



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) \_\_\_\_\_

### Particulars of Parent(s)

#### Parent one

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

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

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

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

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

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

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

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

#### Parent two

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

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

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

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

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

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

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

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

### Particulars of Sibling(s)

#### Pupil(s) already at Norland

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

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

#### Prospective pupils(s) registered

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 siblings in the school are given priority. 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, acknowledgement 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 approximately eighteen months prior to your child's start date, 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 return the completed form, 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 £3000. 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.

---

## Payment

There is a registration fee of £100 per pupil. **The registration fee is non-refundable.**

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

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

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

Cheque       Bank transfer

---

## Agreement

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