**Registration Form**

**Please email to office@sudbrookschool.co.uk**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname of Child** |  | | |
| **First Names**  (Please underline name normally used) |  | **Preferred Name** | |
| **Date of Birth** |  | **Girl □**  **Boy □** | |
| **Spoken Language(s):** |  | | |
| **Nationality:** |  | | |
| **Name of Parents** | **Parent 1**  **Parent 2** | | |
| **Parents’ Address &**  **Alternative address  (if applicable)** |  | | |
| **Telephone Number**  **(home & mobile)** | **Parent 1**  **Mobile**  **Home**  **Work** | | **Parent 2**  **Mobile**  **Home**  **Work** |
| **Email Address** | **Parent 1**  **Parent 2** | | |

**Preferred Start Date:**

|  |  |  |
| --- | --- | --- |
| Day | Month | Year |
|  |  |  |

**Preferred Attendance during the week:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Morning Session from 08:00 until 12:15 |  |  |  |  |  |
| Morning Session from 08:00 until 13:30 |  |  |  |  |  |
| Morning and Afternoon until 16:00 |  |  |  |  |  |
| Afternoon from 12:15 until 16:00 |  |  |  |  |  |

**Declaration:**

By signing this registration form we understand, accept, and agree the following:

We confirm that all details stated above are complete and accurate.

We agree that our personal data can be stored and used for the purpose of processing this admission application.

We will notify Sudbrook School promptly of changes to our personal details (address, telephone number, email).

**Attachments** Please attach the following documents:

1.  Birth certificate (copy)
2.  Parent Authorization Form for Early Education Entitlements (if applicable)
3.  Further documents (medical records etc. if applicable)

|  |  |
| --- | --- |
| **Date/ Signature of Parents** | **Parent 1 Parent 2** |

**Early Education Entitlement Information**

**Working Parent Entitlement for children aged 9 months – 4 years:**

You might be eligible for 15 hours of free childcare funded by the government.

To check and apply to HMRC please visit the following website <https://www.childcarechoices.gov.uk/>

before filling in the Parent Authorization Form.

**Universal Funding for children from the age of 3 years**

We offer 15-hours of universal funding.

**Please let us know how you heard about us:**

 Employer

 Friends or relatives

 Colleagues

 The German School

 Local Borough

 Internet

 Other, please specify

**Terms & Conditions of Registration**:

1. Please refer to our Admissions Policy, which is available on our website.
2. A non-refundable £250 registration fee is payable, and you will be invoiced accordingly.
3. A minimum booking of 3 mornings is required.
4. We will contact you to confirm the place and start date. Upon acceptance of the offer of a place, further personal information and family details are required for our records.
5. If places are not available, your child will be added to our waiting list.
6. Upon acceptance of a place, a £500.00 deposit is payable. The deposit will be refunded without interest less any outstanding balance of fees or other sums due upon leaving within 30 days of the last day of the term.
7. You will receive invoices for the registration fee, the deposit, and fees.
8. In accordance with Sudbrook School’s GDPR Policy, all the information provided in this form is confidential and will not be disclosed to a third party or retained for longer than required.
9. Policies and procedures are available on the website or as a printed copy from the office upon request.
10. The Pricelist and term times are available on the website.

<https://www.sudbrookschool.co.uk/>

1. The Parent Authorization Form for Early Education Funding is on our website.