



Charlotte House Preparatory School for Girls

88 The Drive, Rickmansworth, Hertfordshire, WD3 4DU. Tel: 01923 772101

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REGISTRATION FORM

(Request for a Place on the Waiting List)

1. DETAILS OF YOUR CHILD			
Surname			
First Names (please underline preferred name)			
Date of Birth		Nationality and Religion	
Type of place required (please tick below)			
<input type="checkbox"/> Nursery	<input type="checkbox"/> Pre-Preparatory	<input type="checkbox"/> Preparatory	<input type="checkbox"/> Bursary
Home Address (including postcode)			
Proposed Term and Year of Entry			
Have you registered your child's name at any other school(s) and if so, which?			
2. FATHER'S / LEGAL GUARDIAN DETAILS			
Title (e.g. Mr)			
Full Name			
Landline Telephone Number		Work Number	
Marital Status		Mobile Number	
Email Address			
Home Address (including postcode)	(If different from daughters)		
Occupation			
Employer's Business, Name and Address			

3. MOTHER'S / LEGAL GUARDIAN DETAILS			
Title (e.g. Mrs, Ms)			
Full Name			
Landline Telephone Number		Work Number	
Marital Status		Mobile Number	
Email Address			
Home Address (including postcode)		(If different from daughters)	
Occupation			
Employer's Business, Name and Address			
4. 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. Their consent to the child attending the School will be required if an offer of a place is made.			
Title			
Full name			
Address (including postcode)			
5. CONNECTIONS WITH THE SCHOOL			
Please mention below the names of any other members of the family attending the School or registered for entry; or any other connection with the School.			
6. PLEASE INDICATE BELOW HOW YOU FIRST HEARD OF THE SCHOOL			
<input type="checkbox"/> Local reputation	<input type="checkbox"/> Present school	<input type="checkbox"/> Friends	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Website	<input type="checkbox"/> Other (please give details)		

7. DETAILS OF PRESENT SCHOOL IF APPLICABLE (with dates of attendance)

Name and Address  
(including postcode)

Dates of Attendance

Name of Head

8. PLEASE OUTLINE ANY OF YOUR CHILD'S ARTISTIC, DRAMATIC, MUSICAL OR SPORTING SKILLS OR EXPERIENCE (if applicable)

9. PLEASE GIVE AN OUTLINE OF YOUR CHILD'S OTHER HOBBIES OR INTERESTS (if applicable)

10. PLEASE PROVIDE US WITH DETAILS BELOW 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 (A confidential form for this purpose is available upon request)

**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* will be supplied on request.

**DECLARATION**

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

I / We understand that the School (through the Head, as the person responsible) may obtain, process and hold personal information about me / us which may include financial information provided by me / us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings.

I / We understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

Together with this completed Registration form duly signed by me / us, I / we have paid the non-refundable Registration Fee of £75.00 (£50.00 for siblings)

Method of payment                      Cheque (attached)                        
(please tick as appropriate)                      On-line bank transfer                        
(details below, reference should be daughter's forename and surname)

**SIGNATURES OF PARENTS / LEGAL GUARDIANS**

	First Parent / Legal Guardian	Second Parent / Legal Guardian
Signature		
Full Name		
Date of Birth		
Relationship to Child		
Dated		

**Bank Details - Barclays Bank, Account Name : Charlotte House School Ltd,  
Account No. : 50286796, Sort Code: 20-74-09**

**Charlotte House School Limited: a company limited by guarantee  
Registered in England No: 912022  
Registered Office: 88 The Drive, Rickmansworth, Herts WD3 4DU  
Registered Charity No: 311075**