



Collingwood School  
Parent contract

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## **Registration Form**

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**Independent Day School for Boys and Girls**

**Collingwood School, Wallington**



## Fees list

### Academic year 2021 - 2022

<b>Registration fee</b>	
Payable on registration and non-refundable	£50.00
<b>Deposits</b>	
Please see the School's <i>Terms and Conditions</i> for information on how and when the Acceptance Deposit may be refunded.	
<b>Acceptance Deposit</b> Payable by the parents of each pupil on acceptance of a place.	£700.00
<b>Fees per Term</b>	
<b>Reception</b>	£2995.00
<b>Year 1 – Year 6</b>	£3170.00
<b>School Lunch</b>	£275
<b>Discounts Available</b>	
Sibling Discount	10%
Sibling Discount (3 <sup>rd</sup> Child or more)	5%
Annual Payment Discount	5%

<b>Additional Charges</b>	
<b>Breakfast Club (7.30am – 8.30am) – inc light breakfast</b>	<b>£6.25 per session</b>
<b>After School Care Club (end of school – 6.30pm) – inc light supper</b>	<b>£6.25 per hour</b>
<b>After School Care Club (Hot Supper) optional</b>	<b>£1.50 per meal</b>

Please see the School's *Terms and Conditions* for further information about the payment of Fees and extras.

The School's *Terms and Conditions* are available on the website or upon request from the School Office.



## Registration form

### Request for a place on the waiting list

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.

Your child				
Surname of your child*				
First names* (underline preferred name)				
Gender*	Male		Female	
Date of birth*				
Nationality*				
Have you registered your child's name at any other school(s)?	Yes		No	
If you answered Yes, please which school(s)				



<b>First signatory</b>			
<b>Title*</b> (e.g. Mr, Mrs, Ms)			
<b>Full name*</b>			
<b>Contact telephone number*</b>	<b>Home</b>	<b>Mobile</b>	<b>Work</b>
<b>Email address*</b>			
<b>Address*</b> (including postcode)			
<b>Occupation</b>			
<b>Employer's business name and address</b>			
<b>Second signatory</b>			
<b>Title*</b> (e.g. Mr, Mrs, Ms)			
<b>Full name*</b>			
<b>Contact telephone number*</b>	<b>Home</b>	<b>Mobile</b>	<b>Work</b>
<b>Email address*</b>			
<b>Address*</b> (including postcode)			
<b>Occupation</b>			
<b>Employer's business name and address</b>			



### 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.

<b>Title</b>	
<b>Full name</b>	
<b>Relationship to child</b>	
<b>Address</b> (including postcode)	

### Third Party Payments

If someone other than the first and second signatories is to pay the School fees for your child, please provide details below:

<b>Title</b>	
<b>Full name</b>	
<b>Relationship to child</b>	
<b>Address</b> (including postcode)	

### 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.

<b>Surname</b>	<b>First name</b>	<b>Date of Birth</b>

### Please indicate how you first heard of the School

<input type="checkbox"/>	Local reputation	<input type="checkbox"/>	Present school	<input type="checkbox"/>	Website	<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Recommendation	<input type="checkbox"/>	Previous Connection	<input type="checkbox"/>	Other (please state)		



<b>Please state the name and address of the present school</b> (with dates of attendance)	
<b>Name and address of school*</b>	
<b>Dates of attendance*</b>	
<b>Name of Head*</b>	
<b>Please outline any of your child's artistic, dramatic, musical or sporting skills or experience</b> (if applicable)	
<b>Please give an outline of your child's other hobbies or interests</b> (if applicable)	
<b>Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits.</b>	

### Notes

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

### 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:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;



- d) 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;
- e) we may share your information with credit reference agencies

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, information is kept for a year after the end of the admissions process. For more information about how the School will use your information, and your child's information, please see our privacy notice, which is published on the School's website: [www.collingwoodschool.org.uk](http://www.collingwoodschool.org.uk).

### Declaration

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

I / We have paid by bank transfer \* / credit card \* / debit card \* the non-refundable Registration Fee of £50.00 before returning this completed Registration Form duly signed by me/us.

### Signatures

	First signatory	Second signatory
<b>Signature*</b>		
<b>Name in full*</b> (please include all names)		
<b>Relationship to child*</b>		
<b>Date*</b>		

### Bank Details

Collingwood School Limited

Barclays

Sort Code: 20-71-06

Account: 23077187



### Confidential Information Form

All information received in this form will be treated in confidence.

<b>Child's full name</b>	
<b>Name of first signatory</b> (as appears on the registration form)	
<b>Name of second signatory</b> (as appears on the registration form)	

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:

- learning difficulty
- special educational need
- disability
- behavioural, emotional and / or social difficulty.

The information provided in this form will 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 / she enters the School.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

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

The information requested on this form is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our privacy notice. This document is provided within the letter of offer and published on the School's website: [www.Collingwoodschool.org.uk](http://www.Collingwoodschool.org.uk)