

# Registration Form – Prep School

## Personal Details: Applicant



Please attach a recent photograph of your child here

1. Surname of pupil \_\_\_\_\_
2. First name(s) in full \_\_\_\_\_
3. Preferred name \_\_\_\_\_
4. Boy  Girl
5. Date of Birth \_\_\_\_\_
6. Nationality \_\_\_\_\_
7. First Language \_\_\_\_\_
  
8. Registration for: Day  Boarding  Day Boarding\*  Month & year of entry \_\_\_\_\_ Year Group \_\_\_\_\_  
\*Day Boarding places are limited, and subject to availability. If you opt for Day Boarding, please state your second choice of either Day or Full Boarding by writing '2' in the appropriate box.
9. Do you have a House preference? (If so, please state.) \_\_\_\_\_ 10. Religion \_\_\_\_\_  
Houses: Parents may state a preference but the Headmaster reserves the right to make the final decision regarding placement.
11. Residential address of child (in full) \_\_\_\_\_  
\_\_\_\_\_ Country & Postcode \_\_\_\_\_
12. Full name of current school \_\_\_\_\_ 13. Date of entry to current school \_\_\_\_\_
14. Full address of current school \_\_\_\_\_  
\_\_\_\_\_ Country & Postcode: \_\_\_\_\_
15. Full name & title of Head/Principal \_\_\_\_\_ Email address: \_\_\_\_\_  
The Head teacher of this school will be asked for a reference. In addition, parents may wish to supply a copy of their son/daughter's latest report with this document.
16. Does the applicant have any other school age siblings? \_\_\_\_\_ (M or F?)
17. Dean Close connections \_\_\_\_\_
18. Are you registered for any other school? If yes, please state the name of the school(s) \_\_\_\_\_
19. Is Dean Close your first choice of Prep School? **Yes / No**
20. Will means-tested bursary funding be required? **Yes/ No**  
Please note that bursaries are only available in a minority of the most deserving cases and no assumption should be made that financial assistance can or will be given. Any bursary award will be subject to confirmation of financial status and will be subject to annual review – any change of circumstances should always be advised to the Bursar with immediate effect.

## Personal Details: Parent(s)/Guardian(s)

21. Parents' details (Please complete both sections)

### Parent/Legal Guardian 1

### Parent/Legal Guardian 2

**Relationship to child** \_\_\_\_\_  
(E.g. Father/mother/grandparent etc.)

**Title or Rank** \_\_\_\_\_  
(E.g. Mr/Mrs/Ms/Dr)

**Surname** \_\_\_\_\_

**First Name** \_\_\_\_\_

**Nationality** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Residential Address**  
(Leave blank if same as child's) \_\_\_\_\_

\_\_\_\_\_

**Country & Postcode** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_

**Work Telephone** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**E-mail** \_\_\_\_\_

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## **Declaration**

I/We (as holders of parental responsibility) request that the above named pupil be considered for a place at Dean Close School.

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

- the information provided on and with this Registration Form is correct
- the School reserves the right to make reasonable changes to its Terms and Conditions to reflect changes in the School's practices and procedures to meet current educational, pastoral and economic needs
- if my/our child is offered a place such an offer will be subject to the School's Terms and Conditions for the provision of educational services, which will bind me/us (as the holder(s) of parental responsibility for him or her) in the event (and from the moment) I/we accept the place

A cheque payable to **Dean Close School** for the non-refundable registration fee of £100 is enclosed

The non-refundable registration fee of £100 has been transferred to the School's bank account  Bank details are below

**Bank Details:** The Dean Close Foundation  
Account No: 10292443  
Sort Code: 40-17-09

One or both of us are former pupils and current members of the OD Society, **or are employees of The Dean Close Foundation**  (Registration fee will be waived)

A colour scan or photocopy of my child's passport and birth certificate is attached   
The School cannot complete the Registration, or offer a place, until this has been received.

### **BOTH parents and/or legal guardians are required to sign this form – if you are not the legal parents then details of consent must be provided.**

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 before signing this document.

Signature of Parent 1/Legal Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Name in full (in block capitals) \_\_\_\_\_

Signature of Parent 2/Legal Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Name in full (in block capitals) \_\_\_\_\_

Please return ALL four pages of this completed form to:

The Admissions Office, DCPS, Lansdown Road, Cheltenham, Gloucestershire GL51 6QS

Tel: 01242 258001 - Email: [rchaplin@deanclose.org.uk](mailto:rchaplin@deanclose.org.uk)

#### **For Office Use Only:**

Date Registration Form received: \_\_\_\_\_ Registration fee received & details: \_\_\_\_\_

Parent contract signed: \_\_\_\_\_ Deposit received: \_\_\_\_\_

## **Terms and Conditions of Registration:**

Pupils will be considered for a place at the School when the Registration Form has been completed and returned together with a copy of your child's passport or identity documents, birth certificate and the registration fee paid. Admission will be subject to the availability of a place and the pupil satisfying admission requirements at the time. Parents are advised to acquaint themselves with the policies, aims and ethos of the School; these are available on the School website ([www.deanclose.org.uk](http://www.deanclose.org.uk)) or upon request from the School. Any offer of a place is conditional on the acceptance of the School's Terms and Conditions as set out in the Parent Contract, which will be issued with the Offer Letter.

