



# THE VILLAGE PREP SCHOOL

## REGISTRATION FORM

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

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

### 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
<b>Name and Initials</b>		
<b>Home address (if different to pupil's)</b>		
<b>Postcode</b>		
<b>Home telephone number</b>		
<b>Mobile telephone number</b>		
<b>Contact email address</b>		
<b>Job Title/Profession</b>		

- If any other adult holds parental responsibility for the child, please contact Admissions on 020 7485 4673.

### 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 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

Name and address of school	
Headteacher	
Telephone number	
Date pupil started	

How did you hear of The Village School?	
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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 School, 2 Parkhill Road, London NW3 2YN.**

### Admissions Agreement

Pupils at The Village 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 Headteacher 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. **The school must be informed by the parents of any SEN requirements upon registration. If yes, please supply details.**

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 Chatsworth Schools (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 £2,500. 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 to the Headteacher, or a term's fees in lieu thereof, is required before the removal of a pupil, except in special circumstances of which Chatsworth Schools will be the sole judge.
6. In exceptional circumstances, it may be necessary for Chatsworth Schools 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.

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

### For School Use only

Date registered	
Entry Date	
Year Group	
Notes	