

NURSERY REGISTRATION FORM

Junior School
+44 (0)1843 572912
jsadmissions@slcuk.com



ST LAWRENCE
COLLEGE

Postal Address
St Lawrence College
College Road, Ramsgate
Kent CT11 7AE
www.slcuk.com

Please Attach
Photograph Here

Submit digital image
(jpeg format) if
submitting via email.

This form should be accompanied by a non-refundable Registration Fee of £100 & copy of passport or birth certificate.
(Please type or print clearly in block capitals and black ink. Mandatory required information indicated by *)

Legal Forename*		Legal Surname*	
Preferred Name		Middle Name(s)	
Nationality		Date of Birth*	
Religion		First Language	
Proposed Entry Date*		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

PROPOSED SESSIONS (please tick)	Morning Session 08:30 – 12:30	Afternoon Session 11:30 – 15:30	Late Stay 15:30 – 17:00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OR I will confirm sessions nearer the start time

Note: Children can be supervised in Nursery from 8am. Morning Sessions and Afternoon Sessions include lunch.

Parental Contacts:	First Contact (with Legal Parental Responsibility)	Second Contact (with Legal Parental Responsibility)	Any Other Contact (with Legal Parental Responsibility)*
Title & Full Name*			
Relation to Pupil*			
Home Address* <i>If parents live apart, please tick ONE to indicate the child's main residence →</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile Telephone			
Home Telephone*			
Work Telephone			
Occupation			
Email Address*			

Who will pay the fees and any other expenses?

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.

Are there any special circumstances relating to custody, court orders or contact with family members of which the school should be made aware? (If yes, please give details)

Are you intending for your child to progress on to the Reception class at St Lawrence College?

Please complete the attached Confidential Information on page three to provide us with details of any medical condition, health problem or allergy affecting your child; any learning difficulty, disability, or special educational need of your child, as well as any behavioural, emotional and/or social difficulty of your child.*

Completed Confidential Information sheet attached Not required - No relevant information applicable

Identification* We require sight of a passport or birth certificate as proof of identification for ALL pupils.
 Copy of birth certificate provided Copy of passport provided Other identification provided

Please say how you first heard of the School. Was it from:

Local Reputation Present School Recommendation Advertisement Web Search
 Agent (please specify) Other (please specify)

Declaration

- I/We request that the name of our above-named child be registered as a prospective pupil.
- I/We have paid by bank transfer/credit card/debit card/cheque the non-refundable Registration Fee of £100 before returning this Registration Form duly signed by me/us.
- I/We confirm that we have read the guidance provided on page 4 and understand how the information provided on this Registration Form will be used by the school.

First Contact	Second Contact
Signature*	Signature*
Name in full*	Name in full*
Date	Date
Relationship to the Child*	Relationship to the Child*

Payment Options

Bank Transfer	Cheque
Barclays Bank plc Leicester, Leicestershire LE87 2BB United Kingdom Sort Code 20-18-00 Account No 30719617 Swift Code BARCGB22 Intl Bank Acc No GB84BARC20180030719617 State Pupil Name or Account Number in transfer reference.	Cheques payable to St Lawrence College , sent to: Finance Department - St Lawrence College College Road, Ramsgate, Kent CT11 7AE
	Debit/Credit Card
	Accepted via telephone or in person at: St Lawrence College, Bursary Dept. ☎ +44 (0)1843 808080

CONFIDENTIAL INFORMATION

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

Child's Full Name	
Name of First Contact (as appears on the Registration Form)	
Name of second contact (as appears on the Registration Form)	

Please disclose any medical condition, health problem or allergy affecting your child. Please provide us with as much detail as possible in the spaces below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Medical Information

If applicable to your child, please also let us know of any:

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

Additional Needs/Information

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.

Prior to the commencement 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 pupil privacy notice and our parent privacy notice. Both of these documents are provided with the letter of offer and published on the School's website: www.slcuk.com

Important Note

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* will be provided with any offer of a place or on request.

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.

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/nursery to ask for a reference;
- b) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- c) the Confidential Information Form will be used to ensure that we can make 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;
- d) we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained below.

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 pupil privacy notice and our parent privacy notice. Both of these documents are published on the School's website: www.slccuk.com . If your child is aged 12 years or older please show him/her a copy of the pupil privacy notice and discuss it with him/her.

Visa Processing

If your child has or will have a time restricted or temporary visa in any other immigration category (for example, as a dependant) please provide a copy of this when returning this form if you have it or as soon as you have it.

Please note that we reserve the right to:

- a) request further information and sight of documentation in support of your declarations regarding immigration; and
- b) to share information with UK Visas and Immigration (**UKVI**) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

The School may be required to notify and/or supply information relating to your (ie: the parents') and/or your child's right to enter, reside and/or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).