



Claremont

Registration Form

Please download this form, complete all 5 sections (either on screen or by hand) save it, and email it back to us at admissions@claremontschool.co.uk

SECTION 1

Pupil Information

Pupil's Surname:

Pupil's Forename(s):

Pupil's Date of Birth:

Gender: ☐ Male ☐ Female

Pupil Type: ☐ Nursery only ☐ Nursery & Prep ☐ Prep ☐ Senior & Sixth Form

Nationality: Is English the only language spoken at home? ☐ Yes ☐ No

If no, what other languages are spoken?

Please tick to confirm you have included a copy of your child's passport ☐

Desired Dates of Admission: Month Year School Year Group:

How did you hear about us?

Pupil's current school or nursery:

Do you consent to Claremont contacting your child's current school for a reference? ☐ Yes ☐ No

Address of current school or nursery:

Please tick to confirm you have included a copy of the last two school reports: ☐

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 (e.g. members of the family who are or who have been members of the school staff, or who have previously attended the school):

Parent referral: If you were referred to Claremont School, please provide the name of the parent/ child who recommended us below to qualify for our Parent Referral Scheme:

Please tick if you would like to apply for the Football Academy: ☐

Please tick if you would like to apply for the Golf Academy: ☐

Nursery Applicants only:

Please tick if you wish to reserve a Reception Class place for your child when they leave the nursery ☐ Yes ☐ No



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SECTION 2

Special Education Needs & Disabilities

In order to best assist your child, please give any relevant information regarding the questions below. Please include all appropriate documentation and provide as much detail as possible.

Does your child have an Educational Health Care Plan? ☐ Yes ☐ No

If yes, please include details below and attach the plan.

Does your child have any external reports? ☐ Yes ☐ No

If yes, please include details below and attach relevant reports e.g. *Educational Psychologist report, occupational therapist report etc.*

Is your child currently receiving any specialist interventions e.g. Speech & Language, Counselling, CAMHS etc.?

☐ Yes ☐ No (If yes, please include details below.)

Is your child currently receiving any additional learning support either within or outside of their current educational setting?

☐ Yes ☐ No (If yes, please include details below.)

Does your child have any existing exam concessions? ☐ Yes ☐ No (If yes, please include details below.)

Social, Emotional, Mental Health

In order to support your child it is essential we are aware of any previous social, emotional and mental health needs. Please indicate if your child has been subject to significant disciplinary measures (internal/external/permanent exclusion).

Please include all appropriate documentation and provide as much detail as possible.

Failure to declare these could lead to withdrawal of an offer.

The information I have given on this form regarding SEND and the history of Learning Support provision for my child is correct to the best of my knowledge. Should a learning need be identified by the school, this information will be shared with the parent/guardian. The school will suggest appropriate interventions/learning support provision to help the child achieve their full learning potential. There is an additional fee for this provision.



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SECTION 3

Parent Information

Please indicate the below relationship between the mother and the father:

☐ Single ☐ Partners (not married) ☐ Married (to each other) ☐ Separated ☐ Divorced ☐ Widowed

In the case of only one parental contact, please provide a brief note of explanation (as we normally require two signatures for the Registration Form).

Full name/title of Primary Parent:

Relationship to pupil:

Address Line 1:

Address Line 2:

Region/Town:

Country:

Postcode:

Telephone:

Mobile:

Email:

☐ Tick if this is the pupil's usual address

Occupation:

Employer's business and name:

Full name/title of Second Parent:

Relationship to pupil:

Address Line 1:

Address Line 2:

Region/Town:

Country:

Postcode:

Telephone:

Mobile:

Email:

☐ Tick if this is the pupil's usual address

Occupation:

Employer's business and name:

Please tick if NHS discount would apply ☐ (proof of direct employment required, current payslip or current dated NHS letter)

Do both parents have parental responsibility for the child? ☐ Yes ☐ No

Do both parents agree the child should attend Claremont? ☐ Yes ☐ No

(If the answer to any of the questions above is no please give details in a covering letter.)

Is there anyone else whose consent would be required for your child to attend Claremont? ☐ Yes ☐ No

(If the answer to the question above is yes please give details in a covering letter.)

Please inform us in a covering letter if there are any Court Orders in relation to the child, for example as to parental responsibility; residence; contact; prohibited steps; specific issues or periodical payments, or; in relation to the parents or if either parent is an undischarged bankrupt or subject to an individual voluntary arrangement.



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SECTION 4

Declaration

Note: all those with parental responsibility must complete and sign the declaration below. If anyone else has parental responsibility for the child, please provide their names and addresses on a separate sheet, as their consent to the child attending Claremont will be required.

I/We request that the name of our above-named child be registered as a prospective pupil.

I/We enclose the non-refundable registration fee of £150.

I/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.

I/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 the child.

Name in full BLOCK CAPITALS

Relationship to the Child:

First Signature:

Date:

Name in full BLOCK CAPITALS

Relationship to the Child:

Second Signature:

Date:

SECTION 5

Payment Details

Please tick payment option: ☐ Direct Debit ☐ BACS payment

For BACS payments, please use your child's name as a reference, and let us know the date/details of your transfer.

Bank Account Details

Bank: Santander

Account Name: Claremont School (St Leonards) Limited

Sort code: 09-02-22

Account Number: 10999251

Once completed, please send this form to: admissions@claremontschool.co.uk

Nursery & Prep School

Baldslow, St Leonards, East Sussex TN37 7PW · +44 (0)1424 751555

Senior School & Sixth Form

Bodiam, East Sussex TN32 5UJ · +44 (0)1580 830396



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admissions@claremontschool.co.uk
claremontschool.co.uk





Attendance Schedule Application

*For Nursery Joiners Only

Claremont

I/We would like: to attend on the following basis:

Claremont Nursery School: ☐ Term Time ☐ 50 weeks ☐

EYEE Funding: ☐ None ☐ Up to 15 Hours ☐ Up to 30 Hours

Funding code (if claiming up to 30 Hours)

Parent National Insurance Number:

Schedule Request (<i>please tick relevant boxes</i>)	Mon	Tues	Weds	Thurs	Fri
Mornings (5 Hours) 8.00am - 1.00pm	☐	☐	☐	☐	☐
Afternoon (5 Hours) 1.00pm - 6.00pm	☐	☐	☐	☐	☐
Extended (10 Hours) 8.00am - 6.00pm	☐	☐	☐	☐	☐

I/We have read and understood this form and the Fee Regulations and Schedules and agree to be subject to and bound by them.

Signature of Parents/Guardian:

Print name:

Date: Day Month Year

Nursery & Prep School

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Senior School & Sixth Form

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Fees, regulations, charges and registration

***For Nursery Joiners Only**

Claremont

Claremont Nursery School is open all year round with the exception of five days at Christmas, five days at Easter and on Bank Holidays. Children may attend the Nursery School on either a Term Time or a 50 Week per annum basis. Lunch is served between 12noon and 1.00pm (if a child attends a morning session and does not require lunch no refund will be given). Once a schedule has been chosen it is not possible to change that schedule until the start of the following term as defined by the Claremont School Calendar. Children may transfer from one department of the Nursery School to another when space permits and when it is deemed by the teachers that it is right to do so. Parents will be advised in advance of any move from one section of the Nursery to another.

APPLICATION

1. In order to register and enroll a child for the Nursery School it is necessary to complete an application form and return it to the School together the refundable deposit and the enrolment fee, as stated on the Fees list. A Schedule of Attendance and Health Form must be completed at the same time. This would normally follow a visit to the Nursery School and a discussion with either the Head of Nursery School or the Nursery School Manager. On receipt of an Application Form the school will check availability of places and write to the parent confirming whether or not it is possible to admit the child in question.

LEAVING THE NURSERY SCHOOL

2. A child may leave the Nursery School without financial penalty at any time providing HALF A TERM'S written notice is given. Notice must be given on, or before, the last day of term when it is intended that a child leaves. The school terms are defined in the Claremont School Calendar, which is published termly. If the requisite notice is given and there are no outstanding fees or charges, the Deposit that has been paid will be refunded in full after the child's last term of attendance in the Nursery. It is possible for a child to automatically transfer to the Preparatory School at the appropriate time by ticking the relevant box on the Registration Form. The deposit will then be transferred to the Preparatory School and retained until the child leaves the school (see Preparatory School Fee Regulations). Children transferring from the Nursery School to the Preparatory School must attend for at least 5 morning sessions per week in the Summer Term prior to the transfer, during which preparation takes place for Prep School attendance. Spaces are limited in the Pre-Preparatory department of Claremont School and priority as far as place allocation is concerned, will be given to children attending at least 5 mornings per week in the Summer Term prior to their transfer to the Prep School. Other children will be accepted into the Prep School if space permits and if staff feel it is appropriate for them to do so. If a place has been reserved for a child in the Prep School they will be expected to transfer from the Nursery School at the normal time. If they fail to do this and half a term's written notice has not been given the deposit will be forfeited and additionally half a term's fees in lieu of notice will be payable. Similarly, if a child leaves the Nursery School at any time without having given the required notice both the deposit will be forfeited and half a term's fees in lieu of notice will be payable in any case. Notice must be in writing and addressed to the School Principal. The notice will be acknowledged by the school in writing. Given the limited availability of places in our Prep School it is strongly recommended that places are reserved at least one year in advance. Failure to do so may mean having to place a child on a waiting list until a place becomes available.

50 WEEK PER ANNUM SCHEDULE

3. The Nursery School is open 50 weeks per annum (1st Sept - 31st Aug) from 8.00am until 6.00pm daily. (Please see a list of schedules available on the reverse of this form). It is closed for five days at Christmas, five days at Easter and on all Bank Holidays, for which no refunds are given as this is already taken into consideration in the pricing structure. If children are withdrawn for longer periods than this, and irrespective of reason - e.g. illness, fees are due in full and the normal terms of payment apply. Fees are payable monthly in advance as invoiced. The School will charge interest at a rate of 5% per month on overdue accounts.

TERM TIME

4. Term Time schedules are available throughout the Nursery School. Exact term dates, which vary each year, are detailed on the Claremont School calendar, a copy of which is available from the Nursery School, the Main School Office and our website. Children in the Nursery School on a Term Time schedule do not attend during Prep School holiday periods, including Half Term. However, if space and staffing permit, it may be possible for a child on a Term Time schedule to attend the Nursery School during school holiday periods for which a separate fee would be payable. Fees vary from term to term depending on the number of weeks in each term. Fees are payable in full on or before the first day of term for all children attending on a Term Time schedule. The School will charge interest at a rate of 5% on any overdue balance.

FREE EARLY YEARS EDUCATION PROVISION FOR 3 AND 4 YEAR OLDS

5. Subject to availability children entitled to ESCC funding may attend the Nursery School from 3pm to 6pm daily - term time only - with payment for these hours only being made directly by ESCC and with no charge to the parents. All children do however need to be enrolled in the normal manner (see above). All other schedules will be charged to parents directly at the published rates.

CHANGING A NURSERY SCHOOL SCHEDULE

6. It is only possible to change a schedule at the start of a term. In order to do this a new Nursery Schedule form needs to be completed and returned to the Nursery School prior to the end of the preceding term. When increases to schedules are requested, preference will be given to children registered to transfer to the Prep School.

ABSENCE FROM NURSERY SCHOOL

7. Parents are strongly recommended to take out insurance in the event that their child is absent for any reason including illness. The school is not in a position to reimburse fees during periods of absence irrespective of the cause of absence. Similarly, if the school is unable to open due to adverse weather conditions or other such reasons out of the control of the school no refund will be made.