



Tettenhall College

A LEADING DAY & BOARDING SCHOOL FOR BOYS AND GIRLS, AGED 2 - 18

REGISTRATION FORM

Request for a place on the waiting list

Information which is mandatory for you to provide is indicated below by an asterisk *.

Your Child					
Surname of your child*					
First names* (underline preferred name)					
Nationality*		Date of Birth*			
Religion		Gender* (please tick)	Male		Female

Type of Place* (please tick)

Tettenhall College - Preparatory School

Pre-Prep: Nursery Pre-School Reception Year 1 Year 2

Upper Prep: Year 3 Year 4 Year 5 Year 6

Tettenhall College - Senior School

Lower Senior: Year 7 Year 8 Year 9

Upper Senior: Year 10 Year 11

Sixth Form: Year 12 Year 13

IF THE APPLICATION IS FOR AN OVERSEAS STUDENT:

Proposed length of stay: 1 term 2 terms 1 year 2 years or more Other _____

PLEASE COMPLETE FOR ALL APPLICATIONS:

Proposed year of entry*		Type of Place: Day/ Weekly Boarding/ Full Boarding			
Proposed term of entry	Autumn		Spring		Summer

	First signatory	Second signatory
Title*		
Full Name*		
Relationship to Child*		
Telephone number*		
Email address*		
Address* (including postcode & country)		
Occupation		

Other people with parental responsibility*

Please provide the name(s) and current address of any other person with parental responsibility (i.e. legal responsibility) for the above-named child. This may be a legal guardian or step parents and their consent to the child attending the College will be required if an offer of a place is made.

Full name & Title	
Address (including postcode)	

(NB: It is the responsibility of the parent(s) / other person(s) legally responsible for the Pupil to notify the school immediately of any changes to the contact details during your child's time at the school.)

If someone other than the first and second signatories is to pay the College fees for your child, please provide below their full name and address and their relationship to your child

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Connections with the College

Please mention here the names of any other family members attending the College (past or present) or registered for entry; or any other connection with the College.

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Siblings - Please give details below of any siblings

Name	Date of Birth	Current year group	Current school

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

Name of school current school*	
Dates of attendance*	
Name of Head*	

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience

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Please give an outline of your child's other hobbies or interests (if applicable)
Please indicate whether your child will need any special arrangements to visit the College or to take part in the entrance assessments. Please indicate whether your child has any Special Educational Needs that you would like to discuss further with us.

Please indicate how you heard about Tettenhall College	
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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, the College is required to take steps to ascertain that your child has permission to be in the UK.			
Please confirm whether your child will require sponsorship from the College in order to obtain a visa to study in the United Kingdom at this College (if applicable)			
Yes		No	
If another valid immigration category applies to your child, please contact the school to discuss this further.			

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. Please note that we will be unable to process your registration until such copy documentation is provided.

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.

By completing this registration form you hereby consent to our notifying and / or supplying 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

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the College at the time offers are made. A copy of the College'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 College during the admissions process in order to manage and assess your application and your child's suitability for a place at the College.

For example:

- a) we may contact your child's current or previous school to ask for a reference;
- 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 may contact other people with parental responsibility to check that they consent to your child joining the College;
- d) information about special educational needs and medical conditions will be used to ensure that we have made any reasonable adjustments for your child when they visit the College or during any entrance assessments; and
- 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. If your child joins the College we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the College and are also published on the College's website.

Guardian Information – For overseas students only

Please give the name, address, telephone number and email address of your nominated guardian. If you do not have an individual who can act in this capacity who is resident in the UK, please tick the box to show you would like further information sending to you in relation to this.

Name	
Address	
Email Address	
Telephone number	

or

I require further information sending to me regarding Guardianship (please tick if appropriate)

Declaration*

I / We request that our child named above is registered as a prospective pupil.

I / We have paid by bank transfer */ credit card * / debit card * / cheque*, the non-refundable Registration Fee, together with this completed Registration Form duly signed by me / us. (* - Please delete as applicable)

(Registration fee: UK pupils - £90, International pupils - £120)

Cheques are to be made payable to 'Tettenhall College'

Signatures of parents / legal guardians

	First signatory	Second signatory
Signature*		
Name in full* (please include all names)		
Relationship to child*		
Date*		

Bank Transfer Details:

Account Name: Tettenhall College (Incorporated)
 Sort Code: 30 – 99 – 83
 Account Number: 00029221
 IBAN Number: GB52 LOYD 3099 8300 0292 21
 IBAN BIC Number: LOYDGB21114