



FOR OFFICE USE ONLY

Year of entry: _____

Entry point: Reception Other year

Registration Form

Please use block capitals throughout

Particulars of Pupil

Surname: _____ Nationality: _____

Forename(s): _____ Home language: _____

Preferred name: _____ Address: _____

M/F: _____

Date of birth: _____

Particulars of Parent(s)

Parent one

Title: _____

Surname: _____

Forename(s): _____

Relationship:
(to the pupil) _____

Address:
(if different to the above) _____

Profession: _____

Mobile no: _____

Email: _____

Parent two

Title: _____

Surname: _____

Forename(s): _____

Relationship:
(to the pupil) _____

Address:
(if different to the above) _____

Profession: _____

Mobile no: _____

Email: _____

Particulars of Sibling(s)

Pupil(s) already at Norland

Name and DOB: _____

Name and DOB: _____

Prospective pupil(s) registered

Name and DOB: _____

Name and DOB: _____

Current Nursery/School (if applicable)

Name: _____

Contact person: _____



Admissions Procedure

Definite places are offered in order of registration. All other children will be on a waiting list. Children with older brothers and sisters in the School are given priority on the waiting list. Please refer to our website for further information www.norlandplace.com. The registration fee is non-refundable.

Once you have completed the registration form and paid the fee, an acknowledgement letter will be sent to you, indicating whether your child has been allocated a definite place or is on our waiting list. We will then be in contact one year prior to your child's date of entry, at which point we will offer a tour of the school and a meeting with the Headmaster.

Families who have been offered a definite place will be asked to confirm acceptance of the place by signing and returning the Acceptance Form together with the terms and conditions of the Parent/School Contract and a deposit of £2000. Until a place has been accepted by the signature and return of the Acceptance Form together with the terms and conditions of the Parent/School Contract and the deposit, no contract has been entered between the School and the Parent(s).

The terms and conditions of the Parent/School Contract are detailed and you will be advised to read them carefully when you receive them with the Acceptance Form.

Every child must be provided with the correct school uniform, particulars of which can be obtained at the school.

Payment

There is a registration fee of £70 per pupil. The registration fee is non-refundable.

Cheques should be made payable to 'Norland Place School'.

If you would prefer to pay the registration fee via bank transfer, please use the details below and use your child's name as a reference.

Bank: HSBC

Account name: Norland Place School

Sort code: 40 11 60

Account number: 00610275

Please indicate which method of payment you have used by ticking the relevant box.

Cheque Bank transfer

Agreement

I/we request that our child named above is registered as a prospective pupil. I/we understand that the School may obtain, process and hold personal information about me/us which may include financial information. I/we understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and I/we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

Parent one

Signature:

Date:

Parent two

Signature:

Date:

If you have any further questions regarding the admissions process and/or you need to notify us of any changes of address, please contact the Registrar at registrar@norlandplace.com

Please complete and return the form to:

Registrar, Norland Place School, 162–166 Holland Park Avenue, London W11 4UH