

# LOCKERS PARK

Lockers Park Lane • Hemel Hempstead • Hertfordshire • HP1 1TL  
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www.lockerspark.herts.sch.uk



## Registration Form (to be completed by parent or guardian)

PLEASE USE **BLOCK** CAPITALS

Surname of child

First names (in full)

Name generally used

Date of birth

Nationality

Ethnicity  Child's first language

Do you require the School to sponsor your child for visa/immigration purposes? Yes  No

Registration for Boy  Girl

Day  Boarding

Proposed date of admission (term and year)

Are there any special arrangements that need to be made for your child to undertake the assessment?

Yes  No  If yes, please describe

Parents' details

**Father**

**Mother**

Title

Name

Address

Occupation

Nationality

Home tel

Work tel

Mobile

Email

Full name and address of Guardian, if applicable. (Please note that the appointment of a guardian is compulsory if both parents are non-UK resident.)

Home tel  Work tel

Mobile  Email

Names of other members of the family attending the School or registered for entry, or any other connection with the School

Name and address of the present school/nursery

with date of entry

Are there any circumstances relating to your child of which the School should be aware? Please tick as appropriate

ADHD  Allergies  Aspergers Syndrome  Autism  Dyslexia

Dyspraxia  Hearing impairment  Visual impairment

Other

(Please enclose the most recent Education Psychologist's report, if you have one.)

## PRIVACY NOTICE

The information that you provide on this form will only be processed for the purpose for which it has been given (i.e. for the purpose of acquiring necessary information for the administrative processing of a boy's application to be admitted to the School) and may be shared with our third party consultants for this purpose. It will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information which can be seen in the Privacy Statement on the school website.

## CONSENT & DECLARATION

We request that the above named child be registered as a prospective pupil AND we enclose a cheque for the non-refundable Registration Fee of £100 (cheques to be made payable to Lockers Park School).

We understand that registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil of the School. In the event that our child is offered a place at the School, such an offer will be subject to the School's Terms & Conditions for the provision of educational services, which will bind us in the event that we accept the place.

We have read the information about Data Protection and agree to my/our personal data being used in the way described above.

We acknowledge that the information provided on this Registration Form is accurate and complete.

**First signature**

**Second signature**

Name in full

Name in full

Relationship to child

Relationship to child

Date

Date

A copy of the School's standard Terms and Conditions is available on request.

The School policies are available for parents to read on the School website, in the School Office or by emailing the School Secretary.

## CONDITIONS OF CONTRACT

1. A non-returnable Registration Fee of £100 is payable when the Registration Form, which must be signed by both parents, is completed.
2. Upon receipt of written confirmation from the School that a place has been allocated, the parents shall:
  - a) pay a deposit of £500;
  - b) become liable for the first term's fees, such fees shall be paid not later than one month before the start of term.
3. Fees for subsequent terms shall be paid by the first day of the term for which they are due. In respect of fees not paid by the seventh day from the day they were due, interest will be charged. Failure to pay thereafter may result in exclusion of the child from School.
4. Every effort is made to give due notice of any intended fee increase, but the Governors reserve the right to increase the fees without notice.
5. No remission of fees can be allowed by absence through illness, or any other cause, including a child's dismissal for whatever reason. Parents are recommended to avail themselves of the School Fees Protection Scheme, particulars of which will be sent with joining instructions.
6. In the event of withdrawal of a child, a full term's notice must be given in writing, or a term's fees paid in lieu of notice. A term's fee shall also become payable upon withdrawal of a child after confirmation of allocation of place, but before the start of their intended first term.
7. The Headmaster may require the removal of a child if, in his opinion and having consulted the Governors, it is in the interests of the child or other children or of the School that he should leave.