



## Registration Form

### 1 Details of Child

*Please complete in capitals*

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Forename(s): \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ Gender: (M / F) \_\_\_\_\_

Date of Entry to Avalon School: \_\_\_\_\_

Entry into:    Nursery        Year 1        Year 4      
                   Pre-School        Year 2        Year 5      
                   Reception        Year 3        Year 6        *Please tick ✓*

### 2 Education To Date

Present School/Nursery: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Telephone N°: \_\_\_\_\_ Date Leaving: \_\_\_\_\_

Previous School/Nursery: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Left: \_\_\_\_\_

### 3 Parents' Details

*Legal guardians – please complete as appropriate*

**Father/Carer** Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

**Mother/Carer** Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Where parents have different address please indicate where the child lives

Mother:

Father:

*Please tick ✓*

Are parents jointly responsible for the child's education?  
If **NO** please supply details separately in confidence.

Yes:

No:

*Please tick ✓*

#### 4 Special Educational Needs and Disabilities

Please state any special educational needs, medical needs or disability for which you child will need reasonable adjustment.

#### 5 Learning Support

Has your child ever had a specialist assessment (eg. Educational Psychologist Assessment) or any additional support at their present school/nursery?

Yes:

No:

If **YES** please specify and give details separately.

Please tick ✓

#### 6 English as an Additional Language

Is English the first language used a home?

Yes:

No:

If **NO** please specify first language.

Please tick ✓

#### 7 Child's Medical Information

Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication: \_\_\_\_\_

Dietary Requirements: \_\_\_\_\_

Other Information: \_\_\_\_\_

Are your child's immunisation injections up to date?

Yes:

No:

Please tick ✓

Can plasters be used on your child?

Yes:

No:

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes:

No:

Please tick ✓

#### 8 Photograph Permission

It would greatly help us if you could give your permission for the use of DVD/photographs and website being taken of your child for use either in school or in relevant publications regarding the school, for events that may happen during your child's time at Avalon School e.g. Christmas Concerts, School Visits etc. Any parent is free to withhold permission, and we will then ensure that your child is not included on any photos/DVD published. Equally, a parent can change their initial decision at any time, but this must be in writing.

I hereby give permission for images of my child's to be used by the school

Yes:

No:

Please tick ✓

## 9 Local Area Visits

I hereby give my permission for my child to take part in local area visits such as walking to church or surrounding area.

Yes:

No:

Please tick ✓

## 10 School Fees

If school fees are to be paid by a person(s) other than the above named parents/carers (Section 3), please full name(s) and address(es):

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

## 11 Looked After Child

If the above named child (Section 1) is a looked after child (ie under the care of the council / court), please give details of the child's legal contact and those with parental responsibility:

Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

## 12 Registration Fee

I / We request that the above named child (Section 1) be registered as a pupil of Avalon School and are paying a **non-refundable registration fee of £100.00** by

- Cheque (payable to **Avalon School Educational Trust**) and enclosed with this form.  
 Internet Banking (this can be made within the UK or aboard by using bank details below.)

✓ (please tick payment method).

Bank: **Lloyds** A/C Name: **Avalon School Educational Trust**

A/C N°: **03074431** Sort Code: **30-15-52** IBAN: **GB38LOYD30155203074431** BIC: **LOYDGB21240**

Please use your child's surname as a reference.

## 13 Terms And Conditions

'Parental responsibility' means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property. The mother of a child always has PR and the father of the child would have PR if he is/has been married to the mother, has entered into a PR agreement with the mother, has a court order giving him PR or his name is on the birth certificate if the child is born after December 2004. There may also be cases where a child is subject to a Residence Order or a Special Guardianship Order and in those circumstances the person in whose favour the order has been made would have PR. If a child is subject to a Care Order then the Local authority would have PR. 'A Contact Order' means an order requiring the person with whom a child lives, or is to live, to allow the child to visit or stay with the person named in the order, or for that person and the child otherwise to have contact with each other. There may be some people who do not have PR e.g. grandparents but who have a court saying that they should have contact with the child. There could also be persons for example fathers who have PR and also a contact order.

