



Please provide us with the following information, which we need to deliver our services to you, comply with our legal duties, improve our services and monitor equality of opportunity.

## Child

Child's Full Name: \_\_\_\_\_

Name by which Child is known: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female  Prefer Not to Disclose

Country of Birth: \_\_\_\_\_

## Entry

Proposed Date of Entry: \_\_\_\_\_

School Year at Entry:

EYFS:  Kindergarten  Reception

Prep:  Prep 1  Prep 2  Prep 3  Prep 4  Prep 5  Prep 6

Senior:  1st Form  2nd Form  3rd Form  4th Form  5th Form

6th Form:  Lower 6th  Upper 6th

Age on 1 September in Year of Entry: \_\_\_\_\_

## Address

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

## Child's Current School or EYFS Setting

Please provide details of the child's current school or EYFS setting (if applicable), from which a reference may be sought.

Name of school/setting: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Length of time at current school/setting: \_\_\_\_\_

Year group at current school: \_\_\_\_\_



**Details of Parents/Guardians**

PARENT 1

Do you have Parental Responsibility?  Yes  No

Title/marital status: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Occupation (optional): \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Address (if different to child): \_\_\_\_\_

\_\_\_\_\_

PARENT 2

Do you have Parental Responsibility?  Yes  No

Title/marital status: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Occupation (optional): \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Address (if different to child): \_\_\_\_\_

\_\_\_\_\_



**Additional Information**

Are those with parental responsibility in agreement that the child will attend the School?

Yes  No

Does anyone else need to consent to the child attending the School?

Yes  No

Are there any relevant Court Orders in relation to the child, as to parental responsibility, residence, contact, child arrangement, prohibited steps, specific issues or periodical payments.

Yes  No

Or in relation to parents, if the parent is an un-discharged bankrupt or is subject to an individual voluntary arrangement?

Yes  No

Will someone else other than the parents pay or guarantee fees?

Yes  No

Has your child ever been excluded, suspended, received any serious sanctions or been placed on a behavioural management plan?

Yes  No

Please provide further details on any of these matters so that the School is able to understand the context of your family and your child. Please ensure that the information is current and correct and continue on a separate sheet if necessary.

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**Other People with Parental Responsibility**

Title/marital status (optional): \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Occupation (optional): \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Mobile Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Address (if different to child): \_\_\_\_\_



### Siblings

To comply with safeguarding advice, we need to ask for details of any siblings. Please continue on a separate sheet if necessary.

#### SIBLING 1

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender  Male  Female

Current school: \_\_\_\_\_

#### SIBLING 2

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender  Male  Female

Current school: \_\_\_\_\_

#### SIBLING 3

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender  Male  Female

Current school: \_\_\_\_\_

### Military Children in Education

Is your child a Service Child?  Yes  No

### Wisbech Grammar School Connections

Please give us details of any connections you may have to the School.

Full name: \_\_\_\_\_

Connection: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Reputation                 | <input type="checkbox"/> Friends/Family |
| <input type="checkbox"/> Prospectus                 | <input type="checkbox"/> Advertisement  |
| <input type="checkbox"/> Website                    | <input type="checkbox"/> Social media   |
| <input type="checkbox"/> Other (please state) _____ |   |





## Declaration

By signing this Registration Form we understand, accept and agree that:

- 1 registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School. Registration means your child will be considered for a place and may be placed on a waiting list;
- 2 when a place can be offered, an Acceptance Form will be sent to the above-named Parents/ Guardian, together with the school's Parent School Contract. The place will be reserved after completion of the Acceptance Form, lodgement of the required deposit and confirmation of the reservation by the School;
- 3 (for pupils whose parents live overseas), we will appoint a UK Guardian for our child and details will be provided on the acceptance form once a place has been offered;
- 4 (for pupils whose parents live overseas), we agree to arrange and pay for the airline's "unaccompanied minor service" (or arrange an escort) to look after our child whilst at the British airport and during the flight;
- 5 if applicable, the School may request from our child's present school or educational institution (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;
- 6 on offer of a place, the School reserves the right to, with reference to one or both of us, (a) undertake a credit check with a credit reference agency; and/or (b) require us to provide the School with a bank reference and/or an up-to-date credit report (including a credit score); and
- 7 the School may process any personal data about us (or either of us) and our child, including special categories of personal data about our child (such as medical details), for the purposes of:
  - administering its list of prospective pupils;
  - its registration, selection and/or admission procedures, including as set out above;
  - caring for prospective pupils at admissions events where parents are not immediately present; and
  - communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

I/We understand that signing this Registration Form does not give rise to a contract with Wisbech Grammar School.

