



CLAYESMORE PREP

PREP

REGISTRATION FORM



Please complete this form to register your interest for a place for your child at Clayesmore. A £100 registration fee is payable and we also request a copy of your child's Birth Certificate. The registration fee is payable by BACS and details of our bank account will be sent to you.

Please return this form, signed, to:

Admissions Department (**Prep**), Clayesmore, Iwerne Minster, Dorset DT11 8LL or scan and email it to admissions@clayesmore.com.

CHILD DETAILS

Please complete in **BLOCK CAPITALS**

Surname: _____

First Names: _____ Preferred Name: _____

Date of Birth: ____/____/____ Gender: Male Female

Nationality: _____ Religion: _____

Proposed Year of Entry to the school: 20_____

Proposed Year Group (please circle): Reception 1 2 3 4 5 6 7 8

Type of place: Day Boarding

Does your child receive Learning Support? Yes No

If yes, please provide details: _____

Does your child have any specialist reports (e.g. Educational Psychologist): Yes No

If yes, please provide details: _____

Is there any other information you would like to share about your child (eg health issues)?

Do you intend to apply for a scholarship & / or bursary

Siblings

Name: _____ DOB: ____/____/____ Gender: Male Female

Attends Clayesmore? Yes No

Name: _____ DOB: ____/____/____ Gender: Male Female

Attends Clayesmore? Yes No

CURRENT SCHOOL DETAILS

Name of current school: _____

Name of Head: _____ Length of time at school: _____

School contact email: _____

If you are applying to other schools please indicate which:

PARENT/LEGAL GUARDIAN DETAILS

Please note, if there is only one parent/guardian, a second contact must be provided in the next section. Please include your preferred title.

Father's Name: _____

Address: _____

Home telephone: _____ Mobile Telephone: _____

Email: _____

Profession: _____

Mother's Name: _____

Address: _____

Home telephone: _____ Mobile Telephone: _____

Email: _____

Profession: _____

ADDITIONAL UK CONTACT

(If only one parent/legal guardian is provided above)

Name: _____

Address: _____

Telephone: _____ Mobile Telephone: _____

Email: _____

Relationship to Child: _____

SIGNATURES

Please ensure this section is signed and you have reviewed the key Terms & Conditions overleaf.

Father's Name: _____

Signature: _____

Date: ____/____/____

Mother's Name: _____

Signature: _____

Date: ____/____/____

How did you hear about Clayesmore (please tick relevant one)?

Word of Mouth/Reputation Current School Online Search Advertisement Schools Fair Other: _____

Yes, please send me updates and information relating to our interest in Clayesmore

KEY TERMS AND CONDITIONS

1. Acceptance of the pupil for education by the School shall be conditional on the pupil attaining the requisite entry standard to the School appropriate to the pupil's proposed year of entry to the School.
2. Fees for each term shall be paid by the Applicant so that they shall be received by the School not later than the first day of that term, together with payment in full of any extras incurred by the pupil and outstanding at that date. If such fees and other items shall not be paid by the first day of the relevant term, then the School shall be entitled to charge interest, at such rate as the Council of the School may from time to time determine, per calendar month that the fees or part fees remain outstanding and may not allow the pupil to attend school until the fees are paid.
3. It is expected that, subject to satisfactory academic progress and behaviour, a pupil entering the Pre-Prep School will continue to the Prep School and a pupil in the Prep School will continue to the Senior School. Progression from the Prep to the Senior School will require the completion of a Senior School Registration Form and payment of the Senior School registration fee. If there is no progression, a full term's notice shall be required in accordance with paragraph 4 below.
4. In the event of removal of the pupil from the School by or on behalf of the Applicant, the School shall be entitled to a full term's fees unless written notice of the intention for such removal has been received by the Head not later than one full term prior to such removal. Likewise in the event of a change of a pupil's status from boarding to day, the School shall be entitled to a full term's boarding fee, unless written notice of the intention of such change has been received by the Head not later than one full term prior to such change.
5. The School shall give not less than one full term's notice to the Applicant of any alteration in the rate of fees payable to the School in respect of the pupil.
6. The School shall have the right to require from the Applicant the payment of a deposit, the amount of which will be reviewed annually; such deposit to be paid within fourteen days of written demand by the School. Acceptance of a place is not confirmed until the deposit is received. The deposit will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your child's leaving, unless you indicate otherwise (e.g. if you wish to donate it the School's development fund).
7. In the event of the Applicant residing outside the United Kingdom or the European Union, the Applicant must appoint a representative Guardian for the pupil who resides within England or Wales and notify the School of the name and address of such Guardian.
8. Notices to the Applicant shall be correctly served if posted physically or electronically to the Applicant at the address in this registration form or as amended in writing by the Applicant to the School. Notices by the Applicant to the School shall be correctly served if sent by post to The Head of Prep, Clayesmore Preparatory School, Iwerne Minster, Blandford, Dorset, DT11 8LL or electronically to prephead@clayesmore.com
9. The Head of the School shall have the absolute right to require the immediate removal of any pupils whose conduct is, in the Head's opinion, unacceptable, in which event no repayment of fees shall be due from the School.
10. Once a deposit has been received and a place confirmed, in the event of the Applicant wishing to withdraw from this agreement prior to the admission of the pupil for his/her first term, the Applicant must give the School a full term's notice of such withdrawal otherwise a full term's fee shall become a debt due to the School by the Applicant. The deposit, in these circumstances, will also be non-refundable.
11. All costs incurred in the collection of unpaid fees, including the administration costs of the School or the costs of the School's solicitors (even if proceedings are averted), shall be payable to the School as a debt.
12. It is agreed that the Law of England and Wales shall be applicable to this Agreement.

Full Terms & Conditions can be found at clayesmore.com and in the Parent Contract which is provided on acceptance of a formal offer from the School.

Thank you for your interest in Clayesmore. Our Admissions team will be in contact with you to progress your child's application to the School.