1. All pupils must attend regularly and punctually, unless prevented by illness or other unavoidable circumstances (Education Act, 1944).
2. If a pupil is absent through contagious illness or contact with infection, the Headteacher must be informed at once.
3. All fees are payable on the first day of term (including any incidental expenses incurred in the previous term), unless arrangements have been made for payment by Direct Debit. If fees are not paid by the due date, an additional amount of interest of 2% per month will be levied on accounts.
4. If, having registered, a pupil withdraws before the start of the term, the first term's fees are chargeable unless a term's notice is given.
5. The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if in the opinion of the Headteacher the pupil's presence in the school is undesirable, or if the fees are not paid on the first day of term (see 3 above). In the cases of removal due to unsatisfactory work or behaviour, fees for any remaining part of a term are not refundable.

6. A full term's WRITTEN NOTICE is required on or before the first day of a term at the end of which a pupil is to be removed; otherwise a full term's fees must be paid in lieu of notice. Such notice will be acknowledged in writing and parents or carers are advised that only such acknowledgement constitutes acceptance.
7. A successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the school as a whole, reasonable changes may be made from time to time and to these standard terms and conditions, to the size and location for the school, to its premises and facilities, to the structure and composition and classes and the way the school is run, to the rules and disciplinary framework, to the length of the school terms and the school day and to any other aspect of the school. Fee levels will be reviewed each year and there will be reasonable increases from time to time. Parents will be given adequate notice of any significant proposals or changes likely to affect the school community as a whole.

**(\*Points 8 – 12 additional criteria for Nursery Children Only)**

8. \*For parents with a child in Pre-School, a letter in Autumn Term will be given asking whether they would like to secure a place for their child in Avalon Reception class the following September.
9. \*A minimum of two sessions (a session is either a morning or an afternoon), must be booked for two year olds, and three sessions for three year olds.
10. \*If you decide to decrease sessions, a terms notice must be given in relation to fees – i.e. you may decrease your sessions at any time, but no refund will be given for the current term.
11. \*Any requests to increase sessions will be considered and given on the first available opportunity. Priority will be given to those children who will be attending Avalon School. These sessions will be charged for at the end of each term on a separate invoice.
12. \*Please note that once a starting date has been agreed, if you later choose to postpone or delay your original starting date by more than half a term, this may result in your sessions having to be released and the same sessions cannot be guaranteed until confirmed with your new starting date.
13. All children have the school lunch provided. The only exceptions are on specific medical advice.
14. We believe that these terms and conditions reflect the customs and practice of independent schools and schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They promote stability, forward planning, proper resourcing and development of the school. They help also to protect parents from increases in fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Headteacher. The fees list as varied from time to time is part of these terms and conditions. Nothing in these terms and conditions affects the statutory rights of pupils or the persons responsible for fees.
15. By signing this agreement parents are agreeing for their child to take part in performances and activities that may be photographed or videoed for school use only.
16. The signature of Parents or Carers below constitutes acceptance of the terms and conditions stated.

**14 Parent(s)/Carers(s) Signature**

By signing this form I / We agree for you to apply to my child's current school for a report and reference (for entry into Year 1 to Year 6 only).

By signing this form I / We agreed to the terms and conditions set out above and in accordance with Avalon School's Admissions Policy.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Father/Carer Mother/Carer

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Avalon School Use Only</i>			
Registration Fee Received	<input type="checkbox"/>	Invoice Issued	<input type="checkbox"/>
Confirmation Letter Sent	<input type="checkbox"/>	Admission Completed	<input type="checkbox"/>
Start Date Agreed	<input type="checkbox"/>	Copies to Accounts & Nursery	<input type="checkbox"/>