



Glendower Preparatory School

Little Glendower Registration Form

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.

Your child					
Surname of your child*					
First names* (underline preferred name)					
Date of birth*					
Proposed term and year of entry					
First signatory					
Title* (e.g. Mr, Mrs, Ms)					
Full name*					
Relationship to child*					
Contact telephone number*		Evening (if different)		Mobile (if different)	
Email address*					
Address* (including postcode)					
Occupation					
Employer's business name and address					
Sector					

Second signatory					
Title *(e.g. Mr, Mrs, Ms)					
Full name *					
Relationship to child *					
Contact telephone number *		Evening (if different)		Mobile (if different)	
Email address *					
Address * (including postcode)					
Occupation					
Employer's business name and address					
Sector					
Other people with parental responsibility*					
Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. Their consent to the child attending the Nursery will be required if an offer of a place is made.					
Title					
Full name					
Address (including postcode)					
Alternative collector's name and contact details					
Please complete the attached Confidential Information Form , if applicable, in order to assist us with making any special arrangements which are required for Nursery visits and / or entrance assessments*					

How we will use the information provided in this form

This information will be used by the Nursery during the admissions process.

For example:

- a) we may contact other people with parental responsibility to check that they consent to your child joining the Nursery;
- b) 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 Nursery or during any entrance assessments and subsequently if they are offered a place;
- c) we may share your information with credit reference agencies.

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.

If your child joins the Nursery we will use the information on this form in accordance with our privacy notices for pupils and parents. Both of these documents are published on the Nursery's website.

I / We agree to pay by bank transfer the non-refundable Registration fee of £150 after returning this completed application form duly signed by me / us.

Signatures

	First signatory	Second signatory
Signature*		
Name in full* (please include all names)		
Date of birth		
Relationship to child*		
Date		