

QUEEN'S COLLEGE PREPARATORY SCHOOL

REGISTRATION FORM *for entry into:*

Pre-Preparatory (Reception – Form II)
(please tick as appropriate)

Preparatory (Form III – VI)

YOUR DAUGHTER			
Daughter's Surname		Date of Birth	
Daughter's Forenames in full <i>(underline preferred name)</i>			
Nationality		Religion	
Language spoken at home			
Proposed term and year of entry		Have you registered your daughter's name at any other school(s) and if so, which?	
FATHER/LEGAL GUARDIAN		MOTHER/LEGAL GUARDIAN	
Title <i>(e.g. Mr)</i>		Title <i>(e.g. Mrs, Ms)</i>	
Full name		Full name	
Address		Address (if different from father)	
Postcode		Postcode	
Telephone: Mobile		Telephone: Mobile	
Telephone: Daytime		Telephone: Daytime	
Telephone: Evening		Telephone: Evening	
Email		Email	
Occupation		Occupation	
Employer's company name and address		Employer's company name and address	
OTHER PEOPLE WITH PARENTAL RESPONSIBILITY			
<i>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. Their consent to the child attending the School will be required if an offer of a place is made.</i>			
Title <i>(e.g. Mr)</i>		Full name	
Address			
Postcode			

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

	Existing Parent		Local Reputation		Friends		Advertisement
	Website		Recommended by Present School / Nursery				
	Other (<i>please give details</i>)						

PLEASE STATE THE NAME AND ADDRESS OF THE PRESENT SCHOOL
(with dates of attendance)

Name and address of school	
Dates of attendance	
Name of Head	

OTHER INFORMATION

(Please 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.)

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Name and address of the person to whom the fee bill should be sent (*if different from above*)

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NOTES

1. 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 supplied on request.
2. The completed application form should be returned with the registration fee of £100 and a copy of your daughter's birth certificate and passport to:-

The Registrar,
Queen's College Preparatory School,
61 Portland Place
London W1B 1QP

3. The registration fee may be paid by cheque (made payable to Queen's College), cash or bank transfer to the following account:

Sort Code: 60-40-02
Account Number 2480 7001
Account Title; Queen's College London
SWIFT Code: NWBKGB2L
IBAN: GB95NWBK60400224807001

4. A deposit is payable upon acceptance of an offer of a place at QCPS. It will not be returned if the pupil does not subsequently take up the place offered. The deposit is credited against the extras account at the end of the final term, provided that a full term's notice has been given.
5. For girls joining Reception, An securing fee is also required which is payable by 31 December in the year before the pupil takes up her place in the following September. This securing fee is credited against the first term's fees but is not returnable if the child does not take up the place.
6. A full term's written notice of the removal of a pupil from QCPS, or discontinuance of an extra subject, is required. If this notice is not received by the first day of the notice term then a full term's fees are payable in lieu of notice.

DECLARATION

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

I / We understand that the School may obtain, process and hold personal information about me / us which may include financial information provided by me / us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings.

I / We understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and I / we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

I / We enclose the non-refundable Registration Fee of £100 together with this completed Registration form duly signed by me / us.

SIGNATURES OF PARENTS / LEGAL GUARDIANS

	First Parent / Legal Guardian	Second Parent / Legal Guardian
Signature		
Name in full <i>(please include all names)</i>		
Date of birth		
Relationship to child		
Date		

FOR ADMISSION OFFICE USE ONLY Passport: Birth Certificate: Reg. Fee: Comp:	Assessment: Interview: Offer:	Acceptance: Deposit: Securing Fee:
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Child's Name:

Form:

Please tick **ONE** box only.

1		White British
2		White Irish
3		Any other white background
4		Asian or Asian British: Indian
5		Asian or Asian British: Pakistani
6		Asian or Asian British: Bangladeshi
7		Asian or Asian British: any other Asian background
8		Chinese
11		Black or Black British: Caribbean
12		Black or Black British: African
13		Black or Black British: any other black background
14		Mixed: White and Black Caribbean
15		Mixed: White and Black African
16		Mixed: White and Asian
17		Mixed: any other mixed
9		Any other ethnic background
10		Ethnic background unknown

Signed:

Date:

Please return this form to the School with your completed Registration form.

Any information you provide will be used solely to compile statistics on diversity within the School. These statistics will not allow individual children to be identified.