

# Early Years Foundation Stage



## Westbury House School Registration Form

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**Please return this form to Admissions, Westbury House School,  
80 Westbury Road, New Malden, Surrey KT3 5AS**

When an application for a place at Westbury House School is made, a registration fee of £100 (per child) is required. Cheques should be made payable to Westbury House School. Please note that all registration fees are non-refundable. This applies to all age groups from Nursery to Year 6.

Once a place has been offered, a deposit of £750 (which is refundable against the final term's fees in Year 6) is required (per child). Upon receipt of this, a letter confirming the child's place will be sent.

The School reserves the right to withdraw the offer of a place if it becomes apparent that the School is unable to provide the degree of support required to allow a child to progress satisfactorily.

Parents must refer to and agree the School's terms and conditions.

This form should only be completed and signed by the parent(s) or the person responsible for payment of the school fees.

Please indicate the year and term of entry required for your child:

<input type="checkbox"/> Nursery	<input type="checkbox"/> Reception
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<b>YEAR:</b> _____		
Term Entry:		
<input type="checkbox"/> Autumn (Sept)	<input type="checkbox"/> Spring (Jan)	<input type="checkbox"/> Summer (April)



Child's Surname

\_\_\_\_\_

Child's First Name(s)

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Proposed Year of Entry

\_\_\_\_\_

Nationality

\_\_\_\_\_

Religion (optional)

\_\_\_\_\_

Please provide details of languages spoken at home other than English

\_\_\_\_\_

Is your child fluent in English?      Yes      No  

Has your child had any additional support or assessments? Yes      No  

If yes, was the support through school or an external assessment e.g CAHMS

\_\_\_\_\_

\_\_\_\_\_

Does your child have any mental health needs or any issues that you think might have an impact on your child's mental health and well-being?

\_\_\_\_\_

\_\_\_\_\_

Present School/Nursery

\_\_\_\_\_

Name of Person with Parental Responsibility \_\_\_\_\_

Occupation \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Name of Mother \_\_\_\_\_

Occupation \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Home Tel No \_\_\_\_\_

Address of father/mother if different from previous page \_\_\_\_\_

Postcode \_\_\_\_\_ Home Tel No \_\_\_\_\_

How did you hear of the School *please tick all that apply*

Local reputation  Present school  Friends  Website  Open Day Visit

Advertisement  *please specify where.....* Recommendation

Other  *please specify .....*

Have you visited the School? Yes  No

Please provide details of any other members of family attending the School, registered for entry, or any other connection with Westbury House School.

Is your child's name on a waiting list for any other school? Yes  No

Names of other schools \_\_\_\_\_

Do you intend to keep your child at Westbury House School until he/she has completed Year 6?  
Yes  No

If the answer to the above question is no, we are not necessarily able to offer any child a place at Westbury House School.

I understand that a place for my child in Nursery will be reserved on receipt of a £750 deposit/holding fee. This deposit is for a place in Reception. A place in Nursery cannot be given without a parent securing a place in Reception.

This deposit is only refundable against the pupil's education in Year 6. The option will be given to set it against the Year 6 residential trip or the final term's fees. If a child is asked to leave the school or the school and parents agree that a different school would be beneficial for the pupil, this money will be set against the final term's fees.

.....  
Signature of parent/guardian

.....  
Date

**Declaration**

Please note that before offers can be confirmed, the School must receive a copy of the applicant's (child's) birth certificate or, if a visa is required to study in the UK, a copy of the child's current (up to date) passport.

As part of our safeguarding procedures we also ask to see and take a copy of the applicant's parent/carer's (up to date) passport.

- I/We understand that places are offered on the condition that children will remain in the school until taking the transfer examination for Senior Schools at 11+. A £750 deposit is required to secure the place. This money can either be set against the final term's fees of Year 6 or to pay for the residential trip in Year 6.
- I/We understand and agree that fees are payable before the first day of each term and that a full term's notice is required in writing to the Head Teacher prior to his/her removal. Failing this, a term's fees will become payable in lieu. I/We also accept that the school reserves the right to charge interest on outstanding fees.
- I/We enclose a non-refundable registration fee of £100.
- I/We shall provide details of any specialist educational assessment that our/my child has undertaken prior to joining Westbury House School or is subsequently undertaken during our/my child's time as a pupil at Westbury House School.
- I/We confirm that my/our child has no medical or social history likely to prejudice normal academic development.
- I/We understand that children whose fees are in arrears may be suspended from attendance at school.
- I have read the Prospectus, Registration and Entry Conditions and in the event of the child's admission to the School, I undertake to conform to the School's Parent Contract.

Signature of Father \_\_\_\_\_ Date \_\_\_\_\_

Name in full (please print) \_\_\_\_\_

Signature of Mother \_\_\_\_\_ Date \_\_\_\_\_

Name in full (please print) \_\_\_\_\_