

# GRANGEWOOD INDEPENDENT SCHOOL

## ENROLMENT FORM



### SECTION 1 (PUPIL DETAILS)

SURNAME (IN FULL)		LEGAL FORENAME	
KNOWN AS		GENDER	MALE/FEMALE*
DOB (DD/MM/YY)		AGE	ETHNICITY
FAMILY LANGUAGE SPOKEN AT HOME		UK NATIONAL	YES/NO*
HOME ADDRESS		CURRENT SCHOOL/NURSERY	
DOES THE CHILD HAVE ANY SPECIAL EDUCATIONAL NEEDS (SEND)		IF CHILD IS NOT CURRENTLY IN A SCHOOL/NURSERY TICK THIS BOX	<input type="checkbox"/>
DOES THE CHILD HAVE AN EDUCATIONAL HEALTH CARE PLAN (EHCP)			
RELIGION		COUNTRY OF BIRTH	
CURRENT GP NAME & ADDRESS			
NAME OF ANY SIBLINGS CURRENTLY AT GRANGEWOOD		SIGNIFICANT MEDICAL HISTORY (ALLERGIES ETC..)	
PREFERRED START DATE (MM/YYYY)		15hr/30hr GOLDEN TICKET CODE (IF KNOWN)	
HOW DID YOU HEAR ABOUT OUR SCHOOL? (PLEASE TICK ALL THAT APPLY)	<ul style="list-style-type: none"> <li>• GRANGEWOOD WEBSITE</li> <li>• SOCIAL MEDIA (EG FACEBOOK/TWITTER)</li> <li>• FRIEND/AQUANTANCE/RELATIVE</li> <li>• NEWSPAPER/MAGAZINE</li> <li>• FLYER/POSTER</li> <li>• GOOGLE</li> <li>• OTHER SCHOOL</li> <li>• LOCAL AUTHORITY</li> <li>• CHURCH/PLACE OF WORSHIP</li> <li>• OTHER</li> </ul>		USE THIS SPACE BELOW TO INCLUDE ANY RELEVANT INFORMATION NOT COVERED IN THE QUESTIONS ABOVE:

**(SECTION 2) PARENT/CARER 1 (EG mother)**

FIRST NAME		LAST NAME
DOB (DD/MM/YYYY)		
ADDRESS IF DIFFERENT FROM SECTION 1		
MOBILE NUMBER		EMAIL (PLEASE PRINT)
EMPLOYER NAME		OCCUPATION
EMPLOYER ADDRESS		
WORK CONTACT NUMBER		

**(SECTION 3) PARENT/CARER 2 (EG father)**

FIRST NAME		LAST NAME
DOB (DD/MM/YYYY)		
ADDRESS IF DIFFERENT FROM SECTION 1		
MOBILE NUMBER		EMAIL (PLEASE PRINT)
EMPLOYER NAME		OCCUPATION
EMPLOYER ADDRESS		
WORK CONTACT NUMBER		

**(SECTION 4) EMERGENCY CONTACT INFO – IN THE RARE CASE OF AN EMERGENCY, IF WE CANNOT CONTACT EITHER PARENTS/CARERS (ABOVE) WE WILL NEED AT LEAST 1 OTHER CONTACT NUMBER**

FIRST NAME (emergency contact 1)		LAST NAME
RELATIONSHIP		CONTACT NUMBER
FIRST NAME (emergency contact 2)		LAST NAME
RELATIONSHIP		CONTACT NUMBER

## CONDITIONS FOR ENROLMENT

The school maintains an open enrolment policy. Vacancies are filled according to order of application by interested parents, and places are offered at the discretion of the Headteacher after interview with parents and an assessment of the child.

At the time of the interview, parents of prospective pupils are acquainted with the general aims and objectives of the school and with certain conditions of enrolment, namely:

1. The Christian ethos of the school is of prime importance and parents are expected to uphold this and actively support the school in as many extracurricular programmes as possible.
2. If a parent has a serious complaint about a particular sanction, staff member, pupil, curriculum or homework or any other issue, they must put full details of their complaint in writing to the headteacher. For serious complaints that require immediate action, contact the school secretary to arrange an appointment.
3. Children who take up a **Nursery** place do so with the understanding that the child will remain at Grangewood for a minimum of two terms. If the child joins our **Nursery** mid-term, then the commitment is for them to remain in the school for the rest of the current term and all of the next term.
4. If a child leaves our **Nursery** before the timescales mentioned in point 3 (above) then the school reserves the right to charge and invoice the parents/guardians for the remaining number of days.
5. A deposit of £300 is payable upon entry (**Year 1 – Year 6**) and is refunded when the child leaves Grangewood, providing a term's notice has been given and there are no invoices outstanding. This deposit is reduced to £150 for siblings joining the school. If a deposit is paid in lieu of a pupil starting and the said pupil does not start, then 75% will be refunded and the remaining 25% retained by the school as an admin charge.
6. Each term's fees are payable to the school (**Year 1 – Year 6**) on or before the first day of term for which they are due. The Governors may charge an admin fee where the fees have not been paid in full on time (see payment policy for more details). Once fees have been paid, they are non-refundable even if a child leaves mid-term.
7. If a child leaves the school without the full fees for that term being paid in full, then any balance will still be due to be paid and may be collected using external agencies at the parents' expense.
8. The headteacher has the right to exclude a pupil permanently or temporarily if he/she reasonably believes that the pupil has committed a grave breach of discipline or that such a decision is necessary for the protection of other pupils or in the interests of the school as a whole. Fees paid or payable in respect of the pupil's attendance at the school will not in that event be refunded. The decision of the headteacher shall be final, subject only to a right of appeal to the governors.
9. The governors reserve the right to alter the fees from time to time. Save in exceptional circumstances, notice of an alteration will be given not later than the first day of the Summer Term before the new academic year.
10. The parents/guardians accept the right of the school to employ such discipline as it deems wise and expedient for the child and agrees to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the policies of the school. It is school policy never to administer corporal punishment.
11. No pupil may be absent from the school without the permission of the headteacher. Should a child be sick, the school must be notified immediately and followed up with an email or letter when the child returns.
12. The headteacher may require a pupil who is making little progress due to persistent lack of effort or proven incapacity to leave on a full term's notice in writing.

13. Parents shall be liable to pay all costs, fees disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the claim.
14. Full compensation is payable by parents for loss or damage to school property deliberately or carelessly caused by the child.
15. The school cannot accept liability for any theft, loss or damage to property belonging to the parents or the child howsoever caused.
16. A full term's notice in writing shall be given to and received by the headteacher if a pupil is to leave. In default of such notice, the deposit will be forfeited.
17. The health, safety and the well-being of all our children are of paramount importance to all the adults who work at Grangewood. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in school and we ensure this through our rigorous recruitment process, trained staff, vigilance and safeguarding culture.
18. The school operates a bursary scheme for children in Reception to Year Six to help eligible parents who may require assistance in paying the school fees. Please contact the school office to make an appointment with the school Business Manager who will be able to discuss the process with you.

I/We\* accept the above conditions for enrolment. In addition, the parties accept joint and several liability for all fees and charges raised by the school.

Child Name: \_\_\_\_\_ Known as (if different): \_\_\_\_\_

Signature: \_\_\_\_\_ (Parent 1 or Legal Guardian in lieu of parent)

Signature: \_\_\_\_\_ (Parent 2 or Legal Guardian in lieu of parent))

Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>			
Documents seen:	Birth Cert:	Passport:	Proof of address:
Assessment Paid:	Date Paid:	Deposit Paid	Date paid:
SIMS updated:	Quickbooks Updated:		