



GRANGE PARK PREP SCHOOL REGISTRATION FORM

ACADEMIC YEAR 2022 - 2023

REGISTRATION FEE

Payable on registration and non-refundable	£50
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Acceptance Deposit

Payable by the parents of each pupil on acceptance of a place. Please see the School's Terms and Conditions for information on how and when the Acceptance Deposit may be refunded.	£750
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FEES PER TERM

Reception – Year 4	£3,713
Year 5 – Year 6	£3,743
Reception – 15hrs EYF	£2,717
Reception – 30hrs EYF	£1,722

DISCOUNTS AVAILABLE

Sibling Discount	10%
Sibling Discount (2nd child or more)	5%
Annual Payment Discount	5%

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 request from the School Office.

Please save and email this completed form to the School Administrator at office@gpps.org.uk.



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*	
First names*	
Preferred name*	
Date of birth*	

NATIONALITY

Is your child British or a country within the EU?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If you answered No above, please state your child's nationality				

PROPOSED YEAR GROUP *

Proposed term and year of entry*	
Have you registered your child's name at any other school(s) and if so, which?	

SIGNATORIES

First signatory

Title* (Mr, Mrs, Ms, etc)	
Forename*	
Surname*	
Relationship to child*	
Telephone*	
Evening	
Mobile	
Address* (including postcode)	
Occupation	
Employer's business name and address	

Second signatory

Title* (Mr, Mrs, Ms, etc)	
Forename*	
Surname*	
Relationship to child*	
Telephone*	
Evening	
Mobile	
Address* (including postcode)	
Occupation	
Employer's business name and address	

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* (Mr, Mrs, Ms, etc)	
Full name*	
Address* (including postcode)	

If someone other than the first and second signatories is to pay the School fees for your child, please provide their information.

Title* (Mr, Mrs, Ms, etc)	
Full name*	
Address* (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.

Please indicate how you first heard of the School.

Local reputation	Present school	Existing parent	Advertisement
Website	Other (please give details)		

Please provide details of the present school.

Name and address of school*	
Dates of attendance*	
Name of Head*	

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable).

Please give an outline of your child's other hobbies or interests (if applicable).

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.

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.gpps.org.uk

DECLARATION

I / We request that our child named above is registered as a prospective pupil. The non-refundable Registration Fee of £50.00 has been paid before returning this completed Registration Form duly signed by me / us.

<input type="checkbox"/>	I	<input type="checkbox"/>	We	have paid by	<input type="checkbox"/>	Bank transfer	<input type="checkbox"/>	Credit card	<input type="checkbox"/>	Debit card
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SIGNATURES

First signatory

Signature	<input type="checkbox"/>	Ticking this box constitutes your signature.
Title		
Forename		
Surname		
Date of birth		
Relationship to child		
Date		

Second signatory

Signature	<input type="checkbox"/>	Ticking this box constitutes your signature.
Title		
Forename		
Surname		
Date of birth		
Relationship to child		
Date		

CONFIDENTIAL INFORMATION

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

Child's full name	
Name of first signatory	
Name of second signatory	

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.gpps.org.uk