



## West Lodge School

### REGISTRATION FORM

Child's Surname:		Forenames:	
		Preferred Name:	
Gender: M / F	Date of Birth: <i>(copy certificate required)</i>	Nationality:	Religion:
Is English your child's first language? (if not please state his/her first language)			
Are there any family connections with West Lodge School?			
Admission required for Form Year & Year of Entry <i>(eg Nursery/Sept 2018)</i> :			
Current &/or previous school(s) attended <i>(from whom a reference may be sought)</i> :			
Is there anything we should know about your child's health, allergies or dietary requirements? Yes / No <i>If so, please give as much information as possible (continue on a separate sheet if necessary and attach it to this document).</i>			
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Does your child have any special educational needs or disabilities? Yes / No <i>If so, please give as much information as possible (continue on a separate sheet if necessary) together with any outside agency reports, and attach these to this document.</i>			
<b>Name of Father (or Legal Guardian):</b> <i>Mr/other*</i>		<b>Name of Mother (or Legal Guardian):</b> <i>Mrs/Ms/other*</i>	
Address:		Address <i>(if different to Father's address)</i>	
Home Telephone:		Home Telephone:	
Work Telephone:		Work Telephone:	
Mobile No:		Mobile No:	
Email:		Email:	
Father's Occupation:		Mother's Occupation	
How did you hear about West Lodge School?			

## DECLARATION

I/We request that our above-named child be registered as a prospective pupil and consent to West Lodge School obtaining, as required, a confidential report from the present school on receipt of this application. I/We understand that the Terms and Conditions of the School will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the School. I/We understand also that the School (through the Head, as the person responsible) may obtain, process and hold personal information about ourselves and our child, including sensitive information such as medical details and we consent to this for the purposes of assessment and if a place is later offered in order to safeguard and promote the welfare of the child. Should you decide not to take up a place or a place does not become available, we may retain this data until the end of the academic year in which your child would have completed Year 3 unless you request us to relinquish it before this stage.

I/We certify that the information given is true and correct and I/we apply for the above-named child to be considered for admission to West Lodge School.

I/We enclose £50 registration fee (cash or cheque made payable to West Lodge School or bank transfer – details available upon request).

I/We enclose a copy of the above-named child's Birth Certificate.

*To be signed by either both parents, by a guardian or a sponsor*

Signed by Father/Guardian:	Date:
Signed by Mother/Guardian:	Date:

*\*delete/insert as appropriate*

## FOR OFFICE USE ONLY

Registration fee received:	Cheque / Cash / Bank Transfer	Date:
Birth Certificate received:	Yes / No	Date:
Acknowledged:	Name:	Date: