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**Penrhyn (Strathearn Preparatory School)**

**Enrolment Form**

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| Name of Child |  |
| Date of Birth |  |
| Academic Year in which admission is requested |  |

Please complete each section in black, and ensure that all the information you provide is comprehensive and accurate.

**Child’s Details**

|  |  |
| --- | --- |
| **1 Surname:** |  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **Forename (please indicate chosen name)** |  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **2 Date of Birth (DD/MM/YY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Ethnicity \_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(White, Chinese, Hong Kong, Mixed Ethnic Group, Pakistani, Indian, Black, Caribbean, Black American, Cantonese, Other)* |
| **3 Full Postal Address****­­­­­­­­­­­­** |
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| **4 Pre-School or Primary School the child is currently attending (if applicable)**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of enrolment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other schools the child has previously attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5.** **If your child has any additional needs (*eg educational, medical, dietary)* please provide full details, including with your application any relevant supporting documentation.**Is your child on the Special Educational Needs Register? *Please tick*: Yes NoIf ‘yes’ at what stage is she on the Code of Practice? Please circle**: Stage 1, 2, 3, 4, 5***Please include copies of any individual education Plans or SEN Statements with this application form* |
| **Details of Child’s Mother or Female Guardian** |
| Full Name:  |  |
| Full Postal Address:  |  |
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| Home Telephone No: |  |
| Work Telephone No: |  |
| Mobile No: |  |
| Email Address: |  |
| Occupation or profession: |  |

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| **Details of Child’s Father or Male Guardian** |
| Full Name:  |  |
| Full Postal Address:  |  |
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|  |
|  |
| Home Telephone No: |  |
| Work Telephone No: |  |
| Mobile No: |  |
| Email Address: |  |
| Occupation or profession: |  |

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| **Details of any connections with Strathearn School (currently or in the past)** |

**Declaration by Parents or Guardians**

On our child being admitted to Penrhyn (Strathearn Preparatory Department), we agree that she will be subject to all the rules and regulations of the school as laid down and agreed by the school authorities. We also agree that we will be bound by the rules and regulations of the School in all matters relating to our daughter’s connection with it.

We agree to be jointly and severally responsible for paying all fees and occasional extra costs charged by the School in respect of our daughter’s education (See Appendix A for School Charging Policy).

We have read and understood the admissions criteria used by Penrhyn in determining which children to admit if it is oversubscribed and has more applications for the available places than it can accommodate.

We have read and understood the statements made in the information regarding admissions criteria about the importance the school attached to being fully informed about each child’s educational and/or other additional needs. We understand that Penrhyn (Strathearn Preparatory School’s) Board of Governors reserves the right not to admit a pupil in the exceptional circumstances that she has needs that the school is unable to meet within its current resources.

Signature of child’s Mother or Female Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of child’s Father or Male Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return your completed enrolment form, together with a copy of your daughter’s birth certificate, a non-refundable deposit of £250, (cheque made payable to Strathearn School or card payment via the Finance Department, Strathearn School 02890 471595), a copy of two most recent school reports (if applicable) and copies of any supporting material to:

Mrs B Mawhinney

Head of Department

Penrhyn (Strathearn School Preparatory Department)

157 Belmont Church Road

Belfast

BT4 2DT

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**Appendix A**

**Penrhyn (Strathearn School Preparatory Department)**

**Charging Policy**

* An allowance of 10% is made for the second and each subsequent sister in the Preparatory Department at the same time.
* A non-refundable deposit of £250 must be paid on enrolment.
* School fees will be invoiced at the beginning of each term and must be paid in full by the end of September / January and April or monthly by direct debit over 10 months (September to June). One full term’s notice should be given, in writing, in the event of withdrawal of a pupil, otherwise a full term’s fees will be payable.
* Extracurricular lessons - Parents are asked to annually indicate which of the optional subjects they wish their daughter to take. Fees are then paid directly to the teacher concerned.
* Charges for school trips are billed in May each year.
* Charges for school meals are billed retrospectively in January, April and September each year.
* It is the school’s policy that all accounts for the year, including those for school trips and school meals, (with the exception of those who pay by Direct Debit) should be settled in full by 20 June of that school year before a pupil will be allowed to begin a new academic year in Penrhyn.