



Beaconhurst School

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REGISTRATION FORM

FULL NAME OF PUPIL:

Date of Birth: Male/Female Eldest/Youngest etc:

Proposed Date of Admission: Into Class:

Previous School:

Is pupil's health such as to require special care at school?

Parents' details

Mother

Father

Name:

Address:

Post Code:

Home Phone Number:

Day Phone Number:

Mobile Phone Number:

E-mail address:

Place of Work:

Occupation

I have read and accept the regulations overleaf and I understand that these may be amended from time to time and agree that they, subject to such amendments, shall continue to apply during the whole period while a boy/girl continues to attend the school irrespective of age.

I enclose the application fee of £50 towards administration costs.

Signature of **both** Parents (or Guardians):

Signature of Father/Guardian

Signature of Mother/Guardian

Date of Signing

GENERAL REGULATIONS

1. A completed Form of Application, signed by both parents or guardians, together with a non-returnable fee of £50, must be sent to the Headmaster before a pupil is admitted to the school.
2. A Guardian and a Guarantor, who may be the same person, resident in the U.K., must be appointed for any pupils whose parents are living abroad.
3. Regular attendance and punctuality are required and are essential for the progress of each pupil. Every pupil is expected to return on the first day of term and no pupil is allowed to leave school before the end of term without the agreement of the Headmaster.
4. A pupil returning to school after an absence must bring a letter, signed by a parent, to the Headmaster giving the reason for absence. Except in the case of illness, no pupil may be absent from school without the consent of the Headmaster. No pupil who has suffered a major infectious illness or who has been exposed to infection may return to school without a doctor's certificate.
5. An "Events of Term" calendar is issued at the beginning of each term. On Saturdays, pupils selected to represent Beaconsfield in school matches or other official school functions are expected to be available to take part.
6. A clothing list is issued by the Headmaster and pupils must wear the regulation school uniform, marked with the pupil's full name.
7. The Headmaster shall have the right to expel a pupil. The parents of the pupil shall be entitled to appeal his decision to the Chairman of the Board of Governors who shall convene a committee to hear the appeal.
8. Accounts are sent out before the beginning of each term. Payment by 10 monthly Direct Debit instalments for the complete year's fees is required. For those parents who wish to pay termly, fees must be paid in full seven days prior to the first day of the term to which they relate. The Governors reserve the right to refuse to admit any pupil for whom the fees have not been paid before the commencement of term. Interest will automatically be charged on overdue accounts at the rate of (currently) 1.25% per month. Details of the Direct Debit scheme and a variety of fee payment plans and insurances are available from the Bursar.
9. No reduction can be made in fees for absence through either illness or any other cause. Parents are strongly advised to participate in the School Fees Protection Insurance Scheme. Personal Accident Insurance is effected for each pupil automatically; parents wishing to opt out of this facility should state so in writing. Particulars of both these schemes may be obtained from the Bursar.
10. Increases in fees without notice may be rendered necessary by statutory increase of teachers' salaries, and increases in other costs.
11. When three or more members of one family are pupils of the school at the same time, the first two will be charged full Tuition Fees, the third and subsequent pupils receive a discount. Details from the Headmaster.
12. If it is desired to withdraw a pupil from membership of the school (whether he/she has actually attended or not), written notice of this intention must be given to the Headmaster not later than the first day of the school term which precedes the school term in which the proposed date of withdrawal falls; and if such notice has not been given, one term's fees in lieu of notice must be paid immediately upon the withdrawal of the pupil.
13. Extra subjects are normally contracted for the full session of three terms on a form circulated to parents annually. Notice of withdrawal from an optional subject must be given in writing to the Headmaster before the first week of term at the end of which it is intended to discontinue the optional subject, otherwise the next term's charges will be charged in lieu of notice.
14. All changes of address and phone numbers should be promptly notified to the School Office

Applications for places at Beaconsfield will be treated fairly. The school will not discriminate against a pupil on grounds of race, religion or disability. The offer of a place will be conditional on:

- ◆ **there being a place available;**
- ◆ **the Headmaster believing that appropriate facilities exist within the school to provide a satisfactory course for the applicant;**
- ◆ **parents/guardians disclosing in full at the time of application the nature and scope of any difficulties relating to the child;**
- ◆ **parents/guardians agreeing to the child being educationally assessed (at their expense) if requested to do so by the Headmaster;**
- ◆ **parents/guardians acceptance that, in cases in which special educational needs are identified, some educational opportunities may not be available.**

The above conditions will also apply if a disability develops or is identified during the course of a pupil's time at the school