

**Registration Form**

1. **Child Details**

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| --- | --- | --- | --- |
| Surname: |  | Date of birth: |  |
| First name(s): |  | Place of birth: |  |
| Name generally used: |  | Nationality: |  |
| Boy / Girl: |  | Religion: |  |

1. **Parents’ Details**

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| --- | --- | --- |
|  | **Father \*** | **Mother \*** |
| Title: |  |  |
| Surname: |  |  |
| First name(s): |  |  |
| Address (including postcode): |  |  |
| Telephone (Home): |  |  |
| Telephone (Work): |  |  |
| Telephone (Mobile): |  |  |
| Email address(es): |  |  |
| Occupation: |  |  |
| Nationality: |  |  |
| *\*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 in the box above that states father or mother. 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.* |

1. **Other Information**

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| Proposed date of admission (term and year): |
| Registration for Pre-Prep or Prep (day pupil / boarder) and year group: |
| Name of present school and date of entry: |
| Is English your child’s first language? *(If not, please state first language)* |
| Are there any circumstances or any other medical, mental or physical conditions relating to your child of which the School should be aware? If yes, please state on a separate sheet and 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. |
| How did you hear of Brambletye: |
| Do you have any connections with the School: |
| **For a child whose nationality is non-European**. The School is currently a registered Tier 4 sponsor (via the Home Office's UK Visas and Immigration (UKVI) unit). Please tick this box if you may require the School to sponsor your child for visa/immigration purposes.  |  |
| *The School will provide information of the Tier 4 sponsorship arrangements on request. This does not guarantee that the School will sponsor your child or that the School is somehow obliged to. The School reserves full discretion over any decision whether or not to sponsor your child.* |
| If you do not require the School to sponsor your child please confirm that your child has or will have a time-restricted or temporary visa in any other immigration category (for example, as a dependent) and please provide a copy. Please also provide any further relevant details on a separate sheet if applicable. |

1. **Declaration**

We (as the holders of parental responsibility) request that the name of the above-named child be registered as a prospective pupil of the School and **we enclose a cheque (made payable to ‘Brambletye School Trust Limited’) or will complete a bank transfer (sort code: 30-92-92, account no: 00360868, IBAN: GB95 LOYD 3092 9200 3608 68, BIC/Swift Code: LOYDGB21174) for the non-refundable Registration Fee of £100.00.**

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, which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) that we accept the place.

A copy of the current terms and conditions is available for our information upon request at any time, but we note that the version of the terms and conditions supplied may be subject to change prior to the point in time when a place at the School for our child may be offered.

1. in order to comply with the School's responsibilities as a registered Tier 4 sponsor, we consent to the School notifying and/or supplying information relating to us and/or our child's right to enter, reside and/or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI) unit of the Home Office and, in any event, if our child is offered a place at the School, such an offer will be subject to us confirming that our child has the right to enter, live and study in the United Kingdom.
2. if applicable, the School may request from our child's present school or educational institution: (i) information and a reference in respect of our child; and/or (ii) information about any outstanding fees and/or supplemental charges.
3. the School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require us to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score).
4. the School may process any personal data about us (or either of us) and our child, including sensitive personal data about our child (such as medical details), in accordance with data protection laws for the purposes of:
5. administering its list of prospective pupils;
6. its registration, selection and/or admission procedures, including as set out above; and
7. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

Even if our child is not offered a place at the School, the School retains information about prospective pupils and their parents. Please let the Registrar 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.

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| **Signed by:** |  | **Signed by:** |  |
| Signature: | …………………………………………… | Signature: | …………………………………………… |
| Print full name: | …………………………………………… | Print full name: | …………………………………………… |
| Date: | …………………………………………… | Date: | …………………………………………… |
| Relationship to child: | ……………………………………………  | Relationship to child: | …………………………………………… |

**Please return this form to the Registrar at Brambletye School Trust Limited,**

**Lewes Road, East Grinstead, West Sussex, RH19 3PD**