



## **REGISTRATION FORM**

Please complete this form in as much detail as possible and return it to The Registrar, Milbourne Lodge School, 43, Arbrook Lane, Esher, Surrey, KT10 9EG.

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.

<b>Your child</b>					
<b>Surname of your child*</b>					
<b>First names*</b> (underline preferred name)					
<b>Date of birth *</b>		<b>Gender *</b>		<b>Nationality*</b>	
<b>Proposed term and year of entry*</b>					
<b>Have you registered your child's name at any other school(s) and if so, which?</b>					
<b>First signatory</b>					
<b>Title*</b> (e.g. Mr, Mrs, Ms)					
<b>Full name*</b>					
<b>Date of Birth</b>					
<b>Relationship to child*</b>					
<b>Contact telephone number*</b>		<b>Evening (if different.)</b>		<b>Mobile (if different)</b>	
<b>Email address*</b>					
<b>Address*</b> (including postcode)					
<b>Occupation</b>					
<b>Employer's business name and address</b>					

**Second signatory****Title\*** (e.g. Mr, Mrs, Ms)**Full name\*****Date of Birth****Relationship to child\*****Contact telephone number\*****Evening (if different.)****Mobile (if different.)****Email address\*****Address\***  
(including postcode)**Occupation****Employer's business name and address****Other people with parental responsibility\***

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 stepparent and their consent to the child attending the School will be required if an offer of a place is made.

**Title****Full name****Address**  
(including postcode)

**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**

**Connections with the School**

Please mention here the names of any other members of the family attending the School or registered for entry; or any other connection with the School.

<b>Please state the name and address of the present school</b> (with dates of attendance)	
<b>Name and address of school*</b>	
<b>Dates of attendance*</b>	
<b>Name of Head*</b>	
<b>Please outline any of your child's artistic, dramatic, musical or sporting skills or experience</b> (if applicable)	
<b>Please give an outline of your child's other hobbies or interests</b> (if applicable)	
<b>Please complete the attached Confidential Information Form, if applicable, in order to assist us with making any special arrangements which are required for School visits and/or entrance assessments*</b>	

## Notes

Early registration is recommended. Offers of places are subject to 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.

### 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.

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 School;

- 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 School or during any entrance assessments and subsequently if they are offered a place;
- e) we may share your information with credit reference agencies.

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

**Declaration**

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

I / We have paid by bank transfer/enclose a cheque \* for £150.00 for the non-refundable Registration Fee with this completed Registration Form duly signed by me / us. (\* Please delete as applicable)

Direct bank transfer: Account Name: Cognita Schools Ltd, trading as Milbourne Lodge School  
 Sort code: 12-01-03  
 Account number: 06086092.  
 Reference: Surname and child’s initial

Cheque: Made payable to: Milbourne Lodge School

**Signatures**

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

**Your Contact Preferences**

Thank you for completing this form. We will use the information that you have provided to respond to your initial enquiry but we would also love to be able to tell you more about our wonderful school and the services provided by the Cognita Group, e.g. SuperCamps

We may contact you by email, post, telephone or other digital channels but we will never pass your details on to any third parties for their own external marketing purposes.

Would you like to hear from us? (Please circle)                      Yes                      No

If you wish to change your preferences at any time, you can unsubscribe on the school’s website. Your information is collected and looked after in accordance with the school’s privacy notice, which is also available on our website, [www.milbournelodge.co.uk/privacy-and-cookie-policies](http://www.milbournelodge.co.uk/privacy-and-cookie-policies)



## **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 School to consider any adjustments that it may need to make to assist your child to partake in the School's admissions procedure or when your child enters the School. 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 School has contractual and statutory duties towards your child. For more information about how the School will use your information, and your child's information, please see our pupil privacy notice and our parent privacy notice. Both of these documents are provided with the letter of offer and published on the School's website: [www.milbournelodge.co.uk/privacy-and-cookie-policies](http://www.milbournelodge.co.uk/privacy-and-cookie-policies)





### ETHNICITY FORM

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the child named in the Registration Form attached to this Form. Please also tick whether the form was filled in by a parent or the child.

Name of Child: .....

<b>White:</b>		<b>Black or Black British:</b>		<b>Chinese or other ethnic group:</b>	
British — English, Scottish or Welsh	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other ethnic group (please give details)	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		
<b>Mixed race:</b>		<b>Asian or Asian British:</b>			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		
This information was provided by:					
Parent [   ]					
Child [   ]					

Please return the form to the school with your completed Registration Form.

*(Any information you provide will be used solely to compile statistics on diversity within the school. These statistics will not allow individual children to be identified).*