



Nursery School Registration Form

1. **Surname of your Child:** Boy Girl
First Names:.....
 (please underline the preferred name)
 Date of Birth:..... Nationality:..... Religion:.....
 Proposed Entry Date (Month/Year): / 20

2. **Mother's and Father's Titles, Full Names and Addresses:**
 The Registrar should be notified of any change of address/telephone number. Where the parents are separated, please indicate who the child lives with in a covering letter.

Mother's Name:.....	Father's Name:.....
Address:	Address:.....
.....
.....
..... Postcode: Postcode:
Home Telephone No:	Home Telephone No:
Daytime Telephone No:.....	Daytime Telephone No:

3. Please mention here the names of any other members of the family attending the College or registered for entry; or any other connection with the College.

4. How did you hear about Ratcliffe College?

5. Please state the name and full address of your child's present nursery school, if applicable, (with dates attended):

 Postcode:

Name of Head:..... Telephone No:

Continued overleaf...

6. Does your child have any kind of disability or require Special Needs Provision? If so give details; use separate sheet if necessary.

.....

7. **Session Requirements**

(Please tick the appropriate box for Sessions required)

	MORNING 9.00 - 12.00	AFTERNOON 1.00 - 3.30	ALL DAY 9.00 - 3.30
MONDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TUESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEDNESDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THURSDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRIDAY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Admissions Policy

The following is a summary of assessment procedures and administration processes: full details of the Admissions Policy including the admission criteria are contained in the Further Information Booklet.

Nursery School: (3-5 year olds). Children spend a half-day in school and are informally assessed during this time. A report from your child’s present school will be requested (if applicable).

Registration Fee: A registration fee of £75 (UK) and £100 (Overseas) is payable for all students entering Ratcliffe College at all levels. Registration does not constitute a contract for admission to the College and is non-refundable. After the fee is paid the admission procedure depends on which level the student is entering the College (see above). The Headmaster reserves the right, without stating any reasons, to cancel any registration. The College should be notified of any change of address/telephone number. Offers of places are subject to availability and the admission requirements of the College at the time offers are made. A copy of the current edition of the standard terms and conditions will be supplied on request.

Deposit: A deposit of £250 for students entering the College from the UK and of £500 for students from overseas is payable on entry to the Junior Department and Senior School, on acceptance of an offer. The deposit is non-refundable if the student subsequently fails to take up the place. As fees are payable termly in advance, the deposit will be held until the student leaves and may be used to offset charges incurred during the final term. Any balance remaining will be refunded at that time. However, this deposit is not required until your child is due to enter the Junior Department and will be requested by us at the appropriate time. Fees are payable termly in advance and cheques should be made payable to ‘Ratcliffe College’.

Notes

Early registration is recommended. If there is a waiting list for entry to a particular age group, applications will be considered strictly according to the fulfilment of the admission criteria and to the date order of registration for each child. On completion of this form, application will be made, at the appropriate time, to your child’s present school for a report.

DECLARATION

We have read and understood and agree to the notes above. We request that the name of our above-named child be registered as a prospective pupil. [A cheque made payable to “Ratcliffe College” for the non-returnable registration fee of £75 is enclosed]. We understand that the standard terms and conditions of the College will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the College. We understand also that the College (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including 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.

First Signature	Second Signature
Name in full:	Name in full:
Relationship to the child:	Relationship to the child:.....
Date:	Date:.....