

# APPLICATION FORM - DAY SCHOOL



Please complete this form in as much detail as possible as we need this information to be able to process the application for your child's place at ArtsEd.

Information which is mandatory for you to provide is indicated below by an \*. If you do not complete the mandatory sections in full, this may jeopardise or delay your application.

Pupils' Details				
Surname of pupil*				
First names* (Please underline the preferred name)				
Date of birth*				
Nationality				
Is your child British or Swiss or from a country within the European Economic Area? *		Yes		No
If you answered No above please state your child's nationality.				
Address of pupil *				
Postcode *				
Proposed term and year of entry*				
Have you registered the pupil's name at any other school/s and if so, which? *				
Parent 1 / legal guardian				
Title*				
Surname*				
First names*				

<b>Address *</b>															
<b>Postcode *</b>															
<b>Occupation</b>															
<b>Employer's business name and address</b>															
<b>Relationship to child*</b>															
<b>Contact telephone*</b>															
<b>Evening telephone</b>															
<b>Mobile telephone</b>															
<b>Email address *</b>															
<b>Parent 2 / legal guardian</b>															
<b>Title*</b>															
<b>Surname*</b>															
<b>First names*</b>															
<b>Address *</b>															
<b>Postcode *</b>															
<b>Occupation</b>															
<b>Employer's business name and address</b>															
<b>Relationship to child*</b>															
<b>Contact telephone*</b>															
<b>Evening telephone</b>															

<b>Mobile telephone</b>																				
<b>Email address *</b>																				
<b>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.</b>																				
<b>Please say how you first heard of the School. Was it from:</b>																				
<input type="checkbox"/> Local Reputation					<input type="checkbox"/> Present School					<input type="checkbox"/> Friends					<input type="checkbox"/> Website					
<input type="checkbox"/> Advertisement (please give details below)										<input type="checkbox"/> Other (Please give details)										

<b>Please state the name and address of the present school (with dates of attendance):</b>																				
<b>Name and address of school*</b>																				
<b>Dates of attendance*</b>																				
<b>Name of Head *</b>																				
<b>School telephone</b>																				
<b>Please indicate if your child is a non-EEA national*</b>																				
<input type="checkbox"/> Yes										<input type="checkbox"/> No										

**If you have indicated that your child is a national resident of a country outside the EEA, or if you have provided a home address for correspondence outside the EEA, please note that the School is required to take steps to ascertain that your child has permission to be in the UK.**

**Please confirm whether your child will require sponsorship from the School in order to obtain a visa to study in the United Kingdom at this School (if applicable)\***

Yes

No

**If another valid immigration category applies to your child please provide full details below\***

If your child has or will have a time restricted or temporary visa in any other immigration category (for example, as a dependent) please provide a copy of this when returning this form. Please note that we will be unable to process your registration until such copy documentation is provided.

Please note that we reserve the right to:

- a. request further information and sight of documentation in support of your declarations regarding immigration; and
- b. to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

By completing this registration form you hereby consent to our notifying and / or supplying information relating to your (i.e. the parents) and / or your child's right to enter, reside and / or study in the United Kingdom to UKVI and the Home Office (and to do so whether we sponsor your child or not).

#### **Notes**

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* will be supplied on request.

#### **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 ask for information about other schools to which you are applying because they may hold their entrance exam on the same day as ours;
- c) we may contact other people with parental responsibility to check that they consent to your child joining the School;

- d) 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;
- e) we may share your information with credit reference agencies.

We may also need to share information with UKVI as explained above.

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:

<https://artsed.co.uk/information/policies>.

If your child is aged 12 years or older please show him / her a copy of the pupil privacy notice and discuss it with him / her.

**Declaration**

I / We request that the name of our above-named child be registered as a prospective pupil. I / We enclose the non-refundable Audition Fee of £75.

	First signature	Second signature
<b>Signature</b>		
<b>Name in full *</b> (please include all names)		
<b>Date of birth</b>		
<b>Relationship to child*</b>		
<b>Date</b>		

**Checklist:**

<b>Please include the following with this Application:</b>	RETURN ADDRESS ArtsEd Day School Admissions
Confidential Information form                    o	14 Bath Road
A copy of the pupil's latest School report o	London
Passport photo x 1                                    o	W4 1LY
Registration fee of £75.00 o	

**Please complete the enclosed Confidential Information Form**, if applicable. This will help us to make special arrangements as required for School visits and / or entrance assessments\*

## Confidential Information Form

All information received in this form will be treated in confidence.

<b>Child's Full Name</b>	
<b>Name of first signatory</b> (as appears on the registration form)	
<b>Name of second signatory</b> (as appears on the 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.

The information provided in this form 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 he / she enters the School.

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.

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: <https://artsed.co.uk/information/policies>.