### First Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

### Second Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_



## Registration Fee

The Registration Fee is non-refundable, and is payable at the time of submitting the Registration Form

£125 for a single child

£200 for two children, registered at the same time

£250 for three children registered at the same time

Payable by cheque to Wisbech Grammar School and enclosed with this Form

Paid by electronic transfer using the details as follows:

Bank: Barclays Bank

Account Name:

Wisbech Grammar School

Sort code: 20-17-20

Account number:

23902730

Reference: Child's surname and Postcode

## Data Protection

For data protection purposes, Wisbech Grammar School is the data controller. The School will process personal data about the Parents and the prospective Pupil in accordance with applicable data protection laws. More details of our personal data processing activities generally can be found in the School's Data Protection Policy and Privacy Notice, available on our website.

The information you have provided will help us to: assess our ability to meet your child's needs and make the appropriate adjustments in both the School's Admissions process and entrance examinations/assessments; assess your child's suitability for a place at the School; and meet the needs of your child and support your child throughout their educational journey at the School.

Please note that no child will be considered for entry to the School unless the mandatory parts of this form are completed and returned prior to any deadlines for applications that may be set by the School from time to time, including the entrance exam/assessments. Failure to disclose mandatory information may lead to the withdrawal of any offer.

I/We understand that Wisbech Grammar School will process the personal data supplied in this form for the purposes described above. (Please indicate consent by placing a tick in the box)

You can withdraw your consent to the processing of any non-mandatory personal data which you supply by contacting our Data Protection Lead by mail on: [Bursar@wisbechgrammar.com](mailto:Bursar@wisbechgrammar.com) or by telephone on: 01945 583631.

### Information on Completion

- Please sign, print and date as indicated. Please note that we require a signature from both parents, unless parental responsibility has been removed by a court order, in which case please provide supporting evidence.
- Please return this form to the Admissions Department at the following address:  
Wisbech Grammar School, Chapel Road, Wisbech, Cambridgeshire, PE13 1RH together with a remittance of the non-returnable Registration Fee
- If you have any queries, please contact the Admissions Department on 01945 586750 or via email [admissions@wisbechgrammar.com](mailto:admissions@wisbechgrammar.com)



## Cultural

Please note that the information contained in this form will not be used in any way to select pupils for the School, nor will it be made available to the selection panel. Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time, the information will be passed on to the Department for Education to contribute to national statistics.

### National Identity

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> British  | <input type="checkbox"/> English      |
| <input type="checkbox"/> Irish    | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Scottish | <input type="checkbox"/> Welsh        |

### Religion

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Buddhist        | <input type="checkbox"/> Christian   |
| <input type="checkbox"/> Hindu           | <input type="checkbox"/> Islam       |
| <input type="checkbox"/> Jehovah Witness | <input type="checkbox"/> Jewish      |
| <input type="checkbox"/> Muslim          | <input type="checkbox"/> No Religion |
| <input type="checkbox"/> Other Religion  | <input type="checkbox"/> Sikh        |

Child's Country of Birth: \_\_\_\_\_

Child's Home Language: \_\_\_\_\_

Child's First Language (if not English): \_\_\_\_\_

Other Languages Spoken: \_\_\_\_\_





### Ethnic Origin

Schools are required by the Department for Education to collect information about the ethnic background of pupils. This information is used to complete a statutory census which takes place in the Autumn, Spring and Summer terms. This data will help us to understand and identify the needs of the individual pupils and groups of pupils and to plan and target resources and support more effectively and, in turn, parents and pupils will benefit from the provision of this information.

- |   |  |
|---|--|
| <input type="checkbox"/> African                    | <input type="checkbox"/> Any Other Asian Background  |
| <input type="checkbox"/> Any Other Black Background | <input type="checkbox"/> Any Other Ethnic Background |
| <input type="checkbox"/> Any Other Mixed Background | <input type="checkbox"/> Bangladeshi                 |
| <input type="checkbox"/> British                    | <input type="checkbox"/> Caribbean                   |
| <input type="checkbox"/> Chinese                    | <input type="checkbox"/> Gypsy                       |
| <input type="checkbox"/> Gypsy/Roma                 | <input type="checkbox"/> Indian                      |
| <input type="checkbox"/> Irish                      | <input type="checkbox"/> Other Gypsy/Roma            |
| <input type="checkbox"/> Pakistani                  | <input type="checkbox"/> Roma                        |
| <input type="checkbox"/> Traveller of Irish         | <input type="checkbox"/> White & Asian               |
| <input type="checkbox"/> White & Black African      | <input type="checkbox"/> White & Black Caribbean     |
| <input type="checkbox"/> White Other                |  |
| <input type="checkbox"/> Other (please state) _____ |  |

### For office use only:

Registration Form Received	Birth Certificate seen	Birth Certificate copied	Assessment

Offer sent (Parent School Contract & Acceptance Forms)	Acceptance Forms & Deposit received	Confirmation of reservation sent	I.D. approved