



CONFIDENTIAL REGISTRATION FORM

(Confirming interest in a place. Please ensure ALL sections of this form are fully completed.)

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a *.

If you do not complete the mandatory sections in full, this may jeopardise or delay your application.

Proposed Term and Year of Entry*: Autumn / Spring / Summer 20_____

To join*: Year 7 by 11+ ____ or by 10+ pre-test ____ or Year 9 by 12+ ____ or by 11+ pre-test ____ or Year 12 ____

Surname of your son*:

First Names* (please underline the name generally used)

Date of Birth* Nationality*

Is your child British or Swiss or from a country within the European Economic Area? Y/N

If you answered No above, please state your child's nationality:

Son's first language: Languages normally spoken:

Have you registered your child's name at any other school(s) and if so, which?

Son's Residential Address:

Please outline any of your son's artistic, dramatic, musical or sporting skills or experiences and any other hobbies or interests:

Please complete the attached Confidential Information Form, in order to assist us with making any special arrangements which are required for School visits and / or entrance assessments.

Please state the name and address of the present school and any previous schools*:

Present School: Name of Head:

Address: Dates:

Previous School: Name of Head:

Address: Dates:

Is the current school aware of this registration? Yes No

Please mention here the names of any other members of family attending the School or registered for entry, or any other connection with the school.

Please say how you first heard of the School. Was it from:

Recommendation Present School Friends Website Schools' Directory

Advertisement: (please state where)Other: (please give details).....

If your child is a national resident of a country outside the EEA, or if you have provided a home address for correspondence outside the EEA, please note that the School is required to take steps to ascertain that your child has permission to be in the UK.

Please confirm whether your child will require sponsorship from the School in order to obtain a visa to study in the United Kingdom at this School* (if applicable): Yes No

If another valid immigration category applies to your child, please provide full details below*:

If your child has or will have a time-restricted or temporary visa in any other immigration category (for example, as a dependent), please provide a copy of this, if you have it or as soon as you have it, when returning this form.

Please note that we reserve the right to:

a) - request further information and sight of documentation in support of your declarations regarding immigration; and

b) - to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

The School may be required to notify and / or supply information relating to your (i.e. the parents) and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

Please indicate if you intend to make an application for the award of a Bursary: Yes No

NOTES

Early registration is recommended. Offers of places are subject to availability and to the admission requirements of the School at the time offers are made. Preference will be given to siblings and children of ex-pupils, but this priority cannot be effected where a definite place has been agreed between the School and other candidates. A copy of the current edition of the standard terms and conditions will be supplied on request.

How we will use the information provided in this form

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School. For example:

- c) we may contact your child's current or previous school to ask for a reference;
- d) we may ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- e) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- f) the Confidential Information Form will be used to ensure that we have made any reasonable adjustments / suitable arrangements for your child when they visit the School or during any entrance assessments and, subsequently, if they are offered a place;
- g) we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained above.

If your child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept for a year after the end of the admissions process.

For more information about how the School will use your information, and your child's information, please see our pupil privacy notice and our parent privacy notice. Both of these documents are published on the School's website:

<https://www.stjameschools.co.uk/seniorboys/school-life/policies/>

If your child is aged 12 years or older, please show him/her a copy of the pupil privacy notice and discuss it with him.

DECLARATION

We request that the name of our child entered overleaf be registered as a prospective pupil. **We have enclosed:**

- Our son's most recent full school report
- Cheque made payable to 'St James Schools' for the non-refundable registration fee of £125
- Two passport photographs with our son's name and date of birth written on the reverse

We understand that the Terms and Conditions of the School will undergo reasonable changes from time to time as circumstances require and will apply in all our dealings with the School. We understand also that the School (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 later offered, in order to safeguard and promote the welfare of our son.

First Signatory	Second Signatory
Title and Name in Full*:	Title and Name in Full*:
Relationship to the Child*:	Relationship to the Child*:
Address*:	Address*:
Postcode*:	Postcode*:
Email Address* : (please print)	Email Address* : (please print)
Mobile*:	Mobile*:
Daytime Telephone*:	Daytime Telephone*:
Evening Telephone (if different) :	Evening Telephone (if different) :
Occupation:	Occupation:
Employer/Business Name and Address:	Employer/Business Name and Address:

