



## 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/admissions](http://www.widfordlodge.co.uk/admissions) 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 give details: .....

**Entry Details:** Please indicate proposed year and term of entry for:

**Pre-School** 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: .....

Source of Recommendation

Local Reputation ☐ Advertisement ☐ School's Website ☐ Recommendation ☐ Open Day ☐ Other:.....

The Preschool team will contact both parents via email in the January before your child starts at Widford Lodge, asking you to confirm your child's preschool place for September and give written confirmation of the sessions you require for the first year at preschool. The email will allow you four weeks to make your decision. If, after four weeks, we have not received a response, we will send a reminder email to both parents giving one week to respond. Following this, in the event that we have not received a response, the Preschool team will telephone. If, after all of these attempts to make contact, we do not receive a response, your child's name will be removed from the class list and put onto the waiting list.

In the January before your child is due to start school in September in Reception at Widford Lodge, the office team will contact both parents via email asking you to confirm your child's place for September. A deadline will be given in this email for you to confirm acceptance of the place offered. The first term's fees will be due by mid March. Missing these deadlines will mean that your child's name will be removed from the places offered list and put onto the waiting list.

**Family Contact Details (Please inform the school of any changes to these details)**

Parent/Guardian/Carer (delete as appropriate)

Parent/Guardian/Carer (delete as appropriate)

(Title and Full Name)

(Title and Full Name)

Address: .....

Address: .....

Postcode: .....

Postcode: .....

Telephone (Mobile): .....

Telephone (Mobile): .....

Telephone (Home): .....

Telephone (Home): .....

Telephone (Work): .....

Telephone (Work): .....

Email: .....

Email: .....

Occupation: .....

Occupation: .....

Which parent(s) has a legal responsibility for the child? ☐ Both ☐ Mother ☐ FatherIs there a Care and Control Order, or a Residence Order in place for the child? ☐ Yes ☐ NoResidency arrangements - principal and primary place of residence ☐ Full - Mother ☐ Full - Father ☐ Shared

**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 provided in the School's Privacy Notice, available on the School website.

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

**We understand that by registering our child as a prospective pupil, we agree to support our family's future relationship with the School, including 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. All fees are payable in advance.**

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 plus VAT of £30, totalling £180. Payment should be made by BACS to: Widford Lodge School Ltd: Account Number: 89355040 Sort Code: 60-05-13, please put your child's name as the reference. Please return this form to Ms J. Bridgeman, Admissions, Widford Lodge Preparatory School, Widford Road, Chelmsford, CM2 9AN. Please note that registration does not guarantee a place. Early registration is recommended.**

A registration fee is not required if you will only use the 15 hours weekly funded universal childcare for 3 and 4 year olds.

**Document reference 04/25**