



# LONGACRE SCHOOL

INDEPENDENT PREPARATORY SCHOOL FOR BOYS AND GIRLS AGE 2½ - 11 YEARS

Hullbrook Lane, Shamley Green, Guildford, Surrey GU5 0NQ

Tel: 01483 893225 Email: [office@longacreschool.co.uk](mailto:office@longacreschool.co.uk)

Website: [www.longacreschool.co.uk](http://www.longacreschool.co.uk)

## REGISTRATION FORM

### Request for a place on the waiting 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 for your child. Information which is mandatory for you to provide is indicated below by a \*. If you do not complete the mandatory sections in full this may jeopardise or delay your application.

#### YOUR CHILD

Surname of your child \*:

First name/s \*:

(please underline preferred name)

Date of birth \*:

Gender:

#### NATIONALITY

Is your child British or Swiss or from a country within the European Economic Area? \*: Yes  No

If you answered No above please state your child's nationality:

Proposed term and year of entry:

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

#### FIRST SIGNATORY

Title \* (e.g. Mr, Mrs, Ms):  Full name \*:

Relationship to child \*:

Contact telephone number \*:

Evening (if different):  Mobile (if different):

Email address \*:

Address \* (including postcode):

(Continued overleaf)

## REGISTRATION FORM *(continued)*

### SECOND SIGNATORY

Title \* (e.g. Mr, Mrs, Ms):  Full name \*:

Relationship to child \*:

Contact telephone number \*:

Evening (if different):  Mobile (if different):

Email address \*:

Address \* (including postcode):

### OTHER PEOPLE WITH PARENTAL RESPONSIBILITY \*

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 step parent and their consent to the child attending the School will be required if an offer of a place is made.

Title \* (e.g. Mr, Mrs, Ms):  Full name \*:

Address \* (including postcode):

**If someone other than the first and second signatories is to pay the school fees for your child please provide below their full name and address and their relationship to your child.**

### 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

Local reputation:  Present school:  Friends:  Internet:  Schools Guide:

Other (please give details):

### PLEASE STATE THE NAME AND ADDRESS OF THE PRESENT SCHOOL (with dates of attendance)

Name and address of school \*:

Dates of attendance \*:

Name of Head \*:

**Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits and/or entrance assessments.\***

### 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. Further information is contained in our admissions policy published on our website. A copy of the School's *Terms and Conditions* will be supplied on request.

(Continued overleaf)

## REGISTRATION FORM *(continued)*

### HOW WE WILL USE THE INFORMATION PROVIDED IN THIS FORM

This information will be used by the School during the admissions process in order 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 assessments or taster days 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 subsequently if they are offered a place;
- e) we may share your information with credit reference agencies.

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 pupil privacy notice and our parent privacy notice. Both of these documents are published on the School's website: <https://www.longacre.surrey.sch.uk/privacy-policy-2/>.

### DECLARATION

I / We request that our child named above is registered as a prospective pupil.

A cheque (payable to Longacre School) for the non-refundable registration fee of £100 is enclosed.

I have made a BACS transfer for the non-refundable registration fee of £100 to:

Lloyds Bank  
Sort Code: 30-93-74  
Account Name: Longacre School  
Account Number: 00492209

before returning this completed Registration Form duly signed by me/us.

### SIGNATURES

#### First signatory:

Signature \*:

Name in full \* *(Please include all names):*

Relationship to child \*:

Date:

#### Second signatory:

Signature \*:

Name in full \* *(Please include all names):*

Relationship to child \*:

Date: