



REGISTRATION FOR ADMISSION

Pupil's surname First name

Other names

ATTACH PHOTO HERE

Pupil's address Date of birth

.....

..... Postcode

Gender BOY/GIRL

Nationality of pupil Date of entry

Ethnic origin

Year group

Religion

Language spoken at home Day Boarding Weekly Boarding

PRESENT SCHOOL

Name & address of present school Headteacher's name

.....

..... Telephone number

Dates attended Email address

PARENT DETAILS

FATHER

MOTHER

Title Title

Surname Surname

Forename Forename

Address Address

.....

..... Postcode

Home telephone number Home telephone number

Work telephone number Work telephone number

Mobile Mobile

Fax Fax

Email address Email address

Marital status: Married / Divorced / Deceased / No contact Marital status: Married / Divorced / Deceased / No contact

OTHER RESPONSIBLE ADULTS

Please give details of any other adults who have responsibility in caring for the pupil.

Title	Title
Surname	Surname
Forename(s)	Forename(s)
Address	Address
.....
..... Postcode Postcode
Home telephone	Home telephone
Work telephone	Work telephone
Mobile	Mobile
Fax	Fax
Email	Email
Relationship to pupil	Relationship to pupil

To which person should the school fees invoice be addressed?

To which person(s) should the pupil's school reports be sent?

PUPILS FROM OVERSEAS

Students whose first language is not English

For how many years has the pupil studied English? Does the pupil attend an English Medium School? YES/NO

Please give details of any Summer Courses in English that the pupil has attended or plans to attend?

.....

Passport details

Passport Number

Place of issue

Date of issue

Expiry Date

Guardian details

Parents who live or work outside the UK will need to appoint a guardian who will act on their behalf in case of emergency. Guardians will also be responsible for the care of the student during the Half Term holidays. If you require assistance in finding a guardian, please contact the Registrar.

Guardian's name

Home telephone

Address

Work telephone

.....

Mobile

.....

Fax

.....

Email

..... Postcode

Guardian's relationship to student

BACKGROUND INFORMATION

<p>Medical information Any relevant information re: allergies, health or special dietary requirements</p>	
<p>Learning support and special needs information Does the pupil suffer from dyslexia/dyspraxia or receive any extra support at their present school?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details</p>
<p>Has the pupil been assessed by an educational psychologist or other professional?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please submit the assessment with this form</p>
<p>Has the pupil been assessed as needing reasonable adjustments or special consideration in examinations?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details</p>
<p>Interests, hobbies and achievements</p>	
<p>Please give details of any particular circumstances or information of which the school should be aware?</p>	
<p>Please indicate how you heard about Beechwood</p>	<p>Family/friend <input type="checkbox"/> Current school <input type="checkbox"/> Agent <input type="checkbox"/></p> <p>Local knowledge <input type="checkbox"/> Internet search <input type="checkbox"/></p> <p>Please give details</p>

TERMS AND CONDITIONS OF ENTRY

TO ACCEPT A PLACE

A deposit must be paid to the school to confirm acceptance of a place at Beechwood Sacred Heart School. The school will hold this deposit until the pupil leaves the school. Interest will not accrue on these deposits.

DEPOSITS

Boarder - Overseas	£1,500
Boarder - UK	£700
Day Pupils	£400
Preparatory Pupils	£200
Nursery Pupils	£200

The deposit will be held as security against any debts remaining unpaid at the end of the pupil's time at the school. It will be returned, less any outstanding expenses, at the end of the pupil's last term after the accounts have been finalised.

PAYMENT OF FEES

UK Residents

Fees and extras are payable via Holmwoods Termtime Credit (HTC) with whom you sign a legal agreement to pay by 10 monthly instalments. There is no additional cost to you for this service. Details of the scheme will be sent to you before your child joins the school, or they can be obtained in advance from the Accounts Department.

Overseas Residents

All fees should be paid by the first day of each term. Late payment will result in interest charges being added to the account. A pupil may be excluded from the school if at any time payments of fees are in arrears by more than half a term.

NOTICE OF WITHDRAWAL

Parents are required to provide the school with one academic term's written notice of withdrawal from the school, of withdrawal from extra subjects, or of change of status from boarding to day: that is, notice should be received by the school before the first day of term, to be effective at the end of that term. A full term's fees will otherwise be payable in lieu of this required notice.

SCHOLARSHIPS

Scholarships awarded are reviewed regularly on the basis of the pupil's progress and commitment to Beechwood Sacred Heart School and such scholarships may be withdrawn if the school believes that the pupil concerned is not achieving their expectation. No withdrawal or reduction of scholarship will be made without full consultation with the parents.

GUARDIANSHIP

All parents based overseas should appoint for their child a Guardian who resides permanently in the UK and with whom their child can stay during any holiday breaks from school and at other times when necessary.

If the guardian is unable to look after their daughter during holiday periods or parents are unable to provide a suitable guardian, they should use the services of a recommended guardianship service.

MISCONDUCT

In a case of serious or persistent misconduct, the school reserves the right to request the removal of a pupil from the school. In this event, the fees for that term and the pupil's deposit are not refundable.

DECLARATION

We request that the above named child be registered as a prospective pupil at Beechwood Sacred Heart School. We have read and agree to the terms and conditions set out on this form, and understand that they apply should we accept a place at the school, and that they may undergo reasonable changes from time to time. We accept the financial responsibility for fees and other charges approved by the school governors.

Signature of father Signature of mother

Date Date

Both parents must sign this declaration

Please return this form with the registration fee of £100 to The Registrar, Beechwood Sacred Heart School, Pembury Road, Tunbridge Wells, Kent TN2 3QD

Payment Methods:

By cheque payable to Beechwood Sacred Heart School

For direct bank transfer: Barclays Bank PLC, Calverley Road, Tunbridge Wells TN1 2UZ

Sort Code: 20-88-13 Account Number 50526223

IBAN: GB03 BARC 2088 1350 5262 23

SWIFT: BARCGB22