Registration Form – Prep School

Personal Details: Applicant

DEAN CLOSE PREPARATORY SCHOOL CHELTENHAM

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 (spoken at home if not English) _____

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 Head will 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 of this school will be asked for a reference. In addition, parents are asked 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 (if applicable) _____

_____

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 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 and a requirement to keep the School updated on changes in circumstances.

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

21. Parents' details (Please complete both sections as appropriate. All those with parental responsibility must be detailed below.)

	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		

Company Limited by Guarantee. Registered Office. Shelburne Road, Cheltenham, GL51 6HE. Registered in England no. 4193948. Registered Charity no 1086929

22. Are the parents married? **Yes/No**

23. Are the parents separated or divorced? **Yes/No**

24. Unless a court order is in place to state otherwise, all those with parental responsibility can receive mailings from the School.

25. Who will take financial responsibility for payment of school fees? **Father / Mother / Both / Other**

26. If you or another person listed above has parental responsibility for the child in a capacity other than as a biological parent of the child please state the nature of your relationship to the child here and, if necessary, provide documentary evidence. Please provide details of any other person with parental responsibility here if not already provided above. All persons with parental responsibility will need to consent to the child attending the School if an offer is made.

_____

_____

27. Do you hold Investor visa (Tier 1) status and does your child hold an Investor dependent's visa? **Yes / No**

28. Do you hold Skilled Worker visa (Tier 2) status and does your child hold a Skilled Worker dependent's visa? **Yes / No**

29. Will your child require Child Student UKVI Sponsorship in order to take up a place at Dean Close School? **Yes / No**

30. Will you be applying for a BNO Visa and will your child hold a BNO dependent visa? **Yes / No**

31. If not British, or Investor (Tier 1), or Skilled Worker (Tier 2), or Child Student (Tier 4) or BNO visa, do you and/or your child have leave to remain in the UK outside the Point-Based System? **Yes / No** If yes, please attach full details and colour scans of any visa documents concerning this leave to remain.

32. Please state the name of any educational agent who is supporting your application to the school_____

32. I consent to the School obtaining, processing and holding sensitive personal information about me or either of us and my/our child, including medical details for the purposes of assessment and selection in order to safeguard and promote the welfare of my/our child. **Yes / No**

Health and Wellbeing

Please answer ALL questions in the following section.
The School requires this information so that consideration can be given to what reasonable adjustments, if any, the School would need to make in order to accommodate your child should a place be offered.
If you answer YES to any of the following questions please attach full details.
If significant information about your child is not declared NOW (or if a new condition or situation subsequently develops), the School may withdraw any reservation or offer of a place with immediate effect.

Are there any court orders relating to parental responsibility, residence, contact or prohibited steps, specific issues or periodical payments? ***Yes/No**

Has your child ever been made a Ward of Court or subject to Social Services investigation? ***Yes/No**

Is your child adopted? ***Yes/No**

Are there any factors relating to early education or upbringing, that may have affected your child's development and might be a continuing influence on his or her welfare or the welfare of others? ***Yes/No**

Has your child ever had any special health problems and/or require any specialised/regular non-self-administered medical treatment (e.g. for allergies, cystic fibrosis, diabetes, eating disorders, epilepsy, hearing or visual impairment etc)? ***Yes/No**

Does your child have diagnosed learning difficulties and/or learning disabilities? ***Yes/No**

Does your child currently receive Learning Support? ***Yes/No**

Has your child ever received Learning Support lessons in the past? ***Yes/No**

Has your child ever been assessed by an Educational Psychologist and a report issued? **Yes/No** If yes, please attach a copy of all EP reports.
Please also send us any relevant medical, special needs or other education reports you may have.

Does your child currently have extra time in exams and/or other Exam Access Arrangements? ***Yes/No**

Are there any diagnosed conditions or circumstances relating to your child of which the School should be aware? **Yes/No** Please tick as appropriate:

ADHD ☐ Asperger's Syndrome ☐ Autism ☐ Dyslexia ☐ Dyspraxia ☐ Other ☐
Please attach full details.

Have any concerns been expressed by another school/other agencies about your child's health/behaviour/learning difficulties and/or disabilities? ***Yes/No**

Has your child ever experienced any significant difficulties at their current and/or previous school, such as bullying, academic problems or friendship issues etc? ***Yes/No**

Has your child ever had any behavioural issues raised at their current or a previous school? ***Yes/No**

Has your child ever been subject to any disciplinary procedures? ***Yes/No**

Has your child ever self-harmed? ***Yes/No**

Company Limited by Guarantee. Registered Office. Shelburne Road, Cheltenham, GL51 6HE. Registered in England no. 4193948. Registered Charity no 1086929

Has your child ever had an eating disorder? ***Yes/No**

*If you have answered yes to any of the above questions, please attach full details.

Declaration

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

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

1. the information provided on and with this Registration Form is true, accurate complete and not misleading. If any information or circumstances about or relating to us and/or our child changes, we will let the School know as soon as possible;

2. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;

3. registration of our child as a prospective pupil is subject to the Terms and Conditions of registration below;

4. if our child is offered a place at the School, such an offer will be subject to the School's Terms and Conditions (Parent Contract) for the provision of educational services, which will bind us (as the holder(s) of parental responsibility for him or her) in the event (and from the moment) we accept the place;

5. If applicable, the School may request from our child's present school or educational institution:

   (a) Information and a reference in respect of our child; and/or
   (b) Information about any outstanding fees and/or supplemental charges;

6. in order to comply with the School's responsibilities as a registered Child Student and Student sponsor, the School may (if applicable) be required to notify and/or supply information relating to us and/or our child's right to enter, reside and/or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI), a department within the Home Office and, in any event, if our child is offered a place at the School, such an offer will be subject to us confirming that our child has the right to enter, live and study in the United Kingdom;

7. the School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; (ii) require you to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and/or (iii) ask us to demonstrate our ability to meet the School's fees and supplemental charges;

8. the School may make changes to its Terms and Conditions of registration and/or for the provision of educational services, to reflect changes in the School's practices and procedures and to meet current educational, pastoral and economic needs.

