

**REGISTRATION DETAILS**  
*(Please complete a separate form for each child)*



**PLEASE COMPLETE IN BLOCK CAPITALS**

Child's Surname: ..... Male  Female

First Names: ..... Nationality: .....

Date of Birth: ..... Ethnicity: .....

First Language: ..... Additional Language: .....

Number of Siblings: ..... Child's position in family: .....

Date of entry required: .....  
*NB Start of term in which child is rising three years old*

Pre-Reception children are required to attend a minimum of 3 full days each week. Younger nursery children are required to attend for minimum of two full days each week or one full day and two morning sessions. For both year groups additional days may only be full days.

Please choose from the following Sessions:

*For Rising threes: minimum of two full days or one full day and two morning sessions*

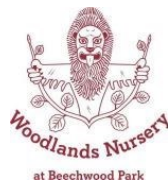
	Mornings only: (8.30 - 1.15)	Full day (8.30 – 3.30)	Late 1 (3.30 – 4.45)	Late 2 (4.45 – 5.30)
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For Pre-Reception: minimum of three full days*

	Full day (8.30 – 3.30)	Late 1 (3.30 – 4.45)	Late 2 (4.45 – 5.30)
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"/>

---

	<b>PARENT 1</b>	<b>PARENT 2</b>
Title:	.....	.....
Name:	.....	.....
Address:	.....	.....
Post Code:	.....	.....
Occupation:	.....	.....
Nationality:	.....	.....
Home telephone:	.....	.....
Work telephone:	.....	.....
Mobile:	.....	.....
E-mail:	.....	.....



## REGISTRATION FORM

This Registration Form should be completed by the Parent or Guardian of the child being registered, and sent to the Registrar, Beechwood Park School, Markyate, St Albans, Hertfordshire, AL3 8AW, together with the registration fee. Please note that if a child is already registered for the Reception Class at Beechwood Park School no fee is required. Once accepted at Woodlands a child may be considered for entry at the appropriate time to the Reception Class at Beechwood Park School following assessment made during his or her time at Woodlands.

Acceptance of a firm offer forms a contract with the school, and both parents or the guardian become responsible for the payment of the fees. Fees are payable by the first day of each term. Late payment of fees attracts a late payment charge. At least one term's notice in writing must be given to the Head of Nursery of the intention to remove a child, or for the cessation of any optional extras. One term's fees are payable in lieu when such notice is not given.

The Headmaster reserves the right to request removal of any child whose work or behaviour he considers to be below the standard expected by the school.

We request that our child be registered as a prospective pupil for **Woodlands Nursery at Beechwood Park** and we undertake to transfer the £100 registration fee to: Account No: 40-19-30-81296027 with our child's name as reference.

We understand that:

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;
2. in the event that our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services, which will bind us in the event that we accept the place;

*A copy of the current edition of the standard terms and conditions is available on request.*

### **Data Protection:**

I / We understand that the personal data provided above will be processed for the purposes set out in *Beechwood Park School's Privacy Notice*. (A full copy of which is available on the School's website or from the School Office.) For the purposes of data protection law, *Beechwood Park School* is the data controller for any personal data you supply to us. This personal data will be processed in accordance with data protection law, only used for the purpose(s) for which you have supplied it to us and our Privacy Notice, and (except where you have consented) only shared with third parties where it is necessary for us to do so and the law allows it.

If our child is not offered a place, or if we do not accept the offer of a place, you will only retain this information for as long as you need to. Unless there are exceptional circumstances, information is kept until such time as the above-named child is no longer of an age to apply for a place at the School, or until we request that our personal data no longer be retained.

It is also important to note that, in certain circumstances, we might have a legal obligation to share the information that you have supplied to us with other organisations.

First Signature: ..... Second Signature: .....

Relationship to the Child: ..... Relationship to the Child: .....

Date: ..... Date: .....