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**REGISTRATION FORM (Year 1 – Sixth Form)**

To be completed by those with **Parental Responsibility** [[1]](#footnote-1) For The Child

PLEASE USE **BLOCK** CAPITALS and return with a **copy of a birth certificate or passport**

**CHILD'S DETAILS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname of child:** | **Please attach**  **photo here** | | | | | | | |
| **First name(s) [in full]:** |  | | | | | | | |
| **Name generally used:** |  | | | | | | | |
| **Sex:** | Boy: | |  | | | Girl: | |  |
| **Date of birth:** |  | | | | | | | |
| **Nationality:** | British: | | | | | | | |
| Other:  *(please specify)* | | | | | | | |
| **Registration for:** | Day: |  | | | Boarding: | |  | |
| **Proposed date of admission (term and year):** |  | | | | | | | | |
| **Is English your child’s first language?**  *(If not, please state his/her first language* | | | |  | | | | | |
| [[2]](#footnote-2)**For a child whose nationality is neither British nor Irish**. The School is currently a registered Child Student and Student Visa sponsor.  **Please** **tick this box if you require the School to sponsor your child for visa/immigration purposes**.  *(Details of Child Student and Student Visa sponsorship arrangements will be sent to everyone who ticks this box. Ticking this box does* ***not*** *guarantee that the School will sponsor your child or that the School is obliged to do so .The School reserves full discretion over any decisions whether or not to sponsor your child.)*  **Please tick this box to confirm that your child has or will have permission to study in the United Kingdom.**  *Please provide a copy of their Biometric Residence Permit or a share code so that the School can verify their status online, if leave has already been granted. Please also provide any further relevant details. If you do not require the School to sponsor your child please confirm that your child has or will have* *permission to study in the United Kingdom under the Immigration Rules in any other immigration* *category (for example, as a dependant) and please provide a copy, if leave has already been granted.*  ………………………………………………………………………………………………….…………  ……………………………………………………………………………………………………………... | | | | | | | | | |
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| **Please provide any further relevant details about your child’s immigration status.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |

**Parents' Details**

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| **Relationship to child** | **Parent 1\*** | **Parent 2\*** |
| **Title:** |  |  |
| **Full Name:** |  |  |
| **Address:** |  |  |
| **Occupation:** |  |  |
| **Nationality:** |  |  |
| **Home tel:** |  |  |
| **Work tel:** |  |  |
| **Mobile tel:** |  |  |
| **E-mail address(es):** |  |  |

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| **\*If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:**  …………………………………………………………………………………………………………………………………………………………………………………………………………………..............  **Please provide copies of the following documents so that we may verify your identity:**   * Passport or photocard driving licence – parents * Passport and/or birth certificate – child * Proof of address – parents |

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| [[3]](#footnote-3) **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:**  ………………………………………………………………………………………………………… |

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| **Please state name and address of your child’s present school or educational institution (with date of entry):**  …………………………………………………………………………………………………………  **Name of Headteacher (or equivalent):**  ………………………………………………………………………………………………………… |

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| **Please provide details of health or medical condition, special educational need(s), disability or allergies that your child has. Please tick as appropriate:** | | | | | |
| ADHD |  | Allergies  *(Please specify below)* |  | Autism/Aspergers |  |
| Dyscalculia |  | Dyslexia |  | Dyspraxia |  |
| Hearing impairment |  | Visual impairment |  | Other (Please specify below) |  |
| Further details of above | | | | | |
| …………………………………………………………………………………………………………  …………………………………………………………………………………………………………  *(Please enclose the most recent Education Psychologist's report, if you have one. Please also send us any relevant medical, special needs or other educational reports you may have).* | | | | | |

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| **Are there are any other circumstances relating to you or your child of which the School should be aware (for instance if parents are separated, divorced, or an undischarged bankrupt; if there are any Court Orders in relation to the child, or previous social worker involvement over the last six years?**  …………………………………………………………………………………………………………  ………………………………………………………………………………………………………… |

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| **Are there any special arrangements that need to be made for your child to sit the entrance assessment?**  ………………………………………………………………………………………………………….. |

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| **Do you wish to apply for Bursary Assistance towards the fees?**  …………………………………………………………………………………………………………..  *(Bursary assistance may be offered subject to confirmation of financial status and is subject to annual review. Details of arrangements for Bursaries and application forms will be sent to everyone who expresses an interest.)* |

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| **Do you wish to apply for an academic/music/sport/art scholarship?**  …………………………………………………………………………………………………………..  *(Details of the arrangements for tests for scholarships will be published on our website in October. Scholarships are awarded in recognition of excellence in a subject,* ***not*** *for financial support. Applicants are welcome to apply for Bursaries as well as scholarships.)* |

**Declaration**

We (as the holders of parental responsibility for him/her) request that the name of the above-named child be registered as a prospective pupil of the School. We/I enclose a cheque / have arranged a bank transfer for the **non-refundable** Registration Fee of £120.

Cheques to be made payable to Longridge Towers School or BACS to:

Longridge Towers School

Barclays Bank Plc

Sort Code:    20 58 17

Account:      50579513

Please reference your payment as Registration Fee for ………………………………………..

By signing this Registration Form we understand, accept and agree that:

1. registration of our child as a prospective pupil does **not** secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;
2. if our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services[[4]](#footnote-4), which will bind us (as the holders of parental responsibility for our child) in the event (and from the moment) that we accept the place;
3. all holders of parental responsibility for the child named above have signed this Registration Form and that no one else holds parental responsibility for him or her;
4. our child has the right to enter, live and study in the United Kingdom and, if applicable, we have made appropriate arrangements for our child’s visa application, travel, reception, living and care in the UK. [If we require the School to sponsor our child and issue a Certificate of Acceptance of Studies (CAS) to our child so that they may apply for relevant permission to enter or stay in the UK as a student we have requested this in this Registration Form;
5. if applicable, the School may request from our child's present school or educational institution:
6. information and a reference in respect of our child; and/or
7. information about any outstanding fees and/or supplemental charges;
8. the information provided in this Registration Form is true, accurate, complete and not misleading. We will notify the School if there are any changes to the information provided to the School or our and/or our child’s circumstances; and
9. the School may, with reference to one or both of us:
10. undertake a credit check with a credit reference agency;
11. require us to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and/or
12. ask us to demonstrate our ability to meet the School’s fees and supplemental charges and the legitimate source of funds we will use to pay those fees and supplemental charges.
13. provide evidence of our identities and our child’s identity; and/or
14. provide evidence that we are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority.

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| **Signed by:**  ………………………………………………  (*signature*)  …………………………………………………  (*print name*)  …………………………………………………  (*date*)  …………………………………………………  (*relationship to child*) | **Signed by:**  ………………………………………………  (*signature*)  …………………………………………………  (*print name*)  …………………………………………………  (*date*)  …………………………………………………  (*relationship to child*) |

How we may use personal information

The School may process personal data about you (or either of you) and your child, including sensitive personal data about your child (such as medical details) in accordance with data protection law for the purposes of:

1. administering its list of prospective pupils;
2. its registration, selection and/or admission procedures, including as set out above; and
3. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

Even if your child is not offered a place at the School, we retain information about prospective pupils and their parents for up to seven years Please let the Finance Director, Mrs V Bryson, know if you have any questions or concerns about this.

Further information about how the School processes personal data is set out in the School's *Privacy Notice*, which is on the School's website and is otherwise available from the School at any time upon request.

1. Parental responsibility is defined in the Children Act 1989 as "*all rights, duties, powers and responsibilities and authority which by law* ***a parent*** *of a child has in relation to the child and his or her property*". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice. [↑](#footnote-ref-1)
2. **The School is a registered Student Visa sponsor**. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. A copy of the current terms and conditions (known as the School's parent contract) is available for your information upon request at any time, but please note that the version of the parent contract supplied may be subject to change prior to the point in time when a place at the School for your child may be offered*.* ***[****Whilst there* *is no express record keeping requirement in relation to prospective students in the current sponsor guidance there is a general duty for all such sponsors to “take responsibility for all its sponsored students while it is sponsoring them, including by doing all it can to ensure that prospective students are genuine students who can comply with the Immigration Rules, and that students enrol, comply with their conditions of leave, and see their course through to completion”. Further, it is not inconceivable at all that the Home Office would expect information about prospective pupils/parents to be shared with it if requested – this being under the rubric of assisting the Home Office with immigration control].* [↑](#footnote-ref-4)