

ROWAN PREPARATORY SCHOOL

PROSPECTIVE PUPIL REGISTRATION FORM



Please complete the following form with a scan/photograph of your daughter's passport or birth certificate and return to:

Mrs Drake, Registrar, Rowan Preparatory School, 41 Gordon Road, Claygate, Esher, Surrey KT10 0PJ

PLEASE ATTACH A
PASSPORT SIZED
PHOTOGRAPH OF
YOUR CHILD HERE

Surname

First Name

Date of Birth

Nationality

Religion

Proposed Term and Year of Entry

Year Group on Entry (if known)

Have you registered your child's name at any other school/s and if so, which?

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

Father's Full Name (inc. Title)

Address

Post Code

Occupation

Daytime Telephone

Evening Telephone

Email

Mother's Full Name (inc. Title)

Address (if different from above)

Post Code

Occupation

Daytime Telephone

Evening Telephone

Email

Guardian's Full Name (inc. Title) if applicable

(appointed under section 5 of the Children Act 1989, by the court or by a parent with parental responsibility, or by an existing guardian)

Address (if different from above)

Post Code

Occupation

Details of Appointment

Daytime Telephone

Evening Telephone

Email

Sibling Name _____ Date of Birth _____

Current School _____

Sibling Name _____ Date of Birth _____

Current School _____

Please add details of additional siblings below.

Other members of your family attending the school/registered for entry/other connections to Rowan _____

Please be aware that once you are registered with the school, Rowan reserves the right to request references from your child's current school or pre-school setting prior to admission.

Declaration

We request that the name of our above-named child be registered as a prospective pupil. A passport sized photograph together with a scan/photograph of our daughter's passport or birth certificate and a cheque for the non-returnable registration fee of £50 is enclosed. We understand that the school (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of the admissions process. If a place is later offered, the acceptance documentation, which includes the school terms and conditions and privacy notice, set out how personal data will be used in order to safeguard and promote the welfare of the child.

Data Protection

The data controller for personal information held by Rowan Preparatory School is United Church Schools Trust (UCST). UCST is registered with the Information Commissioner's Office (ICO). The registration number is Z533407X. The Data Protection Officer is Steve Whiffen, company.secretary@unitedlearning.org.uk

First Signature

Name in Full _____

Relationship to Child _____ Date _____

Second Signature

Name in Full _____

Relationship to Child _____ Date _____

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 school at the time offers are made.

If you have any queries about the registration process, please contact Mrs Drake, Registrar, on **01372 462 627** or at school.registrar@rowanprepschool.co.uk

Rowan Preparatory School is part of United Learning. United Learning comprises: UCST (Registered in England No. 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12.

Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough PE3 6SB