A payment to **The Dean Close Foundation** for the non-refundable registration fee of £100 +VAT is to be made by bank transfer.

The non-refundable registration fee of £100 +VAT has been transferred to the School's bank account ☐ Bank details are below
Please note your bank payment with "DCPS" followed by your child's surname please.

Bank Details: The Dean Close Foundation
Account No: 10292443
Sort Code: 40-17-09
IBAN number: GB16 HBUK 4017 0910 2924 43

Colour scan of the documents below are to be attached:

1. **FULL** Birth Certificate [Child] ☐
2. Passport [Child] ☐
3. Recent Photograph [Child] ☐
4. Visa Vignette(s) [of Parents and Child] ☐ (if applicable)
5. Both sides of BRP(s) [of Parents and Child] ☐ (if applicable)

The School cannot complete the Registration, or offer a place, until all the required documentation, as set out in the Registration Form, has been received and the admissions process has been finalised.

ALL holders of parental responsibility for the child are required to sign this form – if you are not a holder of parental responsibility then details of their 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) _____

Company Limited by Guarantee. Registered Office. Shelburne Road, Cheltenham, GL51 6HE. Registered in England no. 4193948. Registered Charity no 1086929

Please return ALL five pages of this completed form to:

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

Tel: 01242 258001 - Email: dcpsregistrar@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:

Your child will be considered for a place at the School when the Registration Form has been completed and received together with a copy of your child's passport or identity documents, **FULL** birth certificate, recent photograph and any other documentation required as set out in the Registration Form. The registration fee must also be paid. Admission will be subject to the availability of a place and your child satisfying admission requirements at the time. You are advised to acquaint yourselves with the policies, aims and ethos of the School; these are available on the School website (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 non-refundable deposit is payable one year before entry (or upon submission of the Parent Contract 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 in accordance with the School's Terms and Conditions (Parent Contract).

2 PUPILS' HEALTH

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

2.1.1 your child contracts, or may have contracted, any infectious disease or illness before accepting a place at the School, or following the entrance examination or acceptance. Your child may not be allowed to take the entrance examination with other pupils or join the School whilst still infected or contagious (or where this may be the case); or

2.1.2 any medical condition is present or develops which requires your child to have medical or other supervision. If this information is not declared prior to registration or acceptance or admission, or when the condition develops, the School may withdraw the offer of your child's place at the School with immediate effect.

2.2 There is a School Medical Officer and your child 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 your child 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.

3 SPECIAL PRECAUTION

You 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 (as appropriate). 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 suitable educational guardian prior to enrolment at the School is compulsory for all children, including over 18s, if both parents are non-UK resident. A suitable educational guardian is one that has been independently assessed and accredited by a reputable independent school sector body, such as the Boarding Schools' Association, for the quality and rigour of the service provided. Further information and criteria on suitability is detailed in the School's guardianship policy as updated from time to time. 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 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 is available on the School's website at www.deanclose.org.uk.

6 APPLICABLE LAW

These terms and conditions are governed by English law and the parties shall submit to the jurisdiction of the English courts.

7 RIGHT TO STUDY IN THE UK

If your child is offered a place it will be subject to you confirming in the Terms and Conditions (Parent Contract) that your child has the right to enter, live and study in the United Kingdom. Please do not complete the Registration Form if this does not apply as proof is required. This 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. In order to comply with the School's responsibilities as a registered Child Student and Student sponsor, the School may be required to notify and/or supply information about you and/or your child's right to enter, reside and/or study in the UK to *UK Visas and Immigration (UKVI)*, a department within the Home Office. Failure to give accurate and complete information may constitute a breach of the Terms and Conditions (Parent Contract) entered into between the School and you in relation to the education of your child, entitling the School to terminate the contract with immediate effect without obligation to return any deposit or fees paid.

Company Limited by Guarantee. Registered Office. Shelburne Road, Cheltenham, GL51 6HE. Registered in England no. 4193948. Registered Charity no 1086929

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 provide 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 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 or Swiss nationality (only applicable to those that entered the UK by 11:00pm on 31 December 2020) 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 Investor visa (Tier 1), Skilled Worker visa (Tier 2) , Child Student visa (Tier 4), BNO visa dependent status, or any other leave to remain held outside the points based system 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 Head and Head of Admissions immediately and supporting documents supplied as requested.

9 PERSONAL DATA

9.1 The School may process personal data about you (or either of you) and your child, including sensitive personal data about your child (such as medical details) in accordance with data protection law for the purposes of:

9.1.1 administering its list of prospective pupils;
9.1.2 its registration, selection and/or admission procedures, including as set out above; and
9.1.3 communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

Even if your child is not offered a place at the School, we retain information about prospective pupils and their parents for one year. Please let the Admissions Office know if you have any questions or concerns about this.

To view further information on how and why we collect, use and share personal data, please refer to our Privacy Notice which is available on our website and is otherwise available from the School at any time upon request.

****

Company Limited by Guarantee. Registered Office. Shelburne Road, Cheltenham, GL51 6HE. Registered in England no. 4193948. Registered Charity no 1086929