see the entry details available on our website and in the prospectus.

Allowances are made for any learning differences a child may have, and reasonable adjustments are made to ensure that disabled pupils are not treated less favourably because of their disability. Where the school feels that the child would struggle despite the extra help outlined in the School's Accessibility and Inclusion Policy other schools may be recommended.

Prospective parents should be aware that the School reserves the right to vary the entry procedures and assessment tests at any time after registration has taken place, and to vary or waive them in any respect in individual cases. It also reserves the right to introduce a competitive examination as a condition of admission as "independent schools may select on the grounds of ability and aptitude" (Disability Rights Commission Schools' Code of Practice).

A Contract of Acceptance will be sent to parents with the offer of a place. It is a comprehensive document that is legally binding, reflecting agreed and established good practice. Confirmation that all financial and contractual obligations have been fulfilled to the previous school is required before the child starts at The Manor.

The Governors reserve the right to alter the fees from time to time. It is school policy each year to review fee levels during the spring term. Any resulting change in fees will be applicable from the beginning of the autumn term following the review.

Contractual liability remains jointly and severally with the signatories of this form. If more than one child is enrolled in the School by the same parents/guardians, fees received may be allocated to the account(s) of any of their children (including a child who has left the School) in proportions determined by the School.

**If a pupil is to be withdrawn, the School must be notified in writing not later than the last day of the term preceding the pupil's last term at school or a full term's fees will be charged in lieu.**

The school reserves the right to ask the parent to withdraw the pupil if this is in the interest of the School or of the pupil.

The word "parent" in this document or any other document issued by the School means the person or persons signing this form, and thereby claiming authority and responsibility for the legal care of the child.