



STAINES PREPARATORY SCHOOL

Educating today's children for the challenges of tomorrow

Registration Form

Attached:

- Birth Certificate
- £100 Registration Fee (non-refundable)
- Latest School Report
- Visa documentation (if applicable)

Please complete both sides and return to the Admissions Manager (with a copy of your child's birth certificate) to: Staines Preparatory School Trust, 3 Gresham Road, Staines-upon-Thames, Middlesex, TW18 2BT, together with the non-returnable registration fee of £100 (payable to Staines Preparatory School). Please write clearly.

Pupil

Your child's surname: _____ First names: _____

Address: _____ Boy Girl Nationality: _____

Postcode: _____ Proposed date of entry (e.g. 01/09/2023): _____

Date of birth (please provide copy of birth certificate): _____ Place of birth: _____

Religious denomination, if any: _____ Year Group on entry (e.g. Nursery, Reception, Yr3): _____

Ethnicity e.g. White, Black, Mixed, Indian etc. (please specify): _____ (If applying for a Nursery place please complete the session timing section on the back of the form)

Please list the details of your child's present school (If applicable): _____
School name: _____ References will be requested before making an offer
Please tick here to give your consent for us to contact the school

Headteacher's name: _____ Attendance dates: _____

Address: _____ Telephone number: _____

Email address: _____

Language(s) spoken at home: _____

Please indicate whether your child has English Language support at his/her present school Yes No (If yes, please attach details)

Parents

Parent 1 _____ Parent 2 _____

Relationship to pupil: _____ Relationship to pupil: _____

Title: _____ Full Name: _____ Title: _____ Full Name: _____

Address: _____ Address: _____

Home telephone number: _____ Home telephone number: _____

Mobile telephone number: _____ Mobile telephone number: _____

Email: _____ Email: _____

Occupation: _____ Occupation: _____

Work telephone number: _____ Work telephone number: _____

If applicable, for all overseas pupils, full details of a UK based guardian are required

Full name of guardian: _____

Address: _____ Telephone number: _____

Health

Any known medical condition or health problem to be accompanied by further information including doctors and hospital letters if appropriate:

Special Educational Needs

Has your child, or do you believe that your child has any learning difficulty, disability, special educational need, behavioral, emotional and/or social difficulty? Yes No

If YES, please give further details below:

Additional Information

Is Staines Preparatory School your first choice of school? Yes No (if No then please state your other school(s) below:

How did you first hear about Staines Preparatory School? Reputation Website Friends Local press use of Sports Facility

Other (please state):

Please mention below the names of any other members of the family attending the School or registered for entry; or any other connection with the School:

Have you visited the School? Yes No

When the offer of a place is made, the Acceptance Form will be sent to parents to complete. A deposit will be required and the clearance of this payment is formal acknowledgement that a child has been enrolled, subject to assessment.

I have read and understood the School's Terms & Conditions and hereby enclose a non-refundable Registration Fee of £100.

First signature (Main Bill Payer):

Second signature:

Full name:

Full name:

Relationship to pupil:

Relationship to pupil:

Date:

Date:

For Nursery Only – please indicate the sessions that you wish your child to attend.

Monday		Tuesday		Wednesday		Thursday		Friday	
AM/L	F/T	AM/L	F/T	AM/L	F/T	AM/L	F/T	AM/L	F/T

AM/ – morning only with lunch (8:30-12:30)

F/T – full day (8:30-16:00)

Notes:

Early registration is recommended. Registrations will be considered in the order they are received and priority of a place will be given to those who transfer through to Reception from our Sunflowers Nursery. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's Terms and Conditions can be found on our website.

- 1) The early years free entitlement is 15 hours per week over 38 weeks in a year. Settings are not expected to meet the requirements of each individual parent and Surrey County Council is able to provide a list of alternate settings where just the free entitlement is available.
- 2) Parents were asked how they would like to access the free entitlement and the majority (82%) favoured over 5 days.
- 3) Sunflowers Nursery at Staines Preparatory School is open for 36 weeks per year and our morning session runs from 08:30 to 12:30 with lunch and the free entitlement session runs from 08:45 to 11:45, within that session.
- 4) A full day runs from 08:30 to 16:00 and 2 free entitlement sessions run within the day from 08:45 to 11:45 and 12:45 to 15:45.5). Seedling Parents may choose to take less than 15 hours per week. The minimum attendance for Seedlings (N1, age 2-3) is 3 x sessions and for Petals (N2, age 3-4) is 5 x sessions. Should you wish to increase your session timings this can be done half-termly or termly. Parents will be asked to indicate their provisional requirements at the time of registration (see above). We are unable to decrease your session timings once started.
- 5) Surrey County Council will advise the value of the funding and our invoices will show the balance of fees payable at the start of each term. Parents will be required to complete an initial registration for funding followed by a termly parental declaration form for Surrey County Council. Funding is available from the term after the child turns 3, and for 6 terms until the term in which the child turns 5

Declaration:

I/We request that our child named on this form is registered as a prospective pupil. I/We confirm that our child has not been dismissed, nor his/her removal required, from any school on account of misconduct.

Admissions Policy can be found on our website.