



# BEECHWOOD SCHOOL

Please return this form to:  
The Registrar, Beechwood School,  
12 Pembury Road, Tunbridge Wells, Kent TN2 3QD

## REGISTRATION FOR ADMISSION

Pupil's surname .....  
First name .....  
Other names .....  
Pupil's address .....  
.....  
.....  
.....  
..... Postcode .....  
Nationality of pupil .....  
Religion .....  
Language spoken at home .....

Date of birth .....  
Gender .....  
Date of entry .....  
Year group .....  
 Day  
 Boarding  
 Weekly Boarding  
 Elite Football Programme



### PRESENT SCHOOL

Name & address of present school .....  
.....  
.....  
.....

Dates attended .....  
Headteacher's name .....  
Telephone .....  
Email .....

### PARENT DETAILS

#### PARENT 1

Title ..... Surname .....  
First name .....  
Address .....  
.....  
.....  
..... Postcode .....  
Home telephone .....  
Work telephone .....  
Mobile .....  
Email .....  
Occupation .....  
Marital status (please specify) .....

#### PARENT 2

Title ..... Surname .....  
First name .....  
Address .....  
.....  
.....  
..... Postcode .....  
Home telephone .....  
Work telephone .....  
Mobile .....  
Email .....  
Occupation .....  
Marital status (please specify) .....



## OTHER RESPONSIBLE ADULT

Title ..... Surname .....

Home telephone .....

First name .....

Work telephone .....

Address .....

Mobile .....

.....

Email .....

.....

Occupation .....

.....

Postcode .....

Relationship to pupil .....

## IMPORTANT CONTACTS

### To which person should the school fees invoice be sent?

Name .....

Address (if different from overleaf) .....

.....

Postcode .....

Email (if different from overleaf) .....

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

Name .....

Address (if different from overleaf) .....

.....

Postcode .....

Email (if different from overleaf) .....

## PUPILS FROM OVERSEAS

### Students whose first language is not English

For how many years has the pupil studied English? .....

Has your child attended a school with classes taught in English?

Yes  No

### 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.

Title ..... Surname .....

Home telephone .....

First name .....

Work telephone .....

Address .....

Mobile .....

.....

Email .....

.....

Occupation .....

.....

Postcode .....

Relationship to pupil .....



## BACKGROUND INFORMATION

**Medical information**

Any relevant information  
E.g. allergies, health or special dietary requirements

**Learning development and special needs information**

Does the pupil suffer from dyslexia/ dyspraxia or receive any extra support at their present school?

Yes

No

If yes, please give details

**Has the pupil been assessed by an educational psychiatrist, paediatrician or other professional?**

Yes

No

If yes, please give details

**Has the pupil been assessed as needing reasonable adjustments or special consideration in examinations?**

Yes

No

If yes, please give details

**Has the pupil been involved in any behaviour or disciplinary issues at their current or previous schools?**

Yes

No

If yes, please give details

**Has the pupil been subject to any safeguarding issues or concerns at their current or previous schools?**

Yes

No

If yes, please give details

**Interests, hobbies and achievements**

Please indicate if the pupil has studied any languages other than English (and their native language) and if so, for how long.

**Please indicate how you heard about Beechwood School**

Family/friend

Local knowledge

Staff member

Current school

Internet search

Other .....

Agent

Sibling



## TERMS & CONDITIONS OF ENTRY

### To accept a place

A deposit is required to confirm acceptance of a place at Beechwood School. In addition to this, an Acceptance Form will need to be completed and returned to the Registrar.

### Deposits

Boarder - Overseas	£1,500
Boarder - UK	£1,000
Day Pupil	£1,000
Preparatory Pupil	£500
Nursery Pupil	£500

**Guardianship:** All overseas residents must appoint a Guardian for the pupil who must reside permanently in the United Kingdom. The Guardian will look after the pupil during school holidays and at other times when necessary.

**Payment of fees:** Fees are billed termly and are payable on the following dates: Autumn Term - 31st August; Spring Term - 31st December; Summer Term - 30th April. A late payment charge of £125 will be incurred if payment has not been received by the due date.

The School has arranged with School Fee Plan (SFP) for fee payers to be able to pay by 10 monthly instalments (first payment due in August of the relevant year). There is no additional cost to the fee payer in using this facility. Details of the scheme are available by following the link on the School's website, or from the School's Accounts Office.

It should be pointed out that the agreement with SFP is a legal agreement governed by the Consumer Credit Act. The SFP scheme is not available for overseas residents.

**This document should be read in conjunction with the Acceptance Form.  
The School's Admission Policy and Beechwood Code of Conduct can be found at [www.beechwood.org.uk](http://www.beechwood.org.uk)**

## SIGNATURES

### BOTH PARENTS MUST SIGN THIS REGISTRATION FORM

Signature of Parent 1 .....

Signature of Parent 2 .....

Date .....

Date .....

**Please return this form WITH THE REGISTRATION FEE of £100 and a copy of the pupil's latest school report (where appropriate) to: The Registrar, Beechwood School, 12 Pembury Road, Tunbridge Wells, Kent TN2 3QD**

### Payment

Cheques should be made payable to Beechwood School Limited. Details for bank transfers are given below. When making a bank transfer, please ensure that the pupil's full name is entered in the reference box.

If you choose to accept a place offered at the School, then the Acceptance Form should be returned to the Registrar at the above address or via email at [registrar@beechwood.org.uk](mailto:registrar@beechwood.org.uk)

Beechwood School Limited      Barclays Bank PLC  
Sort Code: 20-40-89  
Account Number: 73176630  
IBAN: GB70 BARC 2040897316630  
SWIFT: BARCGB22