

Registration Form

Application for a place on the waiting list



The Manor
Preparatory School

Your Child

Child's surname	Date of birth DD / MM / YYYY	Nationality
First name(s) (please underline preferred name)	Boy / Girl (please circle)	
Year group required		
Proposed term of entry	Proposed year of entry	

Parents/Legal Guardians

Father's title and full name (please underline preferred name)	Mother's title and full name (please underline preferred name)
Father's telephone at work	Mother's telephone at work
Father's telephone at home	Mother's telephone at home
Father's mobile	Mother's mobile
Father's email	Mother's email
Father's home address	Mother's home address
Postcode	Postcode
Father's occupation (optional)	Mother's occupation (optional)

If two addresses given, please state with whom the child lives:

Other people with parental responsibility

Please provide the names(s) and current address(es) of any other person with parental responsibility (ie legal responsibility) for the above named child. Their consent to the child attending School will be required if an offer of a place is made.

Title	Full name
Address	
Post code	

Siblings (please list all siblings)

Name	Boy / Girl (please circle)
Date of birth DD / MM / YYYY	Current School/Nursery
Name	Boy / Girl (please circle)
Date of birth DD / MM / YYYY	Current School/Nursery
Name	Boy / Girl (please circle)
Date of birth DD / MM / YYYY	Current School/Nursery

Connections with The Manor Preparatory School

Please mention here the names of any other members of your family attending the School or registered for entry; or any other connection with the School.

Current School/Nursery (if relevant)

School/Nursery name	School/Nursery telephone no.
Address	
	Post code
Headteacher's name	Dates of attendance: from DD / MM / YYYY to DD / MM / YYYY

Non EEA nationals

Please indicate if your child is a non-EEA national. Yes ☐ No ☐

If another valid immigration category applies to your child please provide full details below.

If your child has or will have a time restricted or temporary visa in any other immigration category (for example as a dependent) please provide a copy of this when returning this form. Please note that we will be unable to process your registration until such copy documentation is provided. Please note that we reserve the right to: **a)** request further information and sight of documentation in support of your declarations regarding immigration and **b)** to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licensed sponsor.

By completing this registration form you hereby consent to our notifying and/or supplying information relating to your (ie the parents) and/or your child's right to enter, reside and/or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

Additional information

Please provide us as soon as possible with details and any relevant reports of any medical condition, health problem, or allergy affecting your child; any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and/or social difficulty your child may have or have had in the past. We may contact you for further details. You may, if you prefer, write directly to the Head with this information.

Please indicate how you first heard of The Manor Preparatory School

Local Knowledge ☐ Current School ☐ Friends ☐ ISC ☐ Former Pupil ☐ Internet Search ☐ Open Day ☐ Banner ☐ School Bus ☐
Advertisement ☐ (where) _____ Other (Please state) _____

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 will be supplied upon request. Please note that the completion and return of this form, together with payment of the Registration Fee only secures a place for your child on the School's prospective pupil list.

How we will use the information provided in this form

This information will be used by the School during the admissions process. 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)** information about special educational needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the School or during any entrance assessments; **d)** we may share your information with credit reference agencies; **e)** we may also need to share information with UKVI as explained above.

☐ Please tick this box to confirm that you consent to the School using your personal information and your child's personal information during the admissions process. If you do not provide your consent the School is still entitled to use your personal information for certain purposes, for example, to fulfil our statutory duties and to provide services under the admissions process. However, we would prefer to have your consent.

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. If your child joins the School we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the School and are published on the School's website.

Declaration This form should be signed here by BOTH PARENTS. Guardian(s) to sign in place of parents if appropriate.

I/We hereby apply for a place for my/our child and I enclose the non-refundable Registration Fee of £60. I/We understand that the acceptance of the Registration Fee in no way commits the School to accept my/our child. I/We understand that acceptance of my/our child is on the understanding that he/she accepts and conforms to the terms & conditions of the School.

First parent/legal guardian

Second parent/legal guardian

Relationship to child

Relationship to child

Date DD / MM / YYYY

Date DD / MM / YYYY

Please return this form and all related documents as applicable to:

Director of Admissions and Communications, The Manor Preparatory School, Faringdon Road, Abingdon, Oxon, OX13 6LN

Tel: 01235 858462 Email: admissions@manorprep.org www.manorprep.org

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