



Sudbrook School Limited · The Village Hall · Bute Ave · Petersham · Richmond TW10 7AX

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 <input type="checkbox"/> Boy <input type="checkbox"/>
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
8am – 12.30pm					
8am – 2 pm					
8am – 4.30pm					



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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



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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/>
11. The Parent Authorization Form for Early Education Funding is on our website.