



Oxford House School

Registration Form

Request for a place on the Waiting List

Pupils Details (Block Capitals Please)

I. Surname of Your Child (as shown on passport):

Forenames (as shown on passport):

Known as:

Pupil's Home Address: (Including postcode)

Date of Birth:

Nationality:

First Language:

Religion:

Passport Number:

Child's gender (please tick):

Male

Female

Proposed Term and Year of Entry:

Have you registered your child's name at any other school(s) and if so, which?



Previous School Record

2 Present School or Nursery:

Date of Entry:

Headteacher: (Name and Title)

School Address: (Including postcode)

School Telephone Number:

Any previous schools: (With dates)

3 Father's / Legal Guardian's Full Name and Title (block capitals please): _____

Address:

Home Telephone:

Mobile Telephone:

Work Telephone:

Nationality:

Occupation:

Marital Status:

Email Address:



4 Mother's / Legal Guardian's Full Name and Title (block capitals please): _____

Address:

Home Telephone:

Mobile Telephone:

Work Telephone:

Nationality:

Occupation:

Marital Status:

Email Address:

5 Do both parents have parental responsibility for the child? (Please tick)

Yes No

(If no, please give details in a covering letter):

Do both parents agree that the child should attend the school?

Yes No

(If no, please give details in a covering letter):

Is there anyone else whose consent to the child coming to the school is required?

Yes No

(If yes, please give details in a covering letter):

Is it proposed that anyone other than the parents will pay or guarantee payment of fees?

Yes No

(If yes, please give details in a covering letter):

Please give details to whom accounts for fees should be sent: (If not Parents or Legal Guardians.)

Name:

Address:

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- 6 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:

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7. Please say how you first heard of the School. (Please tick)

<input type="checkbox"/>	Local Reputation	<input type="checkbox"/>	Present School	<input type="checkbox"/>	Friends
<input type="checkbox"/>	Advertisement	<input type="checkbox"/>	Website	<input type="checkbox"/>	Internet Search
<input type="checkbox"/>	Other (Please give details)				

Why have you chosen Oxford House School?

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- 8 Please outline any of your child's artistic, dramatic, musical or sporting skills or experience. (If applicable):
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9. Please give an outline of your child's other hobbies or interests. (If applicable):

10. General Health: Are there any special medical conditions of which the school should be aware of? Are there any treatments required? (Please tick)

Yes No

(If yes, please give details below.)

11. Does your child have any learning difficulties or identified special education needs? Is there a family history of any learning difficulties? (Please tick)

Yes No

(If yes, please include an Educational Psychologists Report with your Application.)

Special Circumstances

Please inform us in a covering letter if:

1. The child has any known medical problem or allergy.
2. The parents are separated or divorced. Please provide details of where the child lives and what custody arrangements are in place.
3. Any person named in this form expects to change address during the next 12 months.
4. There are any court orders in relation to the child; for example, as to parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments; or in relation to the parents or if either parent is in an undischarged bankrupt or subject to an individual voluntary arrangement.
5. The child may be unable to play a full part in the games and sporting curriculum of the school.

Please include a photocopy of the Birth Certificate and photograph page of your child's passport.

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 current edition of the Terms and Conditions will be supplied on request.

Declaration

We request that the name of our above-named child be registered as a prospective pupil. (A cheque for the non-returnable registration fee of £125.00 is enclosed.) We understand that the Terms and Conditions of the School will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the School. We understand also that the School (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and 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.

First Signature: _____

Second Signature: _____

Name in full: _____

Name in full: _____

Relationship to the child: _____

Relationship to the child: _____

Date: _____

Date: _____

Enclosures with completed Registration Form (Please tick)

Registration Fee of £125 (see bank transfer details below)

Photocopy of Birth Certificate

A photocopy of photograph page from child's passport

SEND Report

Ethnicity Form

Bank transfers:

Bank Account Name: Oxford House School

Sort Code: 40-41-70

Bank Account No: 90021849

Please ensure that you quote your child's full name on all direct bank transfers. We cannot accept cash payments or cheques.

Please return this form to:

Admissions, Oxford House School, 2-4 Lexden Road, Colchester, C03 3NE

Tel: 01206 576686

Email: info@oxfordhouseschool.net

Website: www.oxfordhouseschool.net

Ethnicity Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of the child named in the Registration Form attached to this Form.

Name of Child:

White:		Black or Black British:		Other ethnic group:	
British - English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	(Please give details)	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>		
Any other White background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
Mixed Race:		Asian or Asian British:			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Any other Asian Background	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other White background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		

This information was provided by:

Parent or Legal Guardian:

Please return the 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.)

Your contact preferences

Thank you for completing this form. We will use the information that you have provided to respond to your initial enquiry but we would also love to be able to tell you more about our wonderful school and the services provided by the Cognita Group e.g. SuperCamps

We may contact you by email, post, telephone or other digital channels but we will never pass your details on to any third parties for their own external marketing purposes.

Would you like to hear from us?

Yes

No

If you wish to change your preferences at any time, you can unsubscribe on the school's website. Your information is collected and looked after in accordance with the school's privacy notice, which is available [here](#).

Administrative Documentation

The school is required to keep all parents up to date regarding administrative policies. The Safeguarding (Child Protection) Policy together with the Complaints Procedure and Anti-Bullying Policy are available to view on our website: www.oxfordhouseschool.net. Other policy documents are available from the school on request.

The school handbook is issued to each family on joining Oxford House. This contains all the relevant information needed for new pupils and parents. In addition to this, our school website is a continual source of information.

Should you require any further information, please do not hesitate to contact the school.
