

# MONKTON REGISTRATION FORM

To be completed by those with parental responsibility for the child <sup>(1)</sup>

PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS

## 1. Child's details:

Surname:	Forenames:	
Preferred Name:	Date of Birth:	Gender:
Nationality <sup>(2)</sup> :	Religion:	

## 2. Proposed entry details: (please tick the relevant boxes)

School: Pre-Prep  Prep  Senior

Year of Entry:  Term: Michaelmas  Lent  Summer  Year Group of Entry

### Type of Place

#### Pre-Prep

Day

#### Prep

- Standard Day  
 Extended Day  
 Home and Away 4 Nights  
 Weekly 5 Nights  
 Full Boarding

#### Senior

- Standard Day  
 Weekly 5 Nights  
 Full Boarding

## 3. Please give the name and address of your child's current school (if applicable):

Name of School:	Name of Head:
Address:	
Tel. No.:	Email:
Dates Attended: From: <input type="text"/>	Until: <input type="text"/>
Permission to contact school: Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 4. Additional needs / Learning support:

Please identify any additional needs that might affect your child's life at school:

ADHD  Allergies  Aspergers  Autism  Dyslexia  Dyspraxia  Dyscalculia

Hearing Impairment  Visual Impairment  Physical Impairment

Other (please specify below)

Does your child have an educational psychologist's report: Yes  No

If yes, please provide a copy and any additional information with this form.

Monkton Combe School seeks to fulfil the legal requirements placed upon all schools, state and independent, of the Special Education Needs and Disabilities Act 2001. If you feel that your son or daughter has any special requirements we need to meet in order for him or her to have equal access to the assessment procedures, please inform us and provide us with any relevant reports.

Please note that Monkton Combe School's Admissions Policy is non-contractual.



**5. Father's details\*:**

Title:	Forename:	Surname:	
Marital Status:		Nationality:	
Address:			
Town:	County:	Postcode:	Country:
Occupation:			
If currently HM Forces please specify: Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/>			
Daytime Tel. No:		Evening Tel. No:	
Mobile No:		Email:	

\*If you have parental responsibility<sup>(1)</sup> for the child in a capacity other than as a parent of the child, please state your relationship to the child here:

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**6. Mother's details\*:**

Title:	Forename:	Surname:	
Marital Status:		Nationality:	
Address:			
Town:	County:	Postcode:	Country:
Occupation:			
If currently HM Forces please specify: Army <input type="checkbox"/> Navy <input type="checkbox"/> RAF <input type="checkbox"/>			
Daytime Tel. No:		Evening Tel. No:	
Mobile No:		Email:	

\*If you have parental responsibility<sup>(1)</sup> for the child in a capacity other than as a parent of the child, please state your relationship to the child here.

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**7. Billing address:**

If the billing address is different from either of the above, please give details and full address:

Name:			
Address:			
Town:	County:	Postcode:	Country:

**8. For applicants for whom English is a Second Language (ESL):**

Please indicate the extent of knowledge of English, the number of years studied and qualifications if any. Monkton can offer excellent specialist teaching support for ESL students, but it requires a certain basic command of English as an entry requirement.

Please state your child's first language:	
ESL qualification:	English studied for <input type="text"/> years
Passport No:	
Place of Birth:	Country of Birth:

**9. Guardian's details (for overseas students):**

Title:	Forename:	Surname:	
Address:			
Town:	County:	Postcode:	Country:
Daytime Tel. No:		Evening Tel. No:	
Mobile No:		Email:	

**10. Source of Introduction:**

Family connections  Local reputation  Present school  Monkton parent  Internet   
Advertisement (please say where)  \_\_\_\_\_  
Other (please specify)  \_\_\_\_\_  
Overseas Agent (please give details)  \_\_\_\_\_

**Have any of the following helped you in making a decision to join Monkton?**

Monkton website  Social media (eg. Facebook/Twitter)  Prospectus   
Word of mouth  School league tables  Advertising  Press articles   
Other (please specify)  \_\_\_\_\_

**11. Declaration:**

I / We understand, accept and agree that on signing and returning this form and sending the registration fee of £100.00 (NON-REFUNDABLE), the School will consider our child as a candidate for admission and entry to the School which will include our child satisfying the admission requirements at the time. I / We accept that the completion of this form and payment of the registration fee does not guarantee a place at the School.

If my / our child is offered a place at the School such an offer will be subject to the School's Terms and Conditions for the provision of educational services which will bind me / us as the holder(s) of parental responsibility for him / her, in the event that I / we accept the place.

In order to comply with the School's responsibilities as a registered Tier 4 sponsor, I / we consent to the School notifying and / or supplying information relating to my / our and / or my / our child's right to enter, reside and / or study in the UK to the UK Visa and Immigration Unit of the Home Office.

If my / our child is offered a place at the School, such an offer will be subject to me / us confirming that my / our child has the right to enter, live and study in the UK.

The School may request from my / our child's present school a) information and a reference in respect of my / our child and b) information about outstanding fees and / or charges. The School may, with reference to one or both of us, a) undertake a credit check with a credit reference agency and / or b) require one or both of us to provide the Bursar with a bank reference and / or up to date credit report.

The School may process any personal data about us / either of us / our child, including sensitive personal data about our child (such as medical details), for the purposes of (i) administering its lists of prospective pupils (ii) its registration, selection and / or admission procedures, and (iii) communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

I / We declare that the information given in this form is accurate and complete.

First signature:	Second signature:
Name in full:	Name in full:
Relationship to the child:	Relationship to the child:
Date:	Date:

## Checklist

Please enclose the following with your completed Registration Form:

- A copy of your child's passport or birth certificate
- Educational psychologist's report, if applicable
- Registration fee of £100 (non-refundable)

Please attach a photograph if your child is entering the Pre-Prep

Please indicate method of payment:

- Payment by sterling cheque drawn on UK bank only and made payable to "Monkton Combe School"
- Payment via direct bank transfer made using the details below:

Date of payment:

Please reference payment in the following format: "YOUR CHILD'S NAME registration fee"

Account Name: **Monkton Combe School**

Account Number: **57158320**

Sort Code: **56-00-34**

Bank Name: **National Westminster Bank plc**

Address: **Old Bank Branch, Bath**

IBAN Code: **GB40 NWBK 56003457 158320**

Swift Code (BIC): **NWBKGB2L**

## What you need to do:

Please let us know immediately if any contact details change.

Information given about family circumstances helps us to ensure that correspondence is correctly addressed. It remains entirely confidential. Please refer to the Data Protection Policy found on the School's website.

## Notes:

(1) Parental responsibility is defined in the Children Act 1989 as "all rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property." It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice.

(2) For a child whose nationality is non-European - the School is currently a registered Tier 4 sponsor. Please tick this box if you may require the School to sponsor your child for visa / immigration purposes.   
Details of Tier 4 sponsorship arrangements will be sent to everyone who ticks this box. However, providing this information does not guarantee that the School will sponsor your child or that the School is obliged to do so. The School reserves full discretion over any decision whether or not to sponsor your child. If you do not require the School to sponsor your child, please provide a copy of their relevant visa.

## Send completed form to:

Mrs Carole Heritage  
Head of Admissions  
Monkton Combe School  
Church Lane, Monkton Combe  
Bath BA2 7HG  
United Kingdom

T: Admissions (01225) 721133

E: heritagec@monkton.org.uk