



Stretton School

Independent Nursery and Preparatory School for Boys and Girls

Established 1969

REGISTRATION FORM

This form must be completed by the person(s) responsible for paying the fees and sent to the Admissions Secretary together with the Registration Fee of £75.00, which is non-refundable. Please complete all sections. Cheques should be made payable to Stretton School.

- 1. Pupil's Full Name:
- 2. Gender M/F:3. Ethnicity+:
- 4. Date of Birth:
- 5. Name and Address of Present School(if applicable):
- 6. Required Start Date:
- 7. Required Days and Sessions:
- 8. Full Name of Father/Guardian*:
- 9. Profession of Father/Guardian*:
- 10. Full Name of Mother/Guardian*:
- 11. Profession of Mother/Guardian*:
- 12. Signature of Father/Guardian*:
- 13. Signature of Mother/Guardian*:
- 14. Home Address and Post Code:
- 15. Home and Mobile Telephone Nos:
- 16. Doctor's Name:
- 17. Signature of Headmistress:
- 18. Date Registration Form Received:

* Delete as appropriate



TERMS & CONDITIONS

- 1 A legally binding agreement is made when the school receives a completed and signed Registration Form, together with the deposit and acceptance form.
- 2 By signing the Registration Form, the parent/carer and Payer are bound by the school rules and by these Terms and Conditions.
- 3 A non-refundable deposit of £200.00 is payable when the place is accepted. This deposit is held over until the end of a pupil's final term and is used to pay any extra charges outstanding once they have left the school. Any monies remaining will be refunded to parents. No interest is paid on this deposit. The deposit will only be refunded in the event that all monies owing are paid within 4 weeks of child leaving the school.
- 3 In the Nursery Department, children are required to attend a minimum of 4 sessions per week. This can either be two full days or four mornings/afternoons. In the term following a child's third birthday, they are required to attend a minimum of 6 sessions per week. This can be 3 full days, or a combination of mornings/afternoons and/or full days dependent on parents' preference. In Transition, children are required to attend full time.
- 4 Fees are paid termly in advance on or before the first day of each term, unless alternative arrangements have been agreed. Late or unpaid fees may attract an interest charge. Any fees unpaid after 4 weeks will necessitate the automatic removal of a pupil.
- 5 Fees can be paid in monthly installments and carry an additional charge of £25.00 per term.
- 6 An administration charge of £20.00 will be made for any payment refused by the Payer's Bank.
- 7 Invoices are issued at the end of each term in respect of fees for the following term.
- 8 A term's notice of any fee increase is normally given.
- 9 A full term's notice in writing that a pupil will not be returning after the end of that term must be received on or before the first day of that term.
- 10 If written notice is not given, a full term's fees in lieu of notice will be payable.
- 11 The school has the right to check that parents of a transferring pupil have paid or are expected to pay any outstanding fees due to the pupil's current school. This ensures that the school is not taking on a risk of bad debts unnecessarily and this avoids any disruption to the education and welfare of a child who has to be excluded for non-payment of fees after arriving at Stretton School.
- 12 Pupils may be excluded if they are in breach of the School Rules, non-payment of fees, if a pupil or parent's behaviour is unreasonable to other pupils or staff, or their behaviour brings the school into disrepute.
- 13 In all cases of exclusion, full fees will be payable for the term in which it occurs.
- 14 Fees cannot be refunded in the case of absence or holidays.
- 16 Data Protection: In order to conform to the requirements of the Data Protection Act 1998, all personal data held by Stretton School, such as medical information, photographs and reports, is used to ensure that the needs of all children can be met whilst the child is in the setting's care. The data is processed lawfully and fairly in accordance with the Data Protection Act for the purposes of safeguarding and promoting the welfare of all children and ensuring that all relevant legal obligations of the school are complied with.

+Ethnicity of Candidate

We are now required to collect ethnicity data at the point of registration. Please complete Point 3 using the following:

White British

British
Irish
Other White

Mixed

White & Black Caribbean
White & Black African
White & Asian
Other Mixed

Asian or Asian British

Indian
Pakistani
Bangladeshi
Other Asian
Chinese

Black/Black British

Caribbean
African
Other Black

Other Ethnic Background

Prefer not to say