



# REGISTRATION FORM

Registration for admission in Autumn / Spring / Summer Term	20	(please complete as appropriate)
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### Pupil's Details

Surname	
Forenames	
Date of Birth	
Nationality	
Home Address	
Postcode	
Home telephone number	
Relationship to any member of The Village Prep School, past or present	

### 1<sup>st</sup> Parent/Guardian Details

### 2<sup>nd</sup> Parent/Guardian Details

	1 <sup>st</sup> Parent/Guardian Details	2 <sup>nd</sup> Parent/Guardian Details
Name and Initials		
Home address (if different to pupil's)		
Postcode		
Home telephone number		
Mobile telephone number		
Contact email address		
Job Title/Profession		

### For Pre-Preparatory Registration Only

We would like our child/children to attend on the following days or sessions (please tick your choices)  
(Minimum attendance in their first term is 3 morning sessions)

0900 - 1300	Mon am <input type="checkbox"/>	Tues am <input type="checkbox"/>	Wed am <input type="checkbox"/>	Thurs am <input type="checkbox"/>	Fri am <input type="checkbox"/>
0900 - 1500	Mon all day <input type="checkbox"/>	Tues all day <input type="checkbox"/>	Wed all day <input type="checkbox"/>	Thurs all day <input type="checkbox"/>	Fri all day <input type="checkbox"/>

## Pupil's Present School Details

<b>Name and address of school</b>	
<b>Headteacher</b>	
<b>Telephone number</b>	
<b>Date pupil started</b>	

<b>How did you hear of The Village Prep School?</b>	
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The Admission Agreement is printed below. Please read it carefully before completing and returning the form to:  
**The Admissions Secretary, The Village Prep School, 2 Parkhill Road, London NW3 2YN.**

### Admissions Agreement

Pupils at The Village Prep School are subject to the rules of the school concerning attendance, dress, sport, conduct in and out of school and on all matters upon which the Head teacher may make regulations. All pupils have an obligation, if required by the school, to take part in school sports and other out-of-school activities, and to attend practices, meetings etc., on school days and at weekends.

1. A Registration Fee of £125 is charged for registration of an application for admission and will not be refunded in any circumstance. (Bank details: Barclays Bank, A/C Name Village Prep Ltd; A/C No: 43410730; sort code 20-37-75.)
2. The offer of a place may be secured by signing and returning the Acceptance Form, together with the Acceptance Deposit of £5,000. £2,500 of this deposit will be credited to the pupil's first term's fees. The remainder of the Acceptance deposit (£2,500) will be repaid without interest (less any outstanding accounts or charges) at the end of a pupil's final term, usually taken to be in Third Form.
3. If a place is not taken up after Acceptance, the Acceptance Deposit is forfeited, and a full term's fees will be payable if a full term's notice is not given.
4. School fees are payable in advance on the first day of the term to which they relate. Interest will be charged at 1.5% per month on late payment of fees. There is no refund of fees if a pupil is absent from school.
5. A term's notice in writing (two terms notice needs to be given in Pre-Preparatory and IIIrd Form) to the Head teacher, or a term's fees or two terms fees in the case of Pre-Prep and IIIrd Form in lieu thereof, is required before the removal of a pupil, except in special circumstances of which the Proprietor will be the sole judge.
6. In exceptional circumstances, it may be necessary for the Proprietor to require a pupil to leave if in their opinion it is in the best interests of the pupil and/or the school. In such a case no refund of fees will be made.
7. A pupil may be required to leave for non-payment of fees.
8. Consent is given to the school making use of photographic images of pupils and/or teams in the promotion of an event in any local, regional and national media, in school publications and on the school's website (however, the school will not publish photographs of individual pupils with their names on the website), and for fundraising, marketing or promotional purposes and to maintain relationships with former pupils of the school.

<b>1<sup>st</sup> Parent/Guardian Relationship to Pupil</b>		<b>Date</b>	
<b>2<sup>nd</sup> Parent/Guardian Relationship to Pupil</b>		<b>Date</b>	

### For School Use only

<b>Date registered</b>	
<b>Entry Date</b>	
<b>Year Group</b>	
<b>Notes</b>	