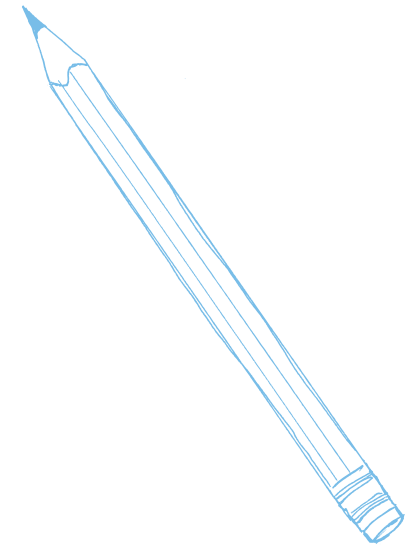


registration form



Child's Full Name

Male Female Date of Birth / /

Proposed Entry Year - September

Nationality

Religious Denomination

Mother's Name

Mother's Occupation

Father's Name

Father's Occupation

Home Address

Home Tel

Email Address

Mother's Mobile Tel

Mother's Work Tel

Mother's Work Address

Father's Mobile Tel

Father's Work Tel

Father's Work Address

Emergency Contact (if parents unavailable)

Emergency Tel/Mobile

Mother's signature

Print Name

Date / /

Father's signature

Print Name

Date / /

For information specifically relating to admissions, please contact:

Head of Admissions

Mrs Charlotte Foster
Eridge House Preparatory School
1 Fulham Park Road, London SW6 4LJ

Tel: 020 7471 4816

For all other queries, please contact:

The School Administrator

Eridge House Preparatory School

Tel: 020 7371 9009

Email: admissions@eridgehouse.co.uk

General Information

What name is your child known by?

Would you like to register your child to undertake the French Programme? Yes No

What are your child's favourite activities / toys?

Any other information you think may be helpful (special requirements, position in family, pets, likes/dislikes etc.)

What Nursery, if any, has your child attended?

From which date?

Why do you want to send your child to Eridge House?

What type of school would you like your child to attend after Eridge House?
(i.e. co-educational, local, French, single-sex. If you are familiar with the area, please list the first 3 choices)

Does your child have siblings?

Brother(s) Age(s)

Nursery attended

Sister(s) Age(s)

Nursery attended

Health Form

Child's Full Name

Male

Female

Date of Birth

Doctor's Name

Doctor's Tel

Doctor's Address

The school has a clear policy regarding the administration of medication. Medicines are stored in their original containers, clearly labelled and inaccessible to children. Medicines are not usually administered unless they have been prescribed for a child by a doctor. Written records are kept of all medicine administered to children and parents must sign a medication form to acknowledge the entry.

In the event that a child needs to be given medication, you the parents will need to give prior permission for the school to administer any medication.

In the case of an emergency requiring hospital attendance, every reasonable effort will be made to contact the parents.

"I understand, and agree, that should my child require emergency medical attention or treatment at a hospital during school hours the school may take, or accompany my child in an ambulance to a hospital. I authorise on my behalf such emergency medical procedure, including the administration of an aesthetic, as the hospital staff recommend, after which, the hospital will be deemed, by the school and parents, to be held fully liable for any treatment given. I also give permission for my child to be given first aid by school staff should the need arise."

Vaccinations

1

Date

2

Date

3

Date

4

Date

5

Date

I/We understand that children may attend this school that have not been vaccinated and no liability can be accepted by the school for any eventualities that may arise from this.

Medical history and any conditions requiring special attention should be disclosed to the school.

Please state any relevant medical conditions and/or foods to be avoided

I/We have read, understand and agree to the above terms.

Mother's signature

Print Name

Date

Father's signature

Print Name

Date

Terms & Conditions

1. Definitions.

Words and expressions used in this Agreement shall have the following meanings except where the context otherwise requires:

'Agreement' The agreement between us for the provision of a school place comprising the Registration form, Health form, Parental Consent form for school visits, and these terms and conditions.

'Child' The child whose name appears on the Registration form.

'Parent(s)' The parent(s) of the Child or other person with Parental Responsibility as defined by section 3 of the Children Act 1989.

'School' The school, whose name and address appears on the Registration form.

'Academic Year' 1st September to 31st August.

'Term' As per term dates, to be published each year.

'Transition' Any Child who is 4 years of age within the academic year.

2. School's Obligations.

The School shall:

- 2.1 Make available suitable premises and staff for the School.
- 2.2 Ensure that such premises comply with all relevant legal requirements.
- 2.3 Ensure that the School shall be open Monday to Friday during normal School hours as notified to you each day of the year with the exception of training days, Bank Holidays and school holidays, the dates for which will be as published.

