

REGISTRATION FORM



**BILTON
GRANGE**
PREPARATORY
SCHOOL

Request for a place on the registration list

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place. We have marked the mandatory information with a *. If you do not complete the mandatory sections in full this may jeopardise your application.

Surname of Child*					
First names* (<i>underline preferred name</i>)					
Nationality* If a nationality other than British is declared please also include the documents cited in the blue section on page 2.		Religion			
Date of Birth*		Gender (please tick)		M	F
Type of Place* (<i>please circle all which apply</i>)	<i>Pre-School – The Nest* please complete sessions required on page 5</i>	<i>Pre-Preparatory (Reception-Y3)</i>	<i>Preparatory (Year 4-8)</i>	<i>Bursary</i>	
	<i>Day place</i>	<i>Flexi Boarding</i>	<i>Weekly Boarding</i>	<i>Full Boarding</i>	
Term of Entry* (<i>please circle</i>)	<i>September</i>	<i>January</i>		<i>April</i>	
Year of Entry*	20				
National Curriculum Year group joining BG	<i>3+</i>	<i>Reception</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>
Have you registered your child's name at any other School(s) and if so, which?					
		Father/Legal Guardian*		Mother/ Legal Guardian*	
Title* (e.g. Mr, Mrs, Dr)					
Surname*					
First name* (<i>underline preferred name</i>)					
Middle names (optional)					
Permanent address of Parents/ Legal Guardians including postcode*					
Telephone*	Main contact*				
	Mobile				
	E-mail*				
Occupation and Employers 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. This may be a legal guardian or stepparents and their consent to the child attending the School will be required if an offer of a place is made.</i>)					
Title					
Full Name					
Address including 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	<i>Local reputation</i>	<i>Present school</i>	<i>Friends</i>	<i>Advertisement</i>
	<i>Website</i>	<i>Other. Please give details:</i>		

Please state the name and address of the present school or nursery *(with dates of attendance)**

Name and address of school*	
Dates of attendance*	
Name of Head*	

Please outline any of your child's artistic, dramatic, musical, or sporting skills or experience
(if applicable)

Please give an outline of your child's other hobbies or interests *(if applicable)*

Please confirm whether your child will require sponsorship from the School to obtain a visa to study in the United Kingdom at this School *(if applicable)**

Yes	No
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If another valid immigration category applies to your child, please provide full details below

Name, address, email, and phone number of Agency used *(if applicable)*

If your child has or will have a time restricted or temporary visa in any other immigration category (for example, as a dependent) please provide a copy of this when returning this form. Please note that we will be unable to process your registration until such copy documentation is provided.

Please note that we reserve the right to:

- request further information and sight of documentation in support of your declarations regarding immigration; and
- to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

The School may be required to notify and / or supply information relating to your (i.e. the parents) and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

Confidential Information Form for Special Educational Needs, Learning Support, Medical Conditions and Disabilities*

All information received in this form will be treated in confidence.

Child's full name	
Name of parent / legal guardian (1)	
Name of parent / legal guardian (2)	

Please disclose any medical condition, health problem or allergy affecting your child.

Has your child ever received a specialist assessment (e.g. Educational Psychologist's Assessment / Report) or any additional learning support in their current setting? <i>(Please circle and provide details in the box below)</i>	Yes / No
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If applicable to your child, it will also help us plan for their arrival, if you can let us know of any: -

- learning difficulty.
- special educational need.
- disability; or
- behavioural, emotional, and / or social difficulty.

The information provided in this form will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when s/he enters the School.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc.

Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our privacy notice. This document is provided with the letter of offer and published on the School's website: www.biltongrange.co.uk/admissions/privacy-notice

It is your responsibility to let us know if any of the information you have provided changes prior to your child starting at Bilton Grange.

Please complete the declaration overleaf

Notes

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.

How we will use the information provided in this form

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

For example:

- a) we may contact your child's current or previous school to ask for a reference.
- b) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours.
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School.
- d) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments/ suitable arrangements for your child when they visit the School or during any entrance assessments; and
- e) we may share your information with credit reference agencies.
- f) If you are applying for a bursary, we will share your details with Bursary Administration Limited.

We may also need to share information with UKVI as explained above.

It is your responsibility to let us know if any of the information you have provided changes prior to your child starting at Bilton Grange.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year 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 privacy notice. This document is published on the School's website www.biltongrange.co.uk/admissions/privacy-notice

Declaration

- I/We request that our child named above is registered as a prospective pupil.
- I/We enclose the non-refundable Registration Fee of £200 together with this completed Registration Form duly signed by me/us.
- I/We confirm that I/we have read and understood the 'Admission of Pupils' document
- I/We have completed the Confidential Information Form

	Father/Legal Guardian*	Mother/ Legal Guardian*
Signature*		
Name in Full*		
Date of Birth*		
Relationship to child*		
Date*		

This form should be sent to: **The Headmaster, Bilton Grange, Dunchurch, Rugby, Warwickshire, CV22 6QU**

Cheque Details	Payable to 'Governing Body of Rugby School Bilton Grange'	
Electronic Payment Details	Account Name:	Governing Body of Rugby School Bilton Grange'
	Sort Code:	54-41-00
	Account Number:	50380265
	BIC:	NWBKGB2L
	IBAN:	GB70 NWBK 5441 0050 380265

The Nest – our pre-school to Bilton Grange:

For those families registering for The Nest please indicate which sessions you require. Please note that there is no guarantee that you will be offered the sessions requested although we will try to accommodate all requests. Confirmation of sessions will only be possible the term prior to joining The Nest

Sessions Required <i>(Please tick)</i> (minimum of three sessions per week)	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Morning Session (8.15am-12.30pm)					
Afternoon Session (12.45pm-3.30pm)					
All day (8.15am-3.30pm)					
After School Care (4pm-5pm)					
After School Care (5pm-6pm)					