



BERKHAMSTED

— 1541 —

Registration form

To register your child for admission to Berkhamsted School, please complete this form in BLOCK letters and return to: Admissions Manager, Berkhamsted School, Overton House, 131 High Street, Berkhamsted, Herts, HP4 2DJ

To confirm the registration, a fee of £100 should be paid. Please refer to the 'Declarations' section for payment details.

Your Child

* As per your child's birth certificate/passport

Surname*	First Names*	Preferred Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth	Gender (please tick)	Religion	Nationality
<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Which part of the School are you applying to?

Pre-Prep (3 - 7) Prep (7 - 11) Senior Girls (11-16) Senior Boys (11-16) Sixth Form (16+)

Proposed Year of Entry? **Year Group on entry (e.g. Stepping Stones, Year 3, 7, 12)**

Type of place: Day Pupil Weekly Boarding (Year 9 and above) Full Boarding (Year 10 and above)

Please indicate if you may be interested in applying for any of the following Scholarships:

Academic Art Drama Music Sport

Present School **Head's Name**

Address **Telephone**

E-mail

Dates of attendance

Postcode **From** **To**

Previous School (if applicable):

Have you registered your child's name at any other schools? Yes No

If yes, which School/s

Is Berkhamsted your first choice?

Yes No

Please disclose any medical condition, health problem or allergy, including any behavioural issues affecting your child by completing the attached Confidential Information Form, in order to assist us with making any special arrangements which are required for School visits and / or entrance assessments.

I have added information to the Confidential Information Form and enclose it with this form. Yes No

Your Child

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

Please outline your child's other hobbies or interests (if applicable)

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

Surname	First Names	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Comments

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, please note that the School 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 School in order to obtain a visa to study in the United Kingdom at this School* (if applicable)

If you have answered Yes, please provide a colour copy of your child's passport

Yes No

If another valid immigration category applies to your child please provide full details below*

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 if you have it or as soon as you have it.

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.

The School may be required to notify and / or supply 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).

Parent 1 / Legal Guardian 1

Title (e.g. Mr, Ms, Dr) Surname First Name/s

Address

Telephone (day)
Telephone (evening)
Mobile

Postcode E-mail
Occupation

Is this your child's main address? Yes No
Former pupil/Old Berkhamstedian? Yes No

Parent 1 / Legal Guardian 1

Title (e.g. Mr, Ms, Dr) Surname First Name/s

Address

Telephone (day)
Telephone (evening)
Mobile

Postcode E-mail
Occupation

Is this your child's main address? Yes No
Former pupil/Old Berkhamstedian? Yes No

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 child named on the first page of this form. Their consent to the child attending the School will be required if an offer of a place is made.

Full name, inc title

Relationship to applicant

Address (including postcode)

If more than one address for parents has been provided on this form, please indicate to which address/es all correspondence and information regarding admission should be sent:

Parent 1 address Parent 2 address Both addresses

Please indicate how you first heard of the School

Previous