



**WIDFORD LODGE PREPARATORY SCHOOL  
REGISTRATION FORM**

Please complete a separate form for each child. These can be downloaded from our website [www.widfordlodge.co.uk](http://www.widfordlodge.co.uk) or obtained from the school office.

**Child's Details:**

Surname: ..... First Names: .....

(Please underline the name the child is known as or give abbreviated form in brackets e.g. Charles (Charlie))

Male  Female  Date of Birth: ..... Country of birth: .....

Nationality: ..... Religion: ..... Ethnicity: .....

Child's 1st Language: ..... Other Languages Spoken: .....

Family relationship with Widford Lodge: Yes  No  House: .....

**Please complete this section of the Registration Form in order to ensure that we have suitable support in place for your child.**

Please indicate any areas in which your child requires or has previously received support:

- Hearing       Sight       Physical       Learning difficulties
- Emotional / behavioural (e.g. ADHD)       Other medical conditions (e.g., Asthma, Allergies, Diabetes etc.)

If Other, please list: .....

**Entry Details:**

**Please note that we highly recommend that all children entering Reception, attend a minimum of three sessions at Pre-School from the preceding year. However, acceptance into Pre-School does not guarantee a place in Reception.**

***Pre-School***

Please indicate here if this registration is **for Pre-School only and you do not require a main school place:**

All requesting Pre-School places, please indicate proposed year and term of entry:

20..... Autumn Term  Spring Term

***PREPARATORY SCHOOL***

Year Group applying for: 20 ..... Reception  Yr 1  Yr 2  Yr 3  Yr 4  Yr 5  Yr 6

Please give contact details of your child's present School/Nursery (if applicable)

Name of School/Nursery: ..... Tel No: .....

Name of Head/Principal: ..... Address: .....

.....

For office use only: Birth certificate seen by school admissions team

Document reference 07/20

**Parents' Details**

Mother/Guardian/Carer (delete as appropriate)

Father/Guardian/Carer (delete as appropriate)

(Title and Full Name)

(Title and Full Name)

.....

.....

Address: .....

Address.....

Postcode: .....

Postcode: .....

Telephone Home: .....

Telephone Home: .....

Telephone Work: .....

Telephone Work: .....

Mobile: .....

Mobile: .....

Email: .....

Email: .....

Occupation: .....

Occupation: .....

**Custody/Residency (please complete if your child resides at more than one address due to parental circumstances):**

Which parent(s) has a legal responsibility for the child?  Both  Mother  Father

Is there a Care and Control Order, or a Residence Order in place for the child?  Yes  No

Residency arrangements - principal and primary place of residence  Full - Mother  Full - Father  Shared

Please note that the School Secretary should be notified, as soon as possible, of any change of address or other contact details. Whilst we will make every effort to contact you when places are being offered, it is your responsibility to ensure that we hold the current details on file. Failure to do so may result in the School being unable to contact you to offer or confirm a place.

**Source of Recommendation**

Local Reputation  Advertisement  School's Website  Recommendation  Open Day

Other.....

**DECLARATION:** We request that our above-named child be registered as a prospective pupil. We understand that the standard Terms and Conditions of Widford Lodge Preparatory School will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the School.

We understand that the School may collect, process, hold and share personal information about us and our child, including personal, behavioural, special educational needs and sensitive information such as medical details. We understand that the School use pupil data to provide education and extra-curricular activities, to assess pupil performance, to safeguard pupil welfare, to support teaching and learning, for legal and regulatory purposes and where otherwise reasonably necessary for the school's purposes. By signing this declaration, we consent to the collection, processing, holding and sharing of personal information as described. Further details are detailed in the School's Privacy Notice, available on the School website.

We understand that by registering our child as a prospective pupil, we agree to support their future relationship with the School, including their adherence to the School Rules, school policies and the 'Parent Agreement' (available on the school website) and we agree to co-operate so as to maintain a constructive relationship including any issues arising under the School's behaviour policy. In addition, we understand that one full term's notice is required to withdraw a pupil from the school, otherwise a full term's fees will be payable in lieu.

If transferring from another independent school, we confirm that we have given one terms notice and that all fees payable have been settled.

First Signature: ..... Relationship to Child: ..... Date: .....

Second Signature: ..... Relationship to Child: ..... Date: .....

Please complete this form and make payment of a non-refundable registration fee of £150, return the form to the Ms J. Bridgeman, Admission, Widford Lodge Preparatory School, Widford Road, Chelmsford, CM2 9AN, payment should be made by BACS Widford Lodge School Ltd: Account Number: 89355040 Sort Code: 60-05-13, please put your child's name as reference. Alternatively, cheques should be made payable to 'Widford Lodge School Ltd.'

Please note that Registration does not guarantee a place. Early registration is recommended. All fees are payable in advance.