



APPLICATION FORM

Please complete and return this form via email to: 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.

(Please complete in CAPITALS)	
Child's Forename:	Child's Surname:
Preferred name:	Date of Birth (dd/mm/yy):
Gender of Child:	Name and address of current school:
Proposed Year of entry (e.g. Month/Year):	Proposed Year Group (e.g. Reception, Year 3 etc):
Father's title and full name <i>(or Legal Guardian)</i> :	Mother's title and full name <i>(or Legal Guardian)</i> :
Home address:	Home address:
Postcode:	Postcode:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:
Father's Occupation:	Mother's Occupation:

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? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

- ii) Does your child require access arrangements in their current school? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

- iii) Have an a) disability or b) any medical condition? (please circle)

Yes* / No (*If yes, we enclose the documentation)

Is there a reason why your child may be unable to play a full part in the activities and sporting curriculum of the School or Nursery? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

PARENT AND GUARDIAN ADDITIONAL INFORMATION

You **must** disclose the following information at the point of application).

(Please provide detail and documentation to support your answers below in a covering letter).

Are parents separated or divorced? (please circle)

Yes* / No (*If yes, please give details in the space provided below of other parents/guardians)

Are there any Court Orders in relation to the child? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

Is 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? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

Is this child subject to or has ever been subject to a Child Protection Plan or received/receiving Child in Need support. Are Social Services currently involved in supporting this child/family? (please circle)

Yes* / No (*If yes, I/we enclose the documentation)

I/we have provided details and documentation as requested in the above questions ☐



FAMILIES FROM OVERSEAS:

Does your child require a visa to study in the UK? (please circle)

Yes* / **No** (*If yes, please provide documentation)

The school may request further information about your child's immigration status.

Do you as parents/guardians have the right to live and work in the UK? (please circle)

Yes* / **No** (*If yes, please provide documentation)

DEPOSIT:

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 and Reception) and £90.00 (Prep 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.

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

	Mother/1 st Guardian	Father/2 nd Guardian
By email	☐	☐
By post	☐	☐

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

