



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: \_\_\_\_\_

\_\_\_\_\_

Current nursery: \_\_\_\_\_  
(if applicable)

\_\_\_\_\_

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### Particulars of Parent(s)

#### Parent one

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Forename(s): \_\_\_\_\_

Relationship: \_\_\_\_\_  
(to the pupil)

Relationship: \_\_\_\_\_  
(to the pupil)

Address: \_\_\_\_\_  
(if different to the above)

Address: \_\_\_\_\_  
(if different to the above)

\_\_\_\_\_

\_\_\_\_\_

Profession: \_\_\_\_\_

Profession: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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### Particulars of Sibling(s)

#### Pupil(s) already at Norland

Name and DOB: \_\_\_\_\_

#### Prospective pupils(s) registered

Name and DOB: \_\_\_\_\_

Name and DOB: \_\_\_\_\_

Name and DOB: \_\_\_\_\_

## Admissions Procedure

For Reception entry, definite places are offered in order of registration and once those places are filled, children will be included 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](http://www.norlandplace.com).

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. Due to the high number of enquiries we handle, the acknowledgement will take between two to four weeks to receive.

We will then be in contact one year prior to your child's year of entry, at which point we will offer a tour of the school and a meeting with the Headmaster.

Occasional places are managed in a different way - please complete the form, return, and the Registrar will be in touch with next steps.

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.

On entry, every child must be provided with the correct school uniform, particulars of which can be obtained at the school or found in our Parent Handbook.

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## Payment

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

To pay the registration fee via bank transfer, please use the details below and use your child's name as a reference:

**Bank: Lloyd's**  
**Account name: Norland Place School Limited**  
**Sort Code: 30 65 41**  
**Account number: 48766268**

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## Payment

I/we request that my/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 information about my/our child which may include sensitive information such as medical details, and I/we consent to this for the purposes of assessment and, of 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 contact details, please email the Registrar at [registrar@norlandplace.com](mailto:registrar@norlandplace.com).

## Please complete and return the form:

Preferably via email to [registrar@norlandplace.com](mailto:registrar@norlandplace.com) or  
Registrar, Norland Place School, 162-166 Holland Park Avenue, London, W11 4UH