

## Registration Form

### Request for a place at the Stephen Perse Foundation

Please complete all sections of this form and return to admissions@stephenperse.com AFTER paying the Registration Fee by bank transfer (see page 7). We need the below information to be able to process your application for a place for your child. If you have any problems, please do not hesitate to contact us.

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

<b>Your child</b>				
<b>Surname*</b>				
<b>First names*</b> (underline preferred name)				
<b>Date of birth*</b>				
<b>Address*</b> (including postcode)				
<b>Legal gender*</b>	Male		Female	
<b>Nationality</b>				
Is your child British or Swiss or from a country within the European Economic Area?*	Yes		No	
<p>If you answered No above please state your child's nationality and:</p> <ul style="list-style-type: none"> <li>• <b>Provide a copy of your child's passport</b> showing all personal identity details (including biometric details), leave stamps, or immigration status document including period of leave to remain (permission to stay) in the UK</li> <li>• <b>Provide a copy of any residence permit</b> issued in the name of your child (or family if Tier 1 or 2)</li> <li>• <b>6th Form College only:</b> state whether your child will require sponsorship from the Foundation in order to obtain a Tier 4 (child) student visa to study in the United Kingdom at the 6<sup>th</sup> Form College</li> <li>• <b>6th Form College only:</b> state whether you are planning for your child to live with a Host Family or requires a boarding space</li> </ul>	<p>Checklist - please ensure you tick each box where required:</p> <p style="text-align: center;">Copy of passport provided</p> <p style="text-align: center;">Copy of residence permit provided</p> <p style="text-align: center;">Sponsorship needed (Tier 4 visa)</p> <p style="text-align: center;">Host Family needed</p> <p style="text-align: center;">Boarding Space needed</p>			

Please also see the notes on page 6 of this registration form				
What is your child's first language (if not English)?				
Other languages spoken at home				
<b>Entry</b>				
<b>Which Foundation school are you applying for?*</b> (Dame Bradbury's, Pre-Prep (Madingley), Pre-Prep (City), Junior School, Senior School, 6 <sup>th</sup> Form College) <b>(Please indicate your preference if you would like to be considered for more than one school)</b>				
<b>Proposed date of entry*</b>				
<b>School year at entry*</b>				
Have you registered your child's name at any other school(s) and if so, which?				
<b>Scholarships</b> We offer a range of scholarships to pupils at the Senior School and 6 <sup>th</sup> Form College. More information and application forms are available on our website: <a href="https://www.stephenperse.com/scholarships">https://www.stephenperse.com/scholarships</a> To apply for a scholarship, please complete the relevant form(s) and return with this completed registration form.				
I / We are applying for a scholarship for my / our child	Yes		No	
<b>Assistance with School fees</b> We offer means tested financial assistance for families of limited means, subject to availability and the admission requirements of the Foundation. Further information and an application form for financial assistance are available on our website: <a href="https://www.stephenperse.com/admissions/financial-assistance">https://www.stephenperse.com/admissions/financial-assistance</a>				
I / We are applying for means tested assistance with School fees	Yes		No	

First signatory <sup>1</sup>				
<b>Title*</b> (e.g. Dr, Mr, Mrs, Ms)				
<b>Full name*</b>				
<b>Relationship to child*</b>				
<b>Contact telephone number*</b>	<b>Mobile</b>		<b>Home</b>	
<b>Email address*</b>				
<b>Address*</b> (if different to child's)				
<b>Occupation</b>				
<b>Employer's business name and address</b>				
Second signatory				
<b>Title*</b> (e.g. Dr, Mr, Mrs, Ms)				
<b>Full name*</b>				
<b>Relationship to child*</b>				
<b>Contact telephone number*</b>	<b>Mobile</b>		<b>Home</b>	
<b>Email address*</b>				
<b>Address*</b> (if different to child's)				
<b>Occupation</b>				
<b>Employer's business name and address</b>				

<sup>1</sup> The first signatory will be registered as the first point of contact for all Foundation communications.

<b>Other people with parental responsibility*</b>	
Please provide the name(s) and current address(es) of any other person with parental responsibility (i.e. legal responsibility) for the above named child. This may be a legal guardian or step parent (but NOT an Education Guardian) and their consent to the child attending the Foundation will be required if an offer of a place is made.	
<b>Title</b>	
<b>Full name</b>	
<b>Address</b> (including postcode)	
<b>Relationship to child</b>	
<b>If someone other than the first and second signatories is to pay the School fees for your child please provide below their Title, Full Name, Address, Contact Email and Phone Number, and Relationship to your child.</b>	
<b>Connections with the Foundation</b>	
Please mention here the names of any other members of the family attending the Foundation or registered for entry, or any other connection with the Foundation.	

**Please indicate how you first heard of the Foundation**

Local reputation		Present school recommendation		Friends		Advertisement	
Website		Other (please give details)					

**Please state the name and address of your child's present school** (with dates of attendance)

<b>Name and address of school*</b>	
<b>Dates of attendance*</b>	
<b>Name and email address of Head*</b>	

**Please outline any of your child's artistic, dramatic, musical or sporting skills or experience** (if applicable)

**Please give an outline of your child's other hobbies or interests** (if applicable)

**Confidential Information\***

Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for Foundation visits and/or entrance assessments.

