



## APPLICATION FORM

Please complete and return this form via email to: [admissions@manorhouseschool.org](mailto:admissions@manorhouseschool.org) with a copy of your child's birth certificate. We are a selective school and school applications and offers are subject to successful completion of the age-specific assessment and made at the discretion of the Headteacher.

<b>(Please complete in CAPITALS)</b>		
Child's surname: .....	Forenames: .....	
Preferred name: .....	Date of Birth (dd/mm/yy): .....	
Name and address of current school: ..... .....	Year of entry (e.g. month/year): ..... Year group (e.g. Reception or Year 7): .....	
Father's title and full name ( <i>or Legal Guardian</i> ): .....	Mother's title and full name ( <i>or Legal Guardian</i> ): .....	
Home address: ..... ..... Postcode: .....	Home address: ..... ..... Postcode: .....	
Telephone: ..... Mobile: .....	Telephone: ..... Mobile: .....	
Email: .....	Email: .....	
Father's Occupation: .....	Mother's Occupation: .....	
	Are you a former pupil? Do you have a sibling at St Teresa's, Cranmore or Manor House School? Are you in the admissions process for a sibling at St Teresa's or Cranmore?	Yes/No Yes/No  Yes/No

**You *must* disclose the following information at the point of application).** Does your child:

- i) Have (or is undergoing an assessment for) an EHCP and/or learning support requirement evidenced by an Educational Psychologist or Occupational Therapist report/s? Yes/No (please circle). If yes, I/we enclose the documentation
- ii) Does your child require \*extra-time / \*reader / \*scribe (please circle) in entrance examinations or assessments?
- iii) Have an a) disability or b) any medical condition?

Please provide details: .....



Please indicate how you first heard of Manor House School (please circle):

Local Awareness    Current School    Friends    Advertisement (Please state:.....)

Other (Please detail: .....) )

I/We confirm that I/We are happy to be contacted about future news and events at Manor House School.

	Mother/1 <sup>st</sup> Guardian	Father/2 <sup>nd</sup> Guardian
By email	<input type="checkbox"/>	<input type="checkbox"/>
By post	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE INFORM US IN A COVERING LETTER IF:**

- a) Parents are separated or divorced or if there are any Court Orders in relation to the child as to parental responsibility and/or if there is any other person whose consent should be obtained for the child coming to the School or Nursery and/or if the pupil only resides with one parent/guardian or at another address entirely.
- b) A child may be unable to play a full part in the activities and sporting curriculum of the School or Nursery.
- c) This child is subject to or has ever been subject to a Child Protection Plan.

When your child secures a place at Manor House School/Nursery, a deposit of £600.00 (Nursery, Kindergarten or Reception) or £800.00 (rest of school) will be requested to secure their place. The deposit is refunded at the end of their education, less any extras incurred during the last term. A full term's notice in writing or a term's fees in lieu of notice is required before the removal of a child from the school.

**PARENTAL/GUARDIAN DECLARATION**

We request that our/the above-named child be registered as a prospective pupil. A bank transfer has been completed for the non-refundable registration fee of £75.00 (for Nursery, Prep and Senior School) **via bank transfer to Little Bookham Manor House School, sort code 30-00-09, Account No. 02040373**. We understand that the School/Nursery (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is offered, in order to safeguard and promote the welfare of the child.

First signature: .....	Second Signature: .....
Name in full: .....	Name in full: .....
Relationship to child: .....	Relationship to child: .....
Date: .....	Date: .....

