



Registration Form

Tower House School, 188 Sheen Lane, East Sheen, London, SW14 8LF

IMPORTANT – All holders of parental responsibility¹ must sign and complete this Registration Form
PLEASE USE **BLOCK CAPITALS**

CHILD'S DETAILS

Last name of child:		Please attach photo here <i>(only applicable if your child is 4 years old or more)</i>
First name(s) in full:		
Name generally used:		
Date of birth:		
Nationality:	British:	
	European: <i>(please specify)</i>	
	Other non-European: <i>(please specify)</i>	
Proposed date of admission (term and year):		
Is English your child's first language? <i>(If not, please state his/her first language)</i>		
Please tick this box to confirm that your child has or will have permission to study in the United Kingdom. <i>Please provide a copy of their Biometric Residence Permit or a share code so that the School can verify their status online, if leave has already been granted. Please also provide any further relevant details.</i>		
Please provide any further relevant information about your child's immigration status.		

¹ Parental responsibility is defined in the Children Act 1989 as "all rights, duties, powers and responsibilities and authority which by law **a parent** of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice.

PARENTS' DETAILS

Relationship to child	Parent 1		Parent 2
Title:			
Full Name:			
Address:			
Occupation:			
Nationality:			
Home telephone:			
Work telephone:			
Mobile:			
E-mail:			
*If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:			

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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Please state name and address of the present school or educational institution (with date of entry):

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Name of Head teacher (or equivalent):

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Are there any other circumstances relating to you or your child of which the School should be aware?

SPECIAL EDUCATIONAL NEEDS, HEALTH AND MEDICAL CONDITIONS, DISABILITIES

Important – Please provide all details of any health or medical conditions, special educational needs, disabilities or allergies that your child has (whether underlying, short or long term, including any infections). Please tick as appropriate, and provide all relevant details, including any reports or other materials

ADHD		Allergies (please specify below)		Asperger's Syndrome	
Autism		Dyslexia		Dyspraxia	
Hearing impairment		Visual impairment			
Other (please specify below)					

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(Please enclose the most recent Education Psychologist's report, if you have one. Please also send us any relevant medical, special needs or other educational reports you may have).

If your child is joining after Reception, are there any special arrangements that need to be made for your child to sit the entrance test?

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Do you wish to apply for Bursary Assistance towards the fees?

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(Bursary assistance may be offered subject to confirmation of financial status and is subject to annual review. Details of arrangements for Bursaries and application forms will be sent to everyone who expresses an interest.)

DECLARATION

We (as the holders of parental responsibility for him) request that the above-named child be registered as a prospective pupil of the School **AND** we have transferred to the Tower House School bank account (details below) the **non-refundable** Registration Fee of £120.00 inc VAT.

NatWest Bank

Sort Code: 60-07-20

Account No.:44397828

Acc. Name: Tower House School.

BIC NWBKGB2L

IBAN GB43NWBK60072044397828

By signing this Registration Form we understand, accept and agree that:

1. our application does **not** secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;
2. if our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services²,
3. all holders of parental responsibility for the child named above have signed this Registration Form and that no one else holds parental responsibility for him.
4. our child has the right to enter, live and study in the United Kingdom, and if applicable we have made appropriate arrangements for our child's visa application, travel, reception, living and care in the UK.
4. if applicable, the School may request from our child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;
5. the information provided in this Registration Form is true, accurate, complete and not misleading. We will notify the School if there are any changes to the information provided to the School or our and/or our child's circumstances; and
6. the School may: (i) undertake a credit check with a credit reference agency; (ii) require us to provide the School's Director of Finance with a bank reference and/or an up-to-date credit report (including a credit score); (iii) ask us to demonstrate our ability to meet the School's fees and supplemental charges and the legitimate source of funds we will use to pay those fees and supplemental charges; (iv) provide evidence of our identities and our child's identity; and/or (v) provide evidence that we are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority.

Signed by: (signature) (print name) (date) (relationship to child)	Signed by: (signature) (print name) (date) (relationship to child)
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² A copy of the current terms and conditions (known as the School's Parent Contract) is available for your information upon request at any time, but please note that the version of the parent contract supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.

Please state where you first heard about Tower House School:

Details of current fees can be found on our website and are updated annually.

How we may use personal information

The School may process personal data about you (or either of you) and your child, including sensitive personal data about your child (such as medical details) in accordance with data protection law for the purposes of:

- I. administering its list of prospective pupils;
- II. its registration, selection and/or admission procedures, including as set out above; and
- III. communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

Even if your child is not offered a place at the School, we retain information about prospective pupils and their parents for up to one year. Please let the Director of Finance know if you have any questions or concerns about this.

Further information about how the School processes personal data is set out in the School's *Privacy Notice*, which is on the School's website and is otherwise available from the School at any time upon request.

Tower House School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment.