

*Note: This form must be completed by all those with parental responsibility for the child. Please use block capitals.*

**CHILD'S DETAILS**

<b>Full name(s) (legal name):</b>			
<b>Name generally used/preferred name:</b>			
<b>Gender:</b>	Boy		Girl
<b>Date of birth:</b>			
<b>Documentary Evidence of Name and Date of Birth</b>	Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Document type: .....(birth certificate/passport)		

<b>Proposed term and year of entry:</b>	
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<b>Is English your child's first language?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, please state his/her first language .....</i>
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<p><b>For children whose nationality is non-British.</b> Prep Schools Trust Limited ('the Trust') is currently a registered student sponsor (via the Home Office). Please tick this box if you may require the Trust to sponsor your child for visa/immigration purposes to study (boarding place only) at the School.</p> <p>Details of the sponsorship arrangements will be sent to everyone who ticks this box. Providing this information does not guarantee that the Trust will sponsor your child or that the Trust is somehow obliged to. The Trust reserves full discretion over any decision whether or not to sponsor your child.</p> <p>If you do not require the Trust 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.</p> <p>..... ..... ..... .....</p>	
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**PARENTS' DETAILS**

	Parent One		Parent Two
<b>Primary Contact:</b> (please tick)			
<b>Relationship to child</b> e.g. mother, father			
<b>Title:</b>			
<b>Full Name:</b>			
<b>Address (including postcode):</b>			
<b>Occupation:</b>			
<b>Employer's address (including postcode):</b>			
<b>Home tel:</b>			
<b>Work tel:</b>			
<b>Mobile tel::</b>			
<b>E-mail address(es):</b>			

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. Their agreement to the child being registered at the School is required.

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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 together with date of entry (if any):

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Name of Headteacher (or equivalent):

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Please provide us with details below of any special circumstances affecting your child such as a medical condition, health problem, allergy, any learning difficulty, disability or special educational need, as well as any behavioural, emotional and/or social difficulty. The School requires this information so that we can consider what arrangements (including reasonable adjustments) the School can make in order to accommodate your child during the admissions process and should an offer of a place later be made. A confidential form is enclosed.

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**DECLARATIONS**

By signing this Registration Form:

- I/We (as the holders of parental responsibility for the above-named child) request that the name of the above-named child be registered as a prospective pupil of the School **AND** we pay a **non-refundable** Registration Fee of £100 by bank transfer to:

**Prep Schools Trust**  
Barclays Bank PLC  
Liverpool Street  
Leicester  
LE87 2BB  
Sort Code: 20 – 01 – 25  
Account No: 90314382

OR

**Prep Schools Trust IBAN number**

IBAN GB50 BARC 2001 2590 3142 82

SWIFTBIC: BARCGB22

*Please use the identifier 'COT' and your child's surname in the reference.*

- I/We acknowledge that completion of this Registration Form and payment of the Registration Fee does not constitute an offer of a place at the School. I / We understand that if the above-named child is offered a place at the School, such an offer will be subject to the Trust's terms and conditions for the provision of educational services, which will bind us in the event (and from the moment) that I/we accept the place.
- I / We understand that the School may obtain, process and hold personal data about:
  - me / us (which may include financial information provided by me / us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings) for the purposes of administering the application and admissions process.
  - my/our child which may include special category personal data such as medical details and any information regarding my/our child's learning support needs and SEND for the purposes of administering the application and admissions process (including for the purpose of assessment) and ensuring the School meets its legal obligations to my/our child including the School's obligations under the Equality Act 2010.
  - me/us and my/our child for the purposes of seeking a reference from my/our child's previous educational establishment (if any) where I/we have given our consent as indicated below.
  - me/us and my/our child for the purposes of seeking confirmation from my/our child's previous educational establishment (if any) that all fees have been paid, where applicable.
- In order for the Trust to comply with their responsibilities as a registered student sponsor, I/we acknowledge that the Trust may be required to notify and/or supply information relating to me/us and/or my/our child's right to enter, reside and/or study in the United Kingdom to the Home Office and, in any event, if my/our child is offered a place at the School, such an offer will be subject to us confirming that my/our child has the right to enter, live and study in the United Kingdom; and
- I / We understand the Trust may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require you to provide the Trust's Head of Finance with a bank reference and/or an up-to-date credit report (including a credit score).

**DATA PROTECTION**

Even if your child is not offered a place at the School, we retain information about prospective pupils and their parents for a minimum of 6 months. Please let the Trust Data Compliance Lead know via [datacompliance@prepschoolstrust.org](mailto:datacompliance@prepschoolstrust.org) if you have any questions or concerns about this.

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

**PROCESSING PERSONAL DATA FOR PUPIL REFERENCES**

Should we offer your child a place at the School, this may be subject to receipt of a satisfactory reference from your child’s current school (where applicable). (Please see the School’s Admissions Policy for further detail on when we may require a reference.) The School may also need to provide a reference to other educational institutions, for example, when your child leaves the School. In such cases, the School will need to process personal data relating to your child in order to provide a reference.

References provided and any received by the School will be treated confidentially, and the School will take care to ensure that all information that is supplied is accurate and any opinion given on your child’s ability, aptitude for certain courses and character is fair.

Pupil references contain personal data relating to your child, and may include: identifying information (e.g. your child’s name, date of birth, etc.), attendance record, information about their character, academic ability and qualifications, behaviour and any disciplinary matters. In addition, references may also contain special category personal data (e.g. information concerning your child’s health or medical needs and/or any special educational needs or disability). Where the School is providing a reference and proposing to share special category personal data about your child, we will only do so where we have a valid legal reason to do so and the processing of data will be limited to only that which is necessary and in order to fulfil our legal obligations and duties towards your child.

As providing and obtaining references involves the processing of personal data about your child, the School must comply with its data protection obligations. Further information about the way in which the School processes your child’s personal data, including your child’s rights over their personal data is available in the Trust’s Privacy Notice which can be found on the Trust’s website. Further details about how long we keep pupil references is available in the Trust’s Records Retention and Deletion Policy, also available on the Trust website.

**Consent**

Please ensure that you have read the above and our Privacy Notice before providing your consent below. If you would like further information about the way in which the Trust processes personal data contained within pupil references, please contact the Trust Data Compliance Lead.

I/We consent to the School processing my child’s personal data contained within a pupil reference from another educational establishments that my/our child attends in connection with their admission to the School.	<b>YES / NO</b>
I/We consent to the School processing special category personal data which may include personal information concerning my child’s health and special educational needs in the context of references received.	<b>YES / NO</b>
I/We consent to the School processing my child’s personal data in order to provide a pupil reference to any other educational establishment.	<b>YES / NO</b>
I/We consent to the School processing special category personal data which may include personal information concerning my child’s health and special educational needs in the context of references provided.	<b>YES / NO</b>

You have the right to withdraw your consent at any time and can do so by informing the Trust Data Compliance Lead and explaining that you wish to withdraw your consent. We will keep a record of your consent as evidence that we have obtained your consent to processing your child’s personal data in the context of pupil references.

<b>Signed by:</b>  ..... (signature)	<b>Signed by:</b>  ..... (signature)
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..... (print name)	..... (print name)
..... (date)	..... (date)
..... (relationship to child)	..... (relationship to child)

<b>OFFICE USE ONLY</b>	
Date Registration Fee Received.....	
Method of Payment.....	<b>SK2022</b>