

HIGH ELMS MANOR SCHOOL ENTRY FORM

		Office Use Only	
		£55.00 Registration fee paid	
CHILD'S FIRST NAMES:			
PREFERRED NAME:			
SURNAME:			
Mother's/Guardian's Surname		Father's/Guardian's Surname	
Mother's/Guardian's Forename:		Father's/Guardian's Forename	
Mother's e-mail:			
Father's e-mail:			
Home Address:			
City		Postcode	

Date of Birth	DD		MM		YY		Gender, please tick	Male		Female	
I wish my child to proceed into Little Elms							Yes		No		
I wish my child to proceed into High Elms							Yes		No		
Child's Religious denomination:											
First Language				Second Language							
Dietary Restrictions:											
How would you like your letters to be addressed? Please circle				Mr & Mrs	Mrs	Mr	Ms	Miss	Other, please state		

Home telephone number:			
Mother's mobile number:			
Mother's work number:			
Father's mobile number:			
Father's work telephone number:			
Relative or friend for emergencies:		Relationship	
Telephone number of relative or friend:			
Please state who should be contacted first			

Previous school, nursery or playgroup:			
Address and telephone number:			
How did you first hear about the school?			

Kindly enclose a non-refundable registration fee of £55.00 made payable to "Marlin Montessori Schools" with this application form.

You also need to enclose The Medical Questionnaire, Ethnicity Classification, Image Consent Form, Attendance Requirements, the Parent Directive and the Direct Debit form together with your deposit if you are securing a place and/or have been informed that a place is available.

I give permission for my child to be transported by car or coach on outings etc.	Yes	No	
I give permission for my child to be taken to hospital in case of emergency	Yes	No	
I give permission for sun cream to be put onto my child	Yes	No	

I/We jointly and severally agree to abide by the conditions and rules in the Conditions of Admission of High Elms Manor School (which are updated regularly) and with the ethos of the School. I/We accept that under this Agreement we are liable for all school fees and extras, including any interest incurred. The updated Conditions of Admission can be found on our website at: www.highelmsmanorschool.com

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Mother's/Guardian's Signature
Date

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Father's/Guardian's Signature

Name of person or organisation responsible for paying school fees

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N.B. THIS FORM MUST BE SIGNED BY BOTH PARENTS AND/OR LEGAL GUARDIANS. IN THE CASE OF A SINGLE PARENT, THE PERSON WHO HAS CARE AND CONTROL OF THE FEES MUST SIGN THIS FORM.

ATTENDANCE REQUIREMENTS FOR FOUNDATION STAGE

PREFERRED START DATE:

AGE 2-3

Minimum two separate sessions over two days. Please tick.

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. to 9:00 a.m.					
9:00 a.m. to 12:00 noon					
9:00 a.m. to 3:00 p.m.					
3:00 p.m. to 4:00 p.m.					

HOT LUNCH

Hot lunches served between 12:00 noon and 1:00 p.m. per lunch. (Standard, vegetarian or dairy free options available). Children will be automatically booked in and charged for a standard meal during a full day session unless parents have specifically opted out.

STANDARD	VEGETARIAN	DAIRY FREE	PACKED LUNCH

AGE 4-5

Suggested five full days. From age 5, full-time attendance is mandatory. Extra care available from 8:00 a.m. to 4:00 p.m. Please indicate times.

Session	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. to 9:00 a.m.					
9:00 a.m. to 12:00 noon					
9:00 a.m. to 3:00 p.m.					
3:00 p.m. to 4:00 p.m.					

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STANDARD	VEGETARIAN	DAIRY FREE	PACKED LUNCH

RECEPTION AND HIGH ELMS Years 1 to 6

HOT LUNCH

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STANDARD	VEGETARIAN	DAIRY FREE	PACKED LUNCH

EXTRA ACTIVITIES - High Elms only, please tick.

Piano		Ju-Jitsu	
Flute		Clarinet	
Street Dance			

SPECIAL EDUCATIONAL NEEDS

One to one support	
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ETHNICITY CLASSIFICATION

WHITE	ASIAN OR ASIAN BRITISH	CHINESE OR OTHER ETHNIC GROUP
British	Indian	Chinese
Irish	Pakistani	Any other ethnic group
Traveller of Irish Heritage	Bangladeshi	
Gypsy/Roma	Any other Asian background	REFUSED
Any other White background		
MIXED	BLACK OR BLACK BRITISH	
White and Black Caribbean	Caribbean	
White and Black African	African	
White and Asian	Any other Black background	
Any other Mixed background		

SPECIAL EDUCATIONAL NEEDS STATUS

Does your child have any Special Educational Needs? (Please tick)	Yes	No
If yes, please give details below:		
<p>If necessary, please complete on a separate sheet of paper</p>		

MEDICAL QUESTIONNAIRE

NHS NUMBER:			
IMMUNISATION DETAILS (Please tick)			
Measles/Mumps/Rubella	Polio	Tetanus	
Whooping Cough	Diphtheria		
MEDICAL INFORMATION			
Does your child suffer from: (Please tick)			
Epilepsy	Diabetes	Asthma	Allergies
Please give relevant details:			None
DOCTOR'S NAME:			
DOCTOR'S ADDRESS:			
DOCTOR'S TELEPHONE NUMBER:			
Any relevant medical information (i.e. allergies, family medical history etc.)			

In the event that my child is involved in a serious incident whilst at High Elms Manor School, I expect the manager, or a delegated member of staff to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless I contact the manager to withdraw it.

SIGNATURE OF PARENT/CARER:

DATE:

IMAGE CONSENT FORM

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (i.e. of a visiting dignitary or other high profile event). Pupils will often appear in these image. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Please tick those that apply:-

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites	
I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images/footage the media may take themselves if invited to the school to cover an event.	
I do not want my child's image used in any publicity	

I have read and understood the information overleaf.	
Name of child	
Parent's/Carer's signature	
Name in block capitals	
Date	