### **1 ACCEPTING A PLACE**

A deposit of £500 for a day, day boarding or military full boarding place or £1500 for a full boarding place is payable one year before entry (or upon submission of the Acceptance Form if the application is made less than one year before entry). For parents who are resident overseas (outside the EU) the deposit charged will be equal to a full term's fees. The deposit will not be returned if the place is not accepted. In the case of Common Entrance candidates the deposit is returnable only on entrance examination failure. The deposit will be retained by the School until your child has completed their studies, as per the Terms and Conditions, and will be returned to you once any outstanding financial obligations on your account have been settled in full.

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## **2 PUPILS' HEALTH**

2.1 Parents are required to inform the Head of Admissions immediately in writing if:

- 2.1.1 a pupil contracts any infectious disease or illness in the run up to, or following the entrance examination or acceptance. The pupil will not be allowed to take the entrance examination with other pupils or join the School whilst still infected or contagious
- 2.1.2 any medical condition is present or develops which requires particular medical or other supervision. If this information is not declared prior to registration or acceptance or admission, or when the condition develops, the School reserves the right to withdraw the offer of a pupil's place with immediate effect.

2.2 There is a School Medical Officer and pupils may be required to have a medical examination prior to or upon entering the School or at any time whilst a pupil is at the School. The Head may, at any time, also require that a pupil has a medical examination for the purpose of producing a medical report. This may include the giving of a biological sample to test for the use of illegal drugs or substances. The cost of any medical examination will be charged to the parents.

2.3 Parents' ongoing consent to emergency medical treatment where necessary for the health and welfare of the pupil is required without exception upon admission to the School and is a condition of enrolment.

## **3 SPECIAL PRECAUTION**

Parents are required to inform the Head immediately in writing of any Court Order affecting a pupil and to supply any copies of existing Court Orders with this Registration Form. Copies of any Court Orders issued subsequent to registering and prior to Admission must be provided as soon as issued.

## **4 GUARDIANS**

The appointment of a guardian prior to enrolment at the School is compulsory for all children, including over 18s, if both parents are non-UK resident. For parents who reside overseas, full contact details of a UK guardian who can and will take immediate and full residential responsibility for your child during exeat weekends, half-terms or any school holiday or in the event of illness, suspension or other emergency must be provided to the School before your child starts at the School and must be kept current and updated until the child leaves the School at the end of their studies. The guardian should be a British Citizen and must be permanently resident in the UK and able to correspond with the School in English. The guardian must be a fit and proper person capable of providing appropriate supervision and pastoral care, and must have suitable premises in which the pupil may safely stay. The School reserves the right to insist on a change of guardian should there be any doubt about the suitability of the care offered.

## **5 VARIATION**

The School reserves the right to make reasonable changes to its Terms and Conditions to reflect changes in the School's practices and procedures to meet current educational, pastoral and economic needs at any time. The latest Terms and Conditions will always be available on the School's Website at [www.deanclose.org.uk](http://www.deanclose.org.uk).

## **6 APPLICABLE LAW**

The proper law of this contract shall be that of England and the parties shall submit to the jurisdiction of the English Courts.

## **7 RIGHT TO STUDY IN THE UK**

If your child's nationality, as shown on Page 1, is non-European (non-EEA) and you are not seeking for the School to sponsor him or her under Tier 4 of the Points-based System operated by the Home Office's UKVI unit, please note that completion of this Registration Form represents your confirmation that he/she has the unconditional right to enter, live and study in the UK for the duration of the period of education offered by the School and proof should be provided. By signing this form you will consent to the School notifying and/or supplying information to you and/or your child and their right to enter, reside and study in the UK to assist with immigration control. Failure to give correct information will constitute a material breach of any agreement(s) entered into between the School and you in relation to the education of the pupil, entitling the School to terminate all and any such agreement(s) with immediate effect without obligation to return any deposit or fees paid.

## **8 NATIONALITY**

Only children who have the right to be educated in the UK may be enrolled as pupils at Dean Close School. You must reveal your child's nationality, or nationalities, to the School at the point of Registration, together with documentary proof via colour photocopies or scans of their passport(s) or identity document(s). Where dual nationality is held colour scans or photocopies of all passports held must be provided at the point of Registration. Any child holding a British passport will always be shown as British on School records and for government census and statistical purposes even if a second nationality is also held. Where a child does not have a British passport but holds an EEA nationality jointly with a non-EEA nationality the child will be shown as the appropriate EEA nationality on all School records in preference to any other nationality also held, as it will be the EEA nationality which allows entry to the UK to study. Any child holding Tier 1, Tier 2 or Tier 4 status will be shown as holding the nationality linked to their entry visa. The School has the right to request sight of all passports and identity documents for any pupil, including British pupils, at any time and may take copies to retain on file to prove the pupil's identity and nationality. Sight of parents' passports and identity documents may also be requested and copies retained for a similar purpose. Any further change in nationality once a pupil has joined the School must be notified to the Headmaster and Admissions Department with immediate effect and supporting documents supplied as requested.

## **9 PERSONAL DATA**

To view further information on how we access, use and share personal data please refer to our Privacy Notice available on our website.