



Essendene Lodge School  
Parent contract

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## **Registration Form**

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**Independent Day School for Boys and Girls**

**Essendene Lodge School, Caterham**



## Fees list

### Academic year 2020 - 2021

Registration fee	
Payable on registration and non-refundable	£100.00
Deposits	
Please see the School's <i>Terms and Conditions</i> for information on how and when the Acceptance Deposit may be refunded.	
<b>Acceptance Deposit</b> Payable by the parents of each pupil on acceptance of a place.	£500.00
Fees per Term	
<b>Reception</b>	£2260.00
<b>Year 1 - Year 2</b>	£2320.00
<b>Year 3 - Year 6</b>	£2495.00
<b>School Lunches – Early Years/KS1</b>	£170.00
<b>School Lunches – KS2</b>	£185.00
Discounts Available	
Sibling Discount	5%
Sibling Discount (3 <sup>rd</sup> Child or more)	10%
Annual Payment Discount	5%

Please make payment via BACS to Essendene Lodge School – sort code 20-24-64 and account number 33929531

Please see the School's *Terms and Conditions* for further information about the payment of Fees and extras.

The School's *Terms and Conditions* are available on request from the School Office.



## Registration form

### Request for a place on the waiting list

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a \*.

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

Your child				
Surname of your child*				
First names* (underline preferred name)				
Date of birth*				
Nationality				
Is your child British or a country within the EU?	Yes		No	
If you answered No above, please state your child's nationality.				
Proposed Year Group*				
Proposed term and year of entry*				
Have you registered your child's name at any other school(s) and if so, which?				



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First signatory				
<b>Title*</b> (e.g. Mr, Mrs, Ms)				
<b>Full name*</b>				
<b>Relationship to child*</b>				
<b>Contact telephone number*</b>		<b>Evening (if different)</b>		<b>Mobile (if different)</b>
<b>Email address*</b>				
<b>Address*</b> (including postcode)				
<b>Occupation</b>				
<b>Employer's business name and address</b>				
Second signatory				
<b>Title*</b> (e.g. Mr, Mrs, Ms)				
<b>Full name*</b>				
<b>Relationship to child*</b>				
<b>Contact telephone number*</b>		<b>Evening (if different)</b>		<b>Mobile (if different)</b>
<b>Email address*</b>				
<b>Address*</b> (including postcode)				
<b>Occupation</b>				
<b>Employer's business name and address</b>				



### Other people with parental responsibility\*

Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above-named child. This may be a legal guardian or step-parent and their consent to the child attending the School will be required if an offer of a place is made.

<b>Title</b>	
<b>Full name</b>	
<b>Address</b> (including postcode)	

**If someone other than the first and second signatories is to pay the School fees for your child, please provide below their full name and address and their relationship to your child**

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### Connections with the School

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 indicate how you first heard of the School

<input type="checkbox"/>	Local reputation	<input type="checkbox"/>	Present school	<input type="checkbox"/>	Existing parent	<input type="checkbox"/>	Advertisement
<input type="checkbox"/>	Website	<input type="checkbox"/>	Other (please give details)				

**Please state the name and address of the present school** (with dates of attendance)

<b>Name and address of school*</b>	
<b>Dates of attendance*</b>	
<b>Name of Head*</b>	



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

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

**Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits.**

## Notes

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 School's *Terms and Conditions* are available on the website.

## How we will use the information provided in this form

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments / suitable arrangements for your child when they visit the School or during any entrance assessments and subsequently if they are offered a place;
- e) we may share your information with credit reference agencies

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process. For more information about how the School will use your information, and your child's information, please see our privacy notice, which is published on the School's website: [www.essendene.lodge.co.uk](http://www.essendene.lodge.co.uk) .



## Declaration

I / We request that our child named above is registered as a prospective pupil.

I / We have paid by bank transfer \* / credit card \* / debit card \* the non-refundable Registration Fee of £100.00 before returning this completed Registration Form duly signed by me / us.

**Signatures** (\*Please delete as applicable)

	First signatory	Second signatory
<b>Signature*</b>		
<b>Name in full*</b> (please include all names)		
<b>Date of birth*</b>		
<b>Relationship to child*</b>		
<b>Date</b>		



## Confidential Information Form

All information received in this form will be treated in confidence.

<b>Child's full name</b>	
<b>Name of first signatory</b> (as appears on the registration form)	
<b>Name of second signatory</b> (as appears on the registration form)	

Please disclose any medical condition, health problem or allergy affecting your child.

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:

- learning difficulty
- special educational need
- disability
- behavioural, emotional and / or social difficulty.

The information provided in this form will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when he / she enters the School.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to continuing of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our privacy notice. This document is provided within the letter of offer and published on the School's website: [www.essendenelodge.co.uk](http://www.essendenelodge.co.uk)