



St. Margaret's Preparatory School, Gosfield Hall Park, Gosfield, Halstead, Essex CO9 1SE

Registration Form

..... 1. Surname of Your Child: _____
 First Names: _____
(Please underline the name generally used)
 Date of Birth: _____ Nationality: _____ Religion: _____
 Child's gender (please tick): Male Female
 Proposed Term and Year of Entry: _____
 Have you registered your child's name at any other school/s and if so, which? _____

..... 2. Father's Title: _____ Full Names: _____
 Address (including postcode): _____
 Occupation: _____
 Employer's business name and address: _____

 Telephone: Daytime: _____ Evening: _____ Mobile: _____
 Email address: _____

..... 3. Mother's Title: _____ Full Names: _____
 Address (including postcode): _____
 Occupation: _____
 Employer's business name and address: _____

 Telephone: Daytime: _____ Evening: _____ Mobile: _____
 Email address: _____

Registration Form Continued.

..... **4.** Do both parents have parental responsibility for the child?
(If No, please give details in a covering letter).

Yes No

..... **5.** Do both parents agree that the child should attend the school?
(If No, please give details in a covering letter).

Yes No

..... **6.** Is there anyone else whose consent to the child coming to the School is required?
(If Yes, please give details in a covering letter).

Yes No

..... **7.** Is it proposed that anyone other than the parents will pay or guarantee payment of fees?
(If Yes, please give details in a covering letter).

Yes No

..... **8.** Name and address of person to whom accounts for fees should be sent (if not Parents or Guardian).

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..... **9.** Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School:

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..... **10.** Please say how you first heard of the School:

Local Reputation Present School Friends Advertisement Website

Other *(Please give details)*

..... **11.** Please state the name and address of the present School or Nursery:

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Name of Head:

Registration Form Continued.

..... **12.** Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable):

..... **13.** Please give an outline of your child's other hobbies or interests (if applicable):

Notes

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Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the current edition of the Terms and Conditions will be supplied on request.

- Please provide a copy of the child's full birth certificate.
- Please provide photo identification for parents by way of a passport or driving licence.
- Please provide a copy of the child's passport.

Registration Form Continued.

Declaration

- I/We request that the name of our above-named child be registered as a prospective pupil. The non-returnable registration fee of £75.00 can be paid by either of the following methods:

Direct bank transfer: Account name: St Margaret's School
Account Number: 50021938
Sort Code:40-41-70
Reference: Your surname

Cheques: Made payable to Cognita Schools Ltd t/a St. Margaret's

- 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 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.

First Signature: _____ Second Signature: _____

Name in full: _____ Name in full: _____

Relationship to the Child: _____ Relationship to the Child: _____

Date: _____ Date: _____

Your contact preferences

Thank you for completing this form. We will use the information that you have provided to respond to your initial enquiry, but we would also love to be able to tel you more about our wonderful school and the services provided by the Cognita Group e.g. SuperCamps.

We may contact you by email, post,telephone or other digital channels but we will never pass your details on to any third parties for their own external marketing purposes.

Would you like to hear from us Yes No

If you wish to change your preferences at any time, you can unsubscribe on the school's website. Your information is collected and looked after in accordance with the school's privacy policy, which is available here, <https://www.stmargaretsprep.com/privacy-and-cookie-policies/>

St. Margaret's Preparatory School is part of the Cognita Schools Group; 5 & 7 Diamond Court Opal Drive, Eastlake Park, Milton Keynes MK15 ODU

St. Margaret's Preparatory School

Ethnicity Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves. Please study the list below and tick one box only to indicate the ethnic background of the child named in the Registration Form attached to this Form. Please also tick whether the form was filled in by a parent or the child.

Child's Name:

White:	Black or Black British:	Chinese or other ethnic group:
<input type="checkbox"/> British - English, Scottish or Welsh	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> African	<input type="checkbox"/> Any other ethnic group <i>(please give details)</i>
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other Black background	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Mixed race:	Asian or Asian British:	
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	
<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	
<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	
<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other Asian background	
This information was provided by: <input type="checkbox"/> Parent <input type="checkbox"/> Child		

Please return the form to the school with your completed Registration Form

*Any information you provide will be used solely to compile statistics on diversity within the school;
These statistics will not allow individual children to be identified.*