

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 (as shown on passport)
First name(s) (please CAPITALISE preferred name)			Gender
Year group required			
Proposed term of entry	Proposed year of entry		

Parents/Legal Guardians

First Parent: Title and full name (please CAPITALISE preferred name)	Second Parent: Title and full name (please CAPITALISE preferred name)
Telephone (work)	Telephone (work)
Telephone (home)	Telephone (home)
Mobile	Mobile
Email	Email
Home address	Home address
Postcode	Postcode

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 and full name	
Address	
	Postcode

Siblings (please list all siblings)

Name		Gender
Date of birth	DD / MM / YYYY	Current School/Nursery
Name		Gender
Date of birth	DD / MM / YYYY	Current School/Nursery
Name		Gender
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	Headteacher's name
Postcode	Dates of attendance: from DD / MM / YYYY to DD / MM / YYYY

EEA nationals

Please indicate if your EEA child applied under the EU Settlement Scheme for either pre-settled or settled status Yes No
If you have selected 'yes' please provide the share code issued to you by UKVI so we can verify the right to study in the UK.

Please note that we will be unable to process your registration until this information is received and we have verified your child's right to study in the UK. 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.

If you have selected 'no' please provide evidence that your EEA child has permission to study in another valid immigration category. For example, 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

Does your child have any of the following:

Medical condition/health problem Allergy Learning difficulty Disability Special Educational Need Emotional/social/behavioural difficulty

Please provide us, as soon as possible, with any relevant details or reports relating to the above. You may, if you prefer, contact the Head directly 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 agree to pay the non-refundable Registration Fee of £75 (by cheque payable to 'The Manor Preparatory School' or by bank transfer to Account 08626650 / Sort Code 60-01-01). 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 Relationship to child Second parent/legal guardian 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, The Manor Preparatory School, Faringdon Road, Abingdon, Oxon OX13 6LN

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

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