

# Papplewick Entrance Form

PLEASE WRITE CLEARLY IN CAPITAL LETTERS

ONE PUPIL'S DETAILS			
Surname	First Names	<small>Please underline the name usually used</small>	
Date of Birth	Nationality	Religion	Day pupil <input type="checkbox"/> Boarder <input type="checkbox"/> (Please tick)
Passport Number and Country of Issue			

TWO PROPOSED ENTRY DATE			
Year	Age at Entry	Term: Autumn <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> (Please tick)	

THREE YOUR PRESENT SCHOOL			
Name of School	Telephone		
Address			
Postcode	Current Year Group	Headmaster	

FOUR FUTURE SENIOR INDEPENDENT SCHOOL REGISTRATION IF ANY?			
Name of School	House		
Name of School	House		
Name of School	House		

FIVE FATHER'S DETAILS			
Title, Full Name		Marital Status	
Address		Postcode	
Occupation	Employer		
Telephone	Home	Business	Mobile
Email Address	Business Email		

SIX MOTHER'S DETAILS			
Title, Full Name		Marital Status	
Address		Postcode	
Occupation	Employer		
Telephone	Home	Business	Mobile
Email Address	Business Email		

SEVEN GUARDIAN INFORMATION (for parents living abroad)			
Title, Full Name		Address	
Telephone	Home	Business	Mobile
Email Address			

EIGHT YOUR CONNECTIONS IF ANY WITH PAPPLEWICK SCHOOL			
Please mention any other members of the family attending the School or registered for entry, or any other connection with the School.			

NINE BANK DETAILS (Non UK residents only)	
UK Bank name	Address

PLEASE ENSURE THAT YOU COMPLETE SECTION ELEVEN OVERLEAF.

**Papplewick School, Ascot, Berkshire SL5 7LH**

School Telephone: (01344) 621488 School Facsimile: (01344) 874639 Bursar: (01344) 636903 Matron: (01344) 636905

Registrar: [registrar@papplewick.org.uk](mailto:registrar@papplewick.org.uk) Headmaster: [hm@papplewick.org.uk](mailto:hm@papplewick.org.uk) School Secretary: [schoolsec@papplewick.org.uk](mailto:schoolsec@papplewick.org.uk)  
Bursar: [sburrows@papplewick.org.uk](mailto:sburrows@papplewick.org.uk) Assistant Bursar: [colsojan@papplewick.org.uk](mailto:colsojan@papplewick.org.uk)  
Web Site: <http://www.papplewick.org.uk>

# Papplewick Conditions of Admission

## TEN DECLARATION REGARDING SPECIAL EDUCATIONAL NEEDS

We/I the undersigned being the parents/guardian of (name of child)..... declare that to our knowledge at the present time our/my son (delete as applicable) *Either* has no special educational needs that will require extra support or special provision *Or* has special educational needs that may require extra support or special provision namely

.....

.....

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

## ELEVEN 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 an acceptance form.

**FEES**  
There is a Registration Fee of £50 which should accompany all applications for registration. There is also a Confirmation of Entry fee. This is reviewed periodically and called for 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 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.

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 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.

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 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.

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.

## TWELVE PARENTS/GUARDIANS DECLARATION

We/I The undersigned, being the parents/guardians 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, Ascot, Berkshire SL5 7LH with the Registration fee of £:50 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.