

# Papplewick Entrance Form

(PLEASE WRITE CLEARLY IN CAPITAL LETTERS)

Entrance form

## Pupil's Details

Surname ..... First Names ..... (indicate preferred name)  
Date of Birth ..... Nationality ..... Religion ..... Day Pupil  Boarder  (please tick)  
Passport No and Country of Issue .....

## Proposed Entry Date

Year of Entry ..... Age at Entry ..... Term: Autumn  Spring  Summer  (please tick)

## Current School

Name of School ..... Telephone ..... Email address .....  
Address .....  
Postcode ..... Current Year Group ..... Head Teacher .....

## Future Senior Independent School Registration (If applicable)

Name of School ..... House .....  
Name of School ..... House .....  
Name of School ..... House .....

## Father's Details

Full name and title ..... Marital Status .....  
Address ..... Postcode .....  
Occupation ..... Employer .....  
Telephone (home) ..... (business) ..... Mobile .....  
Email (home) ..... Email (business) .....

## Mother's Details

Full name and title ..... Marital Status .....  
Address ..... Postcode .....  
Occupation ..... Employer .....  
Telephone (home) ..... (Business) ..... Mobile .....  
Email (home) ..... Email (business) .....

## Guardian Information (For overseas parents or UK parents living abroad)

Full name and title .....  
Address .....  
Postcode .....  
Telephone (home) ..... (Business) ..... Mobile .....  
Email (home) ..... Email (business) .....

## Connections with Papplewick (If applicable)

Please mention any other members of the family who have attended the school or any other connection

## Bank Details( For non UK residents only)

UK Bank name ..... Address .....  
Postcode .....

PLEASE ENSURE THAT ALL SECTIONS OVERLEAF ARE COMPLETED AND SIGNED BY BOTH PARENTS

Papplewick School, Ascot, Berkshire, SL5 7LH • [www.papplewick.org.uk](http://www.papplewick.org.uk)

School Office: +44 1344 621488 • Bursary: +44 1344 636903 • Surgery: 01344 636905

Headmaster: [hm@papplewick.org.uk](mailto:hm@papplewick.org.uk) • Bursar: [sburrows@papplewick.org.uk](mailto:sburrows@papplewick.org.uk)

Registrar: [registrar@papplewick.org.uk](mailto:registrar@papplewick.org.uk) • School Secretary: [schoolsec@papplewick.org.uk](mailto:schoolsec@papplewick.org.uk) • Assistant Bursar: [colsojan@papplewick.org.uk](mailto:colsojan@papplewick.org.uk)



# Papplewick Conditions of Admissions

## DECLARATION REGARDING SPECIAL EDUCATIONAL NEEDS

Has your child every been assessed (e.g. by an educational psychologist, occupational therapist or specialist teacher assessor?) YES/NO.....

If YES, are you willing to share this information ? YES/NO.....

Does your child have any special educational needs? YES/NO.....If YES, please give details.

Signature of Father/Guardian..... Signature of Mother/Guardian.....

### **Qualifications For Admission**

Papplewick pupils are generally admitted to the School on the basis of reports from their previous school and as a result of an assessment, details of which are available from the Headmaster. No contract will exist between the school and parents until parents have received a formal letter of offer and signed the Form of Acceptance.

fees shall be paid. The school also reserves the right to charge a term's fees where a child is due to enter the school but has not yet done so and is withdrawn from the lists by his parents/guardian with less than a term's notice given.

### **FEES**

There is a Registration Fee of £75 which should accompany all applications for registration. There is also a Confirmation of Entry fee. This is reviewed periodically and requested twelve months before a pupil is due to join the School. The School subsequently deducts this sum from the final term's fees. If a deposit has been paid and parents subsequently withdraw the pupil from the School's lists, the deposit will not be returned.

The school reserves the right summarily to remove a pupil from the school for an offence or offences which in the opinion of the Headmaster give good grounds for that course or for any other reason whatsoever, including the late payment of fees. In that event no claim shall arise for the return or remission of any fees paid or due for the term in which the pupil has been removed.

The termly fees are as shown within this information booklet, and are payable on or before the first day of each term, though the school does have a scheme for payment of fees monthly by Direct Debit. The Governors reserve the right to alter these and other fees. No pupil shall have the right to return to the school unless his term's fees have been paid. The School may charge interest on fees overdue at its discretion.

The school reserves the right to remove a pupil, if, in the opinion of the Headmaster, the pupil's academic, pastoral or other needs would be more suitably provided for in an alternative school.

A term's notice in writing to the Headmaster, which he will acknowledge in writing, shall be given before a pupil is removed from the school by his parents/guardian; in default a sum equal to one term's

The School shall be free to maintain paper and computer records in respect of information concerning the pupil. Subject to the school giving appropriate notice of its intention, the school shall be at liberty to disclose facts concerning unpaid fees remaining when the pupil leaves, to any other school subsequently attended by the pupil, or to which application for a place for the aforementioned pupil is made. Similarly, subject to the School giving notice of its intention, the School shall be at liberty to contact the school the pupil is currently attending to ascertain whether all financial obligations to that school have been discharged by his parents/guardian.

### **Parents/Guardians Declaration**

We/I the undersigned being the parents/guardian of (name of child) .....

Name of Father/Guardian.....

Name of Mother.....

We/I hereby acknowledge that we/I have received a copy of the current school prospectus with information booklet and hereby confirm our/my acceptance of such terms and conditions and the above Conditions of Admission that we/I agree to pay the fees and all other sums due for the entire period during which our/my child/ward remains a pupil of the school.

We/I hereby agree that it shall be a condition of a pupil's acceptance at the school that the school Doctor shall have the unlimited right to inform the pupil's parents/guardians and the Headmaster or his Deputy of confidential information about a pupil if they consider that it is in the pupil's own interest, or necessary for the protection of other pupils that they should do so.

Signatures of Parents/Guardian (if other than parents please state relationship) .....

Father/Guardian.....

Mother.....

Date.....

Date.....

This form should be sent to The Headmaster, Papplewick School, Ascot, Berkshire SL5 7LH with the Registration fee of £75. Cheques should be made payable to Papplewick Educational Trust Limited.

The School must constantly respond to new educational needs and must develop its facilities and curriculum accordingly; this prospectus does not therefore constitute a contractual commitment by the school.