



Hall Grove School
London Road, Bagshot, Surrey, GU19 5HZ
Telephone: 01276 473059 Fax: 01276 452003
www.hallgrove.co.uk

Photo	ID	Deposit	Reg Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Use Only			

REGISTRATION FORM

Surname:	Forename(s):
Preferred Name (if different):	Gender M/F:
Date of Birth:	Previous School/Nursery:
Nationality:	If required, do you have a Visa: Yes/No
Passports Held: UK: Yes/No	Other: (please list)
First Language Spoken:	
Proposed Year and Term of Entry - Year Group:	Sept:
Prior Link with Hall Grove: (ie parent was a former pupil, other children in the school etc)	

Name and Address of Parents/Carers	
Name:	Name:
Address: (including postcode)	Address: (including postcode)
Relationship to child:	Relationship to child:
Contact Details:	Contact Details:
Home Tel No:	Home Tel No:
Mobile Tel No:	Mobile Tel No:
Work Tel No:	Work Tel No:
Email Address:	Email Address:

Do both parents have parental responsibility? YES/NO If no, please state which parent or other person has parental responsibility and supply a copy of any court order relating to the child.
Is there any person other than the person(s) with parental responsibility likely to be in regular contact with the school in relation to this child and/or is likely to be involved in dropping off or collecting the child from school? YES/NO If yes, please provide further details.
Which parent/carer does the child normally live with?
Is there any health, medical condition, allergy, learning or other disability that your child has? YES/NO Please supply a copy of any medical or other report.

NB TO BE SIGNED OVERLEAF

Have there been any educational concerns expressed about your child's development? YES/NO Please supply a copy of any educational report.
Any other relevant information:

The school will process personal data about the parents/carers and the child in accordance with the Data Protection Act 1998. By signing this Registration Form the parents/carers consent to the school processing such data for the purpose of:

- (a) supplying information and a reference in respect of the child to any educational institution the parents/carers propose the child may attend;
- (b) making use of information relating to the child (including photographs and video recordings) and where appropriate, relating to the parents/carers whilst the child is at the school and after the child has left for the purposes of:
 - (i) managing relationships between the school and current pupils/parents and fulfilment of the school's obligations to the parents/carers and the child;
 - (ii) promoting the school to prospective pupils/parents;
 - (iii) publicising the school's activities; and
 - (iv) communicating with the school community and the body of former pupils;
- (c) in order to comply with any court order or legal, regulatory or good practice requirement; and
- (d) where otherwise reasonably necessary for the school's purposes.

The Parents/Carers signing¹ this form agree that:
(i) they will be jointly and severally liable for payment of the fees;
(ii) they accept the terms of entry set out below; and
(iii) a binding legal contract will be formed between them and Hall Grove School Limited on the terms of entry when they pay the deposit to the School.

Signed: _____ Date: _____

Signed: _____ Date: _____

¹ Except in the case of a single parent/carer who has custody of the child, this registration form must be signed by both parents

Hall Grove School Limited (registered company number 07112368) (the school)

Terms of Entry

1. The registration fee of £100 is non-refundable and it should accompany the completed Registration Form. The Registration Form is given to parents when they visit the school or may be sent by post or email.
2. The deposit of £500 is:-
 - (i) Payable in cash or by direct credit to the school's bank account before the end of the Autumn Term of the year preceding entry (or forthwith if entry is scheduled to occur within two terms of a place being offered).
 Barclays Bank Ltd Sort Code: 20 17 07 Account Number: 43937291 IBAN: GB30 BARC 2017 07439372 91
 - (ii) held as part of the school's general funds until the end of the child's final term when it will be refunded without interest by credit against the final invoice.
3. The acceptance of the deposit is the point at which a legally binding contract is formed between Hall Grove School Limited and the parents including the terms and conditions set out in these Terms of Entry and the school allocates a place to the child and parents jointly and severally undertake to pay the termly fees.
4. Each term's fees are payable in advance by the first day of each term. The school is entitled to charge interest at a rate of 4% per annum above the base rate of HSBC Bank plc (from time to time in force on the amount outstanding and due for payment from the due date for payment) until actual payment is made. Administration and any ancillary legal costs will also be charged should fees remain unpaid by the due date. The Headmaster may suspend a child from attending school whilst fees are unpaid and may require the child to be withdrawn if there is persistent and serious default in paying the fees due.
5. When a child is withdrawn from the school (whether before or after the child has commenced her first term) either:-
 - (i) a full term's notice in writing from parents must be received by the Headmaster, such notice to be received before the start of her final term, or
 - (ii) a full term's fees must be paid in lieu by the start of the term following her withdrawal.
6. Fee reductions as shown in our Fees and Terms of Entry form are made for younger siblings attending at the same time as their older brother or sister. Accident insurance is included in the fees.
7. Parents undertake to inform the school of any health or medical condition, disability or allergy that their child has or subsequently develops, whether long-term or short-term, including infections, and to support the school in its disciplinary and welfare policies.
8. In order to fulfil the school's obligations to provide education to the child the school needs to maintain a constructive and good faith relationship with the parents/carers. The Headmaster may require you to remove the child from the school if the behaviour or conduct of the parents/carers or one of them is unreasonable and/or adversely affects or is likely to adversely affect your child's or other children's progress at the school or the wellbeing of school staff and/or brings or is likely to bring the school into disrepute.
9. You agree that all those persons who have parental responsibility for the child are entitled to receive information about the child from the school including school reports, school calendar, correspondence relating to progress, development and education generally. The school will therefore disclose such information to such persons unless restricted from doing so by a Court Order (or similar direction) or by any other legal requirement or obligation.
10. Parents/carers confirm that there are no outstanding fees due and payable to any school the child has previously attended and that the school may advise any school the child may attend in future if there are any fees outstanding and due to the school and what the payment record of the parents/carers has been.