



MALTMAN'S GREEN
SCHOOL

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.

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's Terms and Conditions can be found in the Admissions section of the school website: www.maltmansgreen.com

1. Child's Details

Surname of your child★:

First name(s)★: (*underline preferred name*):

Date of birth★:

Is your child British or Swiss or from a country within in European Economic Area?★ (*please tick*)

Yes

No

If you answered *No* to the above please state your child's nationality:

Proposed Term and Year of entry★: Proposed Academic Year of entry★: Age on entry★:

2. Signatory Details

	First Signatory	Second Signatory
Title★		
Full name★		
Relationship to child★		
Contact telephone★	Daytime:..... Evening (<i>If different</i>)..... Mobile (<i>If different</i>).....	Daytime:..... Evening (<i>If different</i>)..... Mobile (<i>If different</i>).....
Email address★		
Address★ (<i>including postcode</i>)		
Occupation/Employer★		



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If someone other than the first and second signatories is to pay the School fees for your child please provide their full name and address and their relationship to your child:

3. 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. This may be of a legal guardian or step parent and their consent to the child attending the School will be required if an offer of a place is made.

Title: Full name:

Address (including post code):

4. Connections with the School

Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School:

5. How did you hear about us?*

- | | | | |
|---------------------------------------------------|-----------------------------------------------|--------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Word of Mouth/Reputation | <input type="checkbox"/> Print Advertising | <input type="checkbox"/> Staff Member | <input type="checkbox"/> Press |
| <input type="checkbox"/> Search Engine | <input type="checkbox"/> Current Pupil/Parent | <input type="checkbox"/> Social Media | <input type="checkbox"/> Current School/Nursery |
| <input type="checkbox"/> Online Listings | <input type="checkbox"/> Past Pupil/Parent | <input type="checkbox"/> Relocation/Estate Agent | <input type="checkbox"/> Other |

If Other, please give details:

6. Current School

Name and address of school*:

Dates of attendance*: Name of Head*:

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



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7. 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:

- a) we may contact your child's current or previous school to ask for a reference;
- b) we may contact other people with parental responsibility to check that they consent to your child joining the School;
- c) 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;
- d) 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.

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 on the Policies and Procedures page: www.maltmansgreen.com

8. Declaration

I / We request that our child named on the first page of this form is registered as a prospective pupil.

I / We confirm that no other person is required to complete this form and no other person with parental responsibility for the child is required to consent to the child attending the School if an offer of a place is made.

I / We agree to transfer the non-refundable **Registration Fee of £100** upon submission of this completed Registration Form.

Payment can be made by bank transfer to Barclays Bank Plc, Account No. 50632767, Sort Code 20-01-72 (*please use child's name as reference*).

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



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Confidential Information

All information on this form will be treated in the strictest confidence.

Name of child:

Name of first signatory:

Name of second signatory:
(as appear on registration form)

Please disclose any medical condition, health problem or allergy affecting your child:

.....

If applicable to your child, it will also help us plan for their arrival, if you can let us know of any:

- Learning difficulty
- Special educational need
- Disability
- Behavioural, emotional and / or social difficulty.

Please provide us with as much detail as possible in the space below. Where possible, please provide any relevant documentation such as medical reports, assessments etc. The information provided will enable the School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when she enters the School. Prior to the commencement of the admissions process, we will contact you about any special arrangements your child may require.

The information requested on this form is needed because the School has contractual and statutory duties towards your child. 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 provided with the letter of offer and published on the School's website on the Policies and Procedures page: www.maltmansgreen.com

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)

Telephone: 01753 883022 **Fax:** 01753 891237 **Email:** office@maltmansgreen.com **www.maltmansgreen.com**

Registrar's Direct Line: 01753 279112 **Email:** registrar@maltmansgreen.com

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