



## REGISTRATION FOR ADMISSION

Pupil's surname ..... First name .....

Other names .....

Pupil's address ..... Date of birth .....

..... Postcode .....

Nationality of pupil ..... Gender BOY/GIRL

Ethnic origin ..... Date of entry .....

Religion ..... Year group .....

Language spoken at home ..... Day  Boarding  Weekly Boarding

ATTACH PHOTO HERE

## PRESENT SCHOOL

Name & address of present school ..... Headteacher's name .....

..... Telephone number .....

Dates attended ..... Email address .....

## PARENT DETAILS

### FATHER

### MOTHER

Title ..... Surname .....	Title ..... Surname .....
Forename .....	Forename .....
Address .....	Address .....
..... Postcode .....	..... Postcode .....
Home telephone number .....	Home telephone number .....
Work telephone number .....	Work telephone number .....
Mobile .....	Mobile .....
Email address .....	Email address .....
Occupation .....	Occupation .....
Status: Married / Divorced / Single / Deceased / No contact	Status: Married / Divorced / Single / Deceased / No contact

### OTHER RESPONSIBLE ADULT

Please give details of any other adult who has responsibility in caring for the pupil.

Title ..... Surname ..... Home telephone .....

Forename ..... Work telephone .....

Address ..... Mobile .....

..... Fax .....

..... Email .....

..... Postcode ..... Relationship to pupil .....

### IMPORTANT CONTACTS

To which person should the school fees invoice be sent? To which person should the pupil's school reports be sent?

Name ..... Name .....

Address (if different from overleaf) ..... Address (if different from overleaf) .....

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### PUPILS FROM OVERSEAS

#### Students whose first language is not English

For how many years has the pupil studied English? ..... Does the pupil attend an English Medium School? YES/NO

#### Passport details

Passport Number ..... Place of issue .....

Date of issue ..... Expiry Date .....

**Please enclose a copy of the passport with this application**

#### Guardian details

Parents who live or work outside the UK will need to appoint a guardian who will act on their behalf in case of emergency. Guardians will also be responsible for the care of the student during the Half Term holidays. If you require assistance in finding a guardian, please contact the Registrar.

Title ..... Surname ..... Home telephone .....

Forename ..... Work telephone .....

Address ..... Mobile .....

..... Fax .....

..... Email .....

..... Postcode ..... Guardian's relationship to student .....

## BACKGROUND INFORMATION

<p><b>Medical information</b> Any relevant information re: allergies, health or special dietary requirements</p>	
<p><b>Learning support and special needs information</b> Does the pupil suffer from dyslexia/dyspraxia or receive any extra support at their present school?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, please give details</p>
<p>Has the pupil been assessed by an educational psychologist or other professional?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, please submit the assessment with this form</p>
<p>Has the pupil been assessed as needing reasonable adjustments or special consideration in examinations?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, please give details</p>
<p><b>Interests, hobbies and achievements</b></p>	
<p><b>Please give details of any particular circumstances or information of which the school should be aware?</b></p>	
<p><b>Please indicate how you heard about Beechwood</b></p>	<p>Family/friend <input type="checkbox"/>      Current school <input type="checkbox"/>      Agent <input type="checkbox"/></p> <p>Local knowledge <input type="checkbox"/>      Internet search <input type="checkbox"/>      Sibling <input type="checkbox"/></p> <p>Staff member <input type="checkbox"/></p> <p>Please give details</p>

## TERMS AND CONDITIONS OF ENTRY

### TO ACCEPT A PLACE

A deposit is required to confirm acceptance of a place at Beechwood Sacred Heart School. In addition to this, an Acceptance Form will need to be completed and returned to the Registrar.

### DEPOSITS

Boarder - Overseas	£1,500
Boarder - UK	£700
Day Pupils	£400
Preparatory Pupils	£200
Nursery Pupils	£200

### PAYMENT OF FEES

Fees are billed termly and are payable on the first day of term. The School has arranged with School Fee Plan (SFP) for fee payers to be able to pay by 10 monthly instalments (first payment due in August of the relevant year). There is no additional cost to the fee payer in using this facility. Details of the scheme are available by following the link on the School's website, or from the School's Accounts Office.

It should be pointed out that the agreement with SFP is a legal agreement governed by the Consumer Credit Act.

The SFP scheme is not available for overseas residents.

### GUARDIANSHIP

All overseas residents must appoint a Guardian for the pupil who must reside permanently in the United Kingdom. The Guardian will look after the pupil during School holidays and at other times when necessary.

This document should be read in conjunction with the Acceptance Form and terms and conditions contained within the Parental Contract and the Beechwood Code.

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## SIGNATURE

Signature of father ..... Signature of mother .....

Date ..... Date .....

Both parents must sign this registration form.

Please return this form with the registration fee of £100 and a copy of the pupil's latest school report (where appropriate) to The Registrar, Beechwood Sacred Heart School, Pembury Road, Tunbridge Wells, Kent TN2 3QD

If you choose to accept a place offered at the School, then the Acceptance Form should be returned to the Registrar at the above address or via email at [registrar@beechwood.org.uk](mailto:registrar@beechwood.org.uk)

Payment Methods:

By cheque payable to Beechwood Sacred Heart School

For direct bank transfer: Barclays Bank PLC, Calverley Road, Tunbridge Wells TN1 2UZ  
Sort Code: 20-88-13 Account Number: 50526223 Ref: Name of pupil

IBAN: GB03 BARC 2088 1350 5262 23

SWIFT: BARCGB22