

# QUEEN'S COLLEGE PREPARATORY SCHOOL



REGISTRATION FORM *for entry into:*

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

*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 jeopardize or delay your application.*

YOUR CHILD			
Child's Surname*		Date of Birth*	
Child's Forenames in full* <i>(underline preferred name)</i>			
Nationality Is your child British Swiss or from a country within the European Economic Area? *		Yes	No
If you answered No above, please state your child's nationality*			
Religion		Languages spoken at home	
Proposed term and year of entry *		Have you registered your child's name at any other school(s) and if so, which?	
PARENT 1 / LEGAL GUARDIAN		PARENT 2 / LEGAL GUARDIAN	
Title* <i>(e.g. Mr, Mrs, Ms Miss)</i>		Title* <i>(e.g. Mr, Mrs, Ms Miss)</i>	
Full name*		Full name*	
Address*		Address* <i>(if different from Parent 1)</i>	
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*	

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**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.*

Title\* (e.g. Mr, Mrs, Ms Miss)

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.*

**PLEASE INDICATE HOW YOU FIRST HEARD OF THE SCHOOL**

	We are a current QCPS family		Local Reputation		Friends		Advertisement
	Website		Recommended by Present School / Nursery				
	Other (please give details)						

**PLEASE STATE THE NAME AND ADDRESS OF YOUR CHILD'S PRESENT SCHOOL**

*(with dates of attendance)*

Name and address of school\*

Dates of attendance\*

Name and title of Head\*

**OTHER INFORMATION**

*Please disclose 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. This information will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admission procedure or when she enters the school. Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.*

Please tick if you require information about the school bursary awards

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

## HOW WILL WE USE THE INFORMATION PROVIDED IN THIS FORM?

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

For example:

- a) We will contact your child's current or previous school to ask for a reference;
- b) We may contact other people with parental responsibility to check that they consent to your child joining QCPS.

If your child is not offered a place, or if you do not accept the offer of a place, we will retain this information in line with our data retention schedule contained in our data protection policy. Information is kept for up to seven years 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 which can be found on the school website <https://www.qcps.org.uk/the-school/privacy-and-communications>

## DECLARATION

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

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

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

Child's Name:

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.*

## 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, a securing fee is also required which is payable by 31<sup>st</sup> 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.