

**Registration Form**



Full name of child .....

Child known as.....

Date of birth..... Gender .....

Desired entry date ..... Branch: Knebworth  Haldens

Regular initial booking : ( Mon ) ( Tue ) ( Wed ) ( Thu ) ( Fri ) **am sessions (09.00 am-12.00 pm)**  
( Mon ) ( Tue ) ( Wed ) ( Thu ) ( Fri ) **pm session(12.00 pm-3.00pm)**

Child's NHS Number.....

Child's ethnic background..... Religion.....

First Language.....

Subsequent Language.....

Name of parent(s) with whom the child lives.....

Does this parent have parental responsibility?.....Yes/No( delete)

Occupation.....

Home address (inc. postcode) .....

.....

Telephone number..... Mobile .....

Email Address.....

Name of parent(s) with whom the child does not live .....

Does this parent have parental responsibility?.....Yes/No( delete)

Home address (inc. postcode) .....

.....

Telephone number.....Mobile.....

Does this parent have legal access to the child..... Yes/No( delete)

**Emergency contact details**

Person(s) authorised to collect the child and telephone number(s)

Name..... Relationship to child .....

Telephone..... Mobile .....

Name..... Relationship to child.....

Telephone..... Mobile .....

Family doctor.....

Telephone number .....

Record of vaccinations and immunisations (please tick):

<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Measles	<input type="checkbox"/> HIB
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Polio	Other (please specify)
<input type="checkbox"/> Whooping cough	<input type="checkbox"/> Mumps	_____
		_____

Does child have any special needs.....

Known allergies/ medical conditions.....

Special dietary requirements.....

**Terms and conditions for admission**

*Registration fee*

A non-refundable charge of £20.00 (non-refundable) for non funded children will be made when the child is registered for a place at the school. No registration fee is charged for funded children.

*Tuition fees*

Free funding is available for 15 hours per week, for 2, 3 and 4 years of age. Flexibility is in place according to parent's needs for these 15 hours. Top up fees is charged £17.00 per session after these hours or 2 year old children who are not eligible for free funding. Fees must be paid in advance at the beginning of the term. For funded children who are attending any extra sessions the fees must be paid in advance on the day. Please speak with school Head for available options for fees.

*Notice of leaving*

Written notice is required eight weeks in advance in order to remove a pupil from school. Failure to give this notice means that a full term's fee will be payable.

**Amending Sessions:**

Six weeks notice required to amend a pupil's attended sessions.

I give consent for my child:-

1. To receive medical treatment or be removed to hospital in an emergency.
2. To go on short school outings on foot to local places, parks etc.
3. To be photographed for child's development, observation purposes with in the school & to promote school's website on line even after my child leaves the school.
4. To share my child's information with local Children's Centre.

I have read and understood the above Terms and Conditions and agree to abide by them.

Signature of parent/guardian..... Date.....

Please note in accordance with regulations we require a copy of proof of child's birth date with this completed form.

*Please feel free to look at our Parents Hand Book, containing all the policies including safeguarding children, when you visit us for your trial session.*

Please return this form with registration fee to either to school or post to: Annabel's Montessori School, 8 Cambridge Gardens, Langford, Beds, SG18 9SF / [annabelschool@aol.com](mailto:annabelschool@aol.com) – for any correspondence.