



Registration form

Please read and sign the acceptance of Terms and Conditions overleaf before completing this form.

Return together with Registration Fee of £100 to: The Registrar
St Hilda's School, High Street, Bushey, Hertfordshire WD23 3DA

Pupil		
Surname:		Forenames in full:
Date of birth:	Male/Female:	Nationality:
Term and year of entry:		Religion:
Lives with: Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> (Please tick)		
Please tick if mother/father/guardian is a member of The British Armed Forces: <input type="checkbox"/>		

Parent or Guardians	
Mother/Guardian	Father/Guardian
Full name:	Full name:
Address:	Address:
Postcode:	Postcode:
Home telephone:	Home telephone:
Mobile:	Mobile:
Business telephone:	Business telephone:
Email:	Email:
Occupation:	Occupation:
Please tick if primary contact for admission's queries: <input type="checkbox"/>	Please tick if primary contact for admission's queries: <input type="checkbox"/>

Previous school (if applicable)				
Name	Address	Exact attendance dates		Type (please tick)
		From	To	
				Nursery <input type="checkbox"/>
				Primary <input type="checkbox"/>
				Independent <input type="checkbox"/>

Other Information
<p>Please provide us with details of any special circumstances relating to your child's health including details of any disability, special educational needs or other circumstances which may affect your child's ability to fully participate in the educational provision that we provide. With this information, we can consider what reasonable adjustments we might need to make in order to accommodate your child.</p> <p>_____</p> <p>_____</p> <p>In addition please let us know if a SENDCO or professional has raised concerns of any learning support that your child may need. Please provide copies of the reports with your application.</p> <p>_____</p> <p>_____</p> <p>If English is not the family's first language, please state which language is spoken at home: _____</p> <p>Diet (e.g. vegetarian, etc.) _____ Connection with school _____</p>

Continued overleaf

Other children in the family		
Name	Date of birth	Male/female

TERMS AND CONDITIONS

Please read and sign acceptance of terms and conditions

FEES: School fees and extras are payable on or before the first day of the term for which they are due. Time is of the essence. The Governors may require withdrawal of a pupil whose fees are not paid promptly. Arrangements may be made for fees to be paid by instalments with School Fee Plan; a form can be obtained from the office.

The registration fee and deposit are non-refundable. Fees are reviewed annually, and you will be notified in writing of any increases before the new school year begins. Each person named on the Registration Form and/or having any legal responsibility for the child and/or who has actually paid fees is jointly and severally responsible to pay fees and extras. If your circumstances change you must complete a new parent/school contract. Parents may exercise the right to withdraw from the School Fees Insurance Scheme and Personal Accident Insurance Scheme by ticking the box on the parent/school contract, which initially applies to all pupils.

DEPOSIT: The deposit is payable within one month after the offer of a place. Deposits are held on account and off-set against the final term's fees. The amount of the deposit will be notified at the time of the offer. The Deposit is non refundable.

NOTICE: A term's **written** notice of the intention to remove a pupil must be given to the Head by the first day of term, or a term's fees paid in lieu before a child is withdrawn from the school. **If the proper notice is not given you will be liable for the terms fee in lieu of notice and legal action will be taken if this is unpaid.** The school will not be required to mitigate its loss or give credit for the fact that a place has been filled.

CONDUCT: The Head reserves the right to request the removal of a pupil whose work or conduct is unsatisfactory. There will be no refund of fees in these circumstances but no charge would be made for a term's fees in lieu of notice.

ABSENCE: Regular and punctual attendance is required. Pupils should not be absent from school unless they are ill or have leave of absence previously granted by the Head after a written request.

GENERAL: Recovery of unpaid fees – The right is reserved to charge interest at 2% per month on unpaid fees. All costs incurred in the collection of unpaid fees including our administrative costs and any costs and disbursements paid to solicitors acting on our behalf shall be recoverable in full.

Special precautions – Any circumstances giving rise to the need for special precautions to be taken for the protection of the child must be notified immediately in writing to the Head and by a personal visit in case of emergency.

Any indulgence, relaxation or non-enforcement by the school of its rights hereunder shall not act as a waiver. The school prospectus is not part of the contract and the school may from time to time vary any or all of its terms and conditions and may alter the situation and running of the school without any reduction in fees. The Proper Law of this contract and the forum for resolving disputes shall be England.

DECLARATION

We hereby request registration for our child named overleaf. We have read, understood and we agree to the Terms and Conditions set out above. **The non-refundable Registration Fee of £100 payable to 'The Aldenham Foundation' either by cheque or direct debit; Sort Code 60 00 08 Account Number 42387612**

Each to sign and print name:

Signed: _____ Father/guardian(s)/additional person

Name in print: _____ Date: _____

Signed: _____ Mother/guardian(s)/additional person

Name in print : _____ Date: _____

Following the introduction of the GDPR, by signing this registration form you are consenting to the Aldenham Foundation holding your personal details on record for the management of our admissions process.