



BEECHWOOD SACRED HEART SCHOOL

Please return this form to:
The Registrar, Beechwood Sacred Heart 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



PRESENT SCHOOL

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

Dates attended
Headteacher's name
Telephone
Email

PARENT DETAILS

FATHER

Title Surname
First name
Address
.....
..... Postcode
Home telephone
Work telephone
Mobile
Email
Occupation
Status Married Deceased
 Divorced No contact
 Single

MOTHER

Title Surname
First name
Address
.....
..... Postcode
Home telephone
Work telephone
Mobile
Email
Occupation
Status Married Deceased
 Divorced No contact
 Single



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?

Does the pupil attend an English Medium School? 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 re. 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 Sacred Heart 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	£700
Day Pupil	£400
Preparatory Pupil	£200
Nursery Pupil	£200

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 first day of term. 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 and terms & conditions contained within the Parental Contract and the Beechwood Code.

SIGNATURES

BOTH PARENTS MUST SIGN THIS REGISTRATION FORM

Signature of father

Signature of mother

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 Sacred Heart School, 12 Pembury Road, Tunbridge Wells, Kent TN2 3QD

Payment

Cheques should be made payable to Beechwood Sacred Heart School. 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

Barclays Bank PLC
Calverley Road
Tunbridge Wells
Kent TN1 2UZ

Account Number: 50526223
Sort Code: 20-88-13
IBAN: GB03 BARC 2088 1350 5262 23
SWIFT: BARCGB22