



# REGISTRATION FORM

TO BE COMPLETED BY THOSE WITH **PARENTAL RESPONSIBILITY** FOR THE CHILD

Please use **BLOCK CAPITALS** to complete the following

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

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.

## PUPIL INFORMATION

Surname*:	First Name (s)*:
Preferred Name*:	Date of Birth*:
Proposed Date of Entry*:	Nationality*:
Religion:	Primary Language (please tick): <input type="checkbox"/> English <input type="checkbox"/> Other (please state):
Does your daughter hold a British/EU Passport*? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, does she have a current residence permit*? Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Expiry:

## REFERENCE DETAILS

Name of Present School*:	Address*:
	Telephone*:
Date joined*:	Headteacher*:

## PARENT/GUARDIAN INFORMATION

FIRST SIGNATORY 1	SECOND SIGNATORY 2
Title and First Name*:	Title and First Name*:
Surname*:	Surname*:
Home Address*:	Home Address*:
Home Telephone*:	Home Telephone*:
Mobile Telephone*:	Mobile Telephone*:
Work Telephone*:	Work Telephone*:
Email*:	Email*:
Relationship to the child:	Relationship to the child:

FIRST SIGNATORY 1	SECOND SIGNATORY 2
Occupation:	Occupation:
Nationality:	Nationality:
<p><b>Other people with parental responsibility* <sup>1</sup></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 and their consent to the child attending the School will be required if an offer of a place is made.</p>	

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

## ADDITIONAL NEEDS

Does your daughter have a learning difficulty, special educational need, disability or behavioural, emotional and/or social difficulty, which require arrangements that need to be made for your daughter to sit the entrance test?

No       Yes      (Please supply further details on a separate sheet)

Are there any health or medical conditions that the School should be aware of when your daughter sits the entrance test?

No       Yes      (Please supply further details on a separate sheet)

## DECLARATION

**Please read carefully and complete all sections in full before both parents sign the Declaration.**

By signing this Registration Form I / we understand, accept and agree that: Registration of my / our child as a prospective pupil does **not** secure a place at the School but does ensure that my/our child will be considered for selection as a pupil at the School. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's *Terms and Conditions* will be supplied on request.

I / We confirm that my / our child has the right to enter, live and study in the United Kingdom. I / We have noted that the School does not hold a licence to sponsor international students under Tier 4 of the points based system of immigration. It shall be my / our responsibility at all times to ensure that my / our child has the appropriate immigration permission to live in the United Kingdom and to study at the School.

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<sup>1</sup> Parental responsibility is defined in the Children Act 1989 as “*all rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property.*” It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child, you may wish to seek legal advice.

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.

### How we will use the information provided in this form

This information will be used by the School during the admissions process in order to manage and assess your application and your child's suitability for a place at the School.

I / We also understand that the School may obtain, process and hold personal information about me /us (or either of us) and our child, including sensitive information about our child (such as special educational needs arrangements and medical details). For more information about how the School will use your information, and your child's information, please see our Privacy Notice. This document is published on the School's website: [www.pghs.co.uk](http://www.pghs.co.uk)

If your child is aged 12 years or older please show her a copy of the Privacy Notice and discuss it with her.

I/We request that our child be registered as a prospective pupil and enclose a cheque **made payable to Palmers Green High School** for the non-returnable registration fee of:

£50 (for entry into PGHS Nursery/Reception/Y1/Y2)  £75 (for entry into Year 3/Y4/Y5/Y6/Y7/Y8/Y9/Y10)

First signature*:	Second signature*:
Name in full*:	Name in full*:
Relationship to the child*:	Relationship to the child*:
Date:	Date:

### MARKETING INFORMATION:

How did you first hear about Palmers Green High School?

<input type="checkbox"/> From PGHS website	<input type="checkbox"/> From a newspaper	<input type="checkbox"/> From the parent of a pupil
<input type="checkbox"/> From another website	<input type="checkbox"/> From a magazine	<input type="checkbox"/> Sister already at the school
<input type="checkbox"/> From current school	<input type="checkbox"/> Social media	<input type="checkbox"/> Marketing flyer
<input type="checkbox"/> From a former pupil	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Train station advert

Other - please specify \_\_\_\_\_

**The form should be returned, together with your cheque for the appropriate registration fee, to:  
Palmers Green High School Admissions, 104 Hoppers Road, London N21 3LJ**

*(Revised April 2019)*



**PALMERS GREEN**  
HIGH SCHOOL