3. Parents' Obligations.

Parents agree to:

- 3.1 Answer fully and frankly all questions contained in the Registration form, the Health form and the Parental Consent form for school visits.
- 3.2 Pay the registration fee (which is non-refundable) on registering the Child.
- 3.3 Pay the deposit fee on confirmation of the Child's place.
- 3.4 Notify us immediately if any information in the Child's Registration form or Health form changes.
- 3.5 Notify us in writing of the name and address of any responsible adult authorised by the Parent to collect from or deliver the Child to the School.

4. Withdrawal from School.

- 4.1 The School reserves the right to require the Parent to withdraw, or remove the Child from the School in the event that:
 - 4.1.1 The School believes on reasonable grounds that the Child is, or may be suffering from any contagious disease, and that there is a danger that other children in the School may contract it as a result.
 - 4.1.2 The Child is unduly disruptive or delinquent.
 - 4.1.3 Persistent default of payment of fees.
- 4.2 No refund of fees will be made in respect of withdrawal from the School under clause 4.1 unless the School is in breach of contract.

5. Fees.

- 5.1 Excluding new entries, fees are payable in full by the first day of each new Term. If payment is not received by the second day of Term a charge of £50.00 is levied. For each further week the fees remain unpaid an additional £25.00 is charged. In cases of hardship the Bursar will consider payment arrangements provided they are approached before the start of Term.
- 5.2 Fees will be charged in accordance with the School scale published each year. Increases in fees will be notified to Parents at least one Term before implementation.
- 5.3 Payment of the deposit will not be refundable if the Child does not subsequently attend the School.
- 5.4 For all new entries where fees have been paid in advance of the year of entry, no refund of fees will be made should the Child subsequently not attend unless another child takes this place, mitigating the loss of fees.
- 5.5 Once the Child has attended the School, the deposit will be refunded, less any unpaid fees, following the termination of this Agreement on proper written notice.
- 5.6 Where siblings are in attendance at the school any credit arising for one sibling may be applied to any debt accrued for any other sibling of the same family.

6. Termination.

- 6.1 Notice of the withdrawal of a pupil must be given in writing to the School on, or before, the first day of Term of the Child's last Term, otherwise the following Term's fees are payable in lieu of notice before the Child leaves the School with the exception of children in Transition class. Notice of the withdrawal of a pupil from the French Programme must be given in writing to the School on, or before, the first day of Term of the Child's last Term, otherwise the following Term's fees are payable in lieu of notice before the Child leaves the School with the exception of children in Transition class.

Notice of the withdrawal of a pupil in Transition class must be given in writing to the School on, or before, the first day of Term, two Terms before your child leaves i.e. should your child be leaving at the end of the Summer Term, written notice must be received by the first day of the Spring Term (January) otherwise Autumn Term (September) fees must be paid at the beginning of the Summer Term (April).

Failure to produce proper notice will result in an extra Term's fees being payable on the first day of the Child's last Term. The fees will be subsequently refunded less any reasonable administration charges in the event that another child takes the Child's place.

- 6.2 Deposits will be returned by the Bursar once all accounts have been settled except by default in clause 5.3, for new entries, and 5.5, where proper written notice has not been received.

7. Data Protection Act.

Parents understand that the School uses data including photos of the Child for termly newsletters, record keeping, class observation, student profiles and occasionally for promotional materials including its website. **If permission for photographs is not agreed the Parent must write separately to the School and confirm.**

8. Limitation of Liability.

The School cannot accept liability for loss of or damage to property of the Parent or the Child while under our care, or for pecuniary or other loss suffered by the Parent or any other person arising out of temporary closure of the School for any reason beyond our control or by closure caused by a 'force majeure'.

9. Whole Agreement.

- 9.1 Parents accept that signing hereunder is acceptance of these Terms and Conditions. Please read this Agreement carefully. If there is anything that a Parent does not understand, the Parent should call the School for clarification. Any alterations to this Agreement will be agreed by both parties and confirmed in writing.
- 9.2 The School may change any of these Terms and Conditions in order to assist the proper delivery of education and these changes will normally come into effect at the beginning of the Academic Year. The School reserves the right to introduce changes during the Academic Year when it is in the interest of the Children.

A full set of the School's written policies are available at any time for inspection.

We agree to the above terms and conditions:

Mother's signature

Father's signature

Date

Date

Print name

Print name