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# Registration form - Request for child to be registered as a prospective pupil

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a \*. If you do not complete the mandatory sections in full this may jeopardise or delay your application.

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| **Your child** | | | | | | | | | | | | | | | |
| **Surname of your child\*** |  | | | | | **First names\***  (underline preferred name) | | | |  | | | | | |
| Date of birth\* |  | | | | | **Nationality** | | | |  | | | | | |
| Is your child British or Swiss or from a country within the European Economic Area? \* | | | | | | | | | | Yes | |  | | No |  |
| Language spoken at home\* | | |  | | | | | | | Religion | |  | | | |
| Type of place\*  (please tick) | | | Boarding | | |  | Transition Boarding | | | | |  | | Day |  |
| Proposed term and year of entry\* | | | | | | |  | | | | | | | | |
| Will you apply to the School for bursary support as a serving member of the UK Military?\* | | | | | | | | | | Yes | |  | | No |  |
| **Are you likely to apply for means-tested bursary support?\*** | | | | | | | | | | **Yes** | |  | | **No** |  |
| Have you registered your child's name at any other school(s) and if so, which? | | | | | |  | | | | | | | | | |
| **First signatory** | | | | | | | | | | | | | | | |
| Title\* (e.g. Mr or Mrs) | |  | | Full name\* | | | | |  | | | | | | |
| **Relationship to child\*** | |  | | | | | | | | | | | | | |
| Contact telephone number \* | |  | | | **Evening** (if different) | | |  | | | **Mobile** (if different) | |  | | |
| Email address\* | |  | | | | | | | | | | | | | |
| Address  \* (including postcode) | |  | | | | | | | | | | | | | |
| Employer's business name and address | |  | | | | | | | | | | | | | |
| Position / Occupation | |  | | | | | | | | | | | | | |

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| **Second signatory** | | | | | | | | | | | | | | | |
| Title\* (e.g. Mr or Mrs) | |  | Full name\* | | | |  | | | | | | | | |
| Relationship to child\* | |  | | | | | | | | | | | | | |
| Contact telephone number \* | |  | **Evening** (if different) | | | |  | | | **Mobile** (if different) | | |  | | |
| Email address\* | |  | | | | | | | | | | | | | |
| **Address\***  (including postcode) | |  | | | | | | | | | | | | | |
| **Employer's business name and address** | |  | | | | | | | | | | | | | |
| Position / Occupation | |  | | | | | | | | | | | | | |
| **Other people with parental responsibility\***  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. This may be a legal guardian or step parent and their consent to the child attending the School will be required if an offer of a place is made. | | | | | | | | | | | | | | | |
| **Title\*** (e.g. Mr or Mrs) | |  | | **Full name\*** | | |  | | | | | | | | |
| Full name | |  | | | | | | | | | | | | | |
| Address  (including postcode) | |  | | | | | | | | | | | | | |
| **If those with parental responsibility are based outside the UK, an Education Guardian who is based in the UK must be appointed by those with parental responsibility by the time the child joins the School.** | | | | | | | | | | | | | | | |
| Will your son require an Education Guardian to be appointed in the UK? \* | | | | | | | | **Yes** | | |  | **No** | |  | |
| If the answer is ‘Yes’, we will provide further information on what is required of an Education Guardian and what details must be provided regarding that person. | | | | | | | | | | | | | | | |
| **If someone other than the first and second signatories is to pay the School fees for your child please provide below their full name and address and their relationship to your child** | | | | | | | | | | | | | | | |
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| **Connections with the School**  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. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Please indicate how you first heard of the School** | | | | | | | | | | | | | | | |
| Local reputation |  | Present school | | |  | Friends | | |  | | Advertisement | | | |  |
| Website |  | Senior School | | |  | Schools Fair | | |  | | HH Staff | | | |  |
| Other (please give details) | |  | | | | | | | | | | | | | |