### Permission to be in the UK

If 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 Foundation is required to take steps to ascertain that your child has permission to be in the UK.

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 if you have it or as soon as you have it.

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.

The Foundation may be required to notify and / or supply 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

Offers of places are subject to availability and the admission requirements of the Foundation at the time offers are made. A copy of the Foundation'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 Foundation during the admissions process in order to manage and assess your application and your child's suitability for a place at the Foundation.

For example:

- a) we will contact your child's current or previous school to ask for a reference (if applicable);
- 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 will contact other people with parental responsibility to check that they consent to your child joining the Foundation;
- 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 Foundation 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 Foundation will use your information, and your child's information, please see our pupil privacy notices and our parent privacy notice. These documents are published on the Foundation's website:

<https://www.stephenperse.com/page/?title=Privacy+notices&pid=1212>. 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

1. I / We request that my / our child named above is registered as a prospective pupil.
2. A copy of my / our child's passport showing all personal identity details (including biometric details, leave stamps, or immigration status document including period of leave to remain (permission to stay) in the UK is enclosed (for a child who does not hold a British passport or who is a citizen outside the EEA or Switzerland).
3. I / We have paid by bank transfer the non-refundable Registration Fee of £100 / £300 to the Foundation on \_\_\_\_\_ (date of transfer) with my CHILD'S NAME as reference, before returning this completed Registration Form duly signed by me / us.
4. I / We have included a copy of the bank transfer payment confirmation with this application.

Standard registration fee (for all schools and applicants, except for those who require a Tier 4 (child) student visa)	£100
Tier 4 (child) student visa registration fee (applies to 6th Form College applicants only)	£300

### Payment

Please use your CHILD'S NAME as the reference. The Foundation's bank details are as follows:

Account name: The Stephen Perse Foundation

Bank: Lloyds Bank plc

Bank account number: 34647068

Sort Code: 30-13-55

IBAN Code: GB24 LOYD 3013 5534 647068

Swift Code: LOYD GB 21035

## Signatures

	First signatory	Second signatory
<b>Signature*</b> (if completing this form digitally, please type full name as an equivalent to a written signature)		
<b>Name in full*</b> (this refers to the signatory, not the child - please include all names)		
<b>Date of birth</b> (this refers to the signatory, not the child - optional)		
<b>Relationship to child*</b>		
<b>Date*</b>		



## 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 Foundation to consider any adjustments that it may need to make to assist your child to partake in the Foundation's admissions procedure or when he / she enters the Foundation.

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 Foundation has contractual and statutory duties towards your child. For more information about how the Foundation will use your information, and your child's information, please see our pupil privacy notices and our parent privacy notice. These documents are provided with the letter of offer and published on the Foundation's website: <https://www.stephenperse.com/page/?title=Privacy+notices&pid=1212>.

**Confidential Information Form (please enter any relevant information here):**

## Stephen Perse 6th Form College – Subject Choices

**Complete this page ONLY if you are applying to the 6th Form College**

Please select the subjects you wish to study in the 6th Form for either the AS Level or IBDP course. Please note that courses are subject to student demand and staff availability.

### IB Diploma Programme

Please select your choice of **three subjects** for Higher Level (H) and **three subjects** for Standard Level (S) courses, one from each of groups 1-5, and the sixth subject from either group 6 or groups 2, 3 or 4.

Ab initio Italian (Ab) may be selected as an alternative Standard level language.

For further details of the IB qualification and the combinations of subjects which are possible, please consult our online course descriptions at [www.stephenperse.com/ibcourses](http://www.stephenperse.com/ibcourses) or contact the admissions office.

Group 1: Studies in Literature and Language			Group 2: Language Acquisition			Group 3: Individuals and Societies		
English Literature	H	S	French	H	S	Economics	H	S
			German	H	S	Geography	H	S
			Latin	H	S	History	H	S
			Russian	H	S	Philosophy	H	S
			Spanish	H	S	Psychology	H	S
			Ancient Greek	H	S	Global Politics		S
			Italian	Ab				
			Chinese	Ab	S			

Group 4: Sciences			Group 5: Mathematics			Group 6: The Arts		
Biology	H	S				Music	H	S
Chemistry	H	S	Maths: Analysis and Approaches	H	S	Visual Arts	H	S
Env System & Socs		S				Theatre		S
Physics	H	S	Maths: Applications and Interpretation	H	S			

### A Level

Please select your choice of **four subjects** that you wish to be considered for from the list below:

(Further Mathematics can be taken as a fifth subject)

Art & Design	Drama & Theatre Studies**	History	Physics
Biology	Economics	Latin	Psychology
Chemistry	English Literature	Mandarin Chinese	Religious Studies
Chinese Ab I/SL	French	(Pre-U)	(Philosophy of Religion
Classical Civilisation	Geography	Mathematics	& Religious Ethics)
Computer Science**	German	Further Mathematics	Russian
Design & Technology**	Greek	Music (Pre-U)	Spanish

\*\*These subjects will be offered in joint classes with CCSS students

Please add one reserve subject choice: \_\_\_\_\_