

Registration Form

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a *

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

Your child				
Surname of your child*				
First names* (underline preferred name)				
Date of birth *				
Nationality				
Is your child British or Swiss or from a country within the European Economic Area? *		Yes		No
If you answered No above please state your child's nationality.				
Type of place* (please tick)				
<input type="checkbox"/> Nursery	<input type="checkbox"/> Pre-Preparatory	<input type="checkbox"/> Preparatory	<input type="checkbox"/> Boarding	
Proposed term and year of entry*				
Have you registered your child's name at any other school(s) and if so, which?				
First signatory				
Title* (e.g. Mr, Mrs, Ms)				
Full name*				
Relationship to child*				
Contact telephone number*		Evening (if different.)		Mobile (if different)
e-mail address*				
Address* (including postcode)				

Occupation						
Employer's business name and address						
Second signatory						
Title* (e.g. Mr, Mrs, Ms)						
Full name*						
Relationship to child*						
Contact telephone number*	<table border="1"> <tr> <td></td> <td>Evening (if different.)</td> <td></td> <td>Mobile (if different.)</td> <td></td> </tr> </table>		Evening (if different.)		Mobile (if different.)	
	Evening (if different.)		Mobile (if different.)			
e-mail address*						
Address* (including postcode)						
Occupation						
Employer's business name and address						
Other people with parental responsibility*						
Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. This may be a legal guardian or step parent and their consent to the child attending the School will be required if an offer of a place is made.						
Title						
Full name						
Address (including postcode)						

If someone other than the first and second signatories is to pay the School fees for your child please provide below their full name and address and their relationship to your child

Connections with the School

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.

Please indicate how you first heard of the School

	Local reputation		Present school		Friends		Advertisement
	Website		Other (please give details)				

Please state the name and address of the present school (with dates of attendance)

Name and address of school*

Dates of attendance*

Name of Head*

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable)

Please give an outline of your child's other hobbies or interests (if applicable)

Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits and/or entrance assessments*

If your child is a national resident of a country outside the EEA, or if you have provided a home address for correspondence outside the EEA, please note that the School is required to take steps to ascertain that your child has permission to be in the UK.

Please confirm whether your child will require sponsorship from the School in order to obtain a visa to study in the United Kingdom at this School* (if applicable)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If another valid immigration category applies to your child please provide full details below*

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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 if you have it or as soon as you have it.

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 licenced sponsor.

The School may be required to notify and / or supply information relating to your (i.e. 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).

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 on request.

How we will use the information provided in this form

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;

- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the School or during any entrance assessments and subsequently if they are offered a place;
- e) we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained above.

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

For more information about how the School will use your information, and your child's information, please see our Privacy Notice. This document is published on the School's website: <https://www.cophorneprep.co.uk/information/policies/school-policies/> If your child is aged 12 years or older please show him / her a copy of the Privacy Notice and discuss it with him / her.

Declaration

I / We request that our child named above is registered as a prospective pupil.

I / We have paid by bank transfer */ cheque * / debit card * the non-refundable Registration Fee of £100, where applicable, before returning this completed Registration Form duly signed by me / us.

(* - Please delete as applicable)

Signatures

	First signatory	Second signatory
Signature *		
Name in full * (please include all names)		
Date of birth (optional)		
Relationship to child *		
Date		

Confidential Information Form

All information received in this form will be treated in confidence.

Child's full name	
Name of first signatory (as appears on the registration form)	
Name of second signatory (as appears on the registration form)	

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any :-

- learning difficulty
- special educational need
- disability
- behavioural, emotional and / or social difficulty
- allergy/ dietary information

The information provided in this form will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when he / she enters the School.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our Privacy Notice. This document is provided with the letter of offer and published on the School's website:

<https://www.cophorneprep.co.uk/information/policies/school-policies/>