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| Please state the name and address of the present school plus the name(s) of previous school(s) attended in the last 3 years (with dates of attendance) | | | | | | | |
| **Name and address of current school\*** |  | | | | | | |
| Dates of attendance\* |  | **Name of Head\*** |  | | | | |
| Name(s) and date(s) of previous school(s)\* |  | | | | | | |
| **Please outline any of your child's artistic, dramatic, musical or sporting skills or experience** | | | | | | | |
|  | | | | | | | |
| Please provide us with details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and / or social difficulty of your child, using the attached Confidential Information Form (if applicable) | | | | | | | |
| **Is there information of this nature that the school should be aware of to enable us to care for your child appropriately? \*** | | | | **Yes** |  | **No** |  |
| Have you completed and attached a Confidential Information Form? \* | | | | Yes |  | No |  |
| If your child is a national resident of a country outside the EEA, or if you have provided a home address for correspondence outside the EEA, please note that the School is required to take steps to ascertain that your child has permission to be and study in the UK. | | | | | | | |
| Will your child require sponsorship from the School in order to obtain a visa to study in the United Kingdom at this School\* (if applicable) | | | | **Yes** |  | **No** |  |
| **If another valid immigration category applies to your child please provide full details** | |  | | | | | |

**If your child has or will have a time restricted or temporary visa in any other immigration category (for example, as a dependent) please provide a copy of this when returning this form.** Please note that we will be unable to process your registration until such copy documentation is provided.

Declaration (\* - Please delete as applicable)

I / We request that our child named above is registered as a prospective pupil at Horris Hill School.

I / We have paid by bank transfer (**AIB. Account Name. Forfar Hampshire Ltd. Account No.** 01707020 **Sort Code.** 23-85-89**)** \*/ cheque \* the non-refundable Registration Fee of £100 together with this completed Registration form duly signed by me / us.

I / We consent to my/our son attending an assessment.

I / We will inform the school straight away if there are any changes in the immigration status of my/our child that may affect his right to live in the UK and to study at the School.

Signatures

|  |  |  |
| --- | --- | --- |
|  | **First signatory** | **Second signatory** |
| **Signature\*** |  |  |
| **Name in full\*** (please include all names) |  |  |
| **Date of birth\*** |  |  |
| **Relationship to child\*** |  |  |
| **Date** |  |  |

Please note that we reserve the right to:

1. request further information and sight of documentation in support of your declarations regarding immigration; and
2. to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

The School may be required to notify and / or supply information relating to your (i.e. the parents) and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

## Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and to the admission requirements of the School at the time offers are made. A copy of the School's Terms and Conditions will be supplied on request.

**How we will use the information provided in this form**

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

For example:

1. we may contact your child's current or previous school to ask for a reference;
2. we may contact other people with parental responsibility to check that they consent to your child joining the School;
3. the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/suitable arrangements for your child when they visit the School or during any entrance assessments and subsequently if they are offered a place;
4. we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained above.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, or to comply with regulatory requirements/guidance or other established practice within the independent sector, information is kept for a year after the end of the admissions process.

For more information about how the School will use your personal data, and your child's personal data, which may include special category personal data such as medical details, please see our Privacy Notice which is published on the School's website: [www.horrishill.com](http://www.horrishill.com). If your child is aged 12 years or older please show him a copy of the Privacy Notice and discuss it with him.

# Confidential Information Form

|  |  |
| --- | --- |
| Child's full name |  |

All information received in this form will be treated in confidence. Please provide us with as much detail as possible in the spaces below. Where possible, please also provide any relevant documentation such as medical reports, assessments etc.

|  |
| --- |
| **Please provide details of any medical condition, health problem or allergy affecting your child** (if applicable) |
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| **Please provide details of any learning difficulty, disability or special educational need of your child** (if applicable) |
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| **Please provide details of any behavioural, emotional or social difficulty of your child** (if applicable) |
|  |

The information requested on this form is needed because the School has contractual and statutory duties towards your child. The information provided will also enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when he enters the School.

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

For more information about how the School will use your personal data, and your child's personal data, which may include special category personal data such as medical details, please see our Privacy Notice which is published on the School's website: [www.horrishill.com](http://www.horrishill.com).

Signatures

|  |  |  |
| --- | --- | --- |
|  | First signatory | Second signatory |
| Signature\* |  |  |
| Name in full\*  (please include all names as shown on the Registration Form) |  |  |
| Relationship to child\* |  |  |
| Date |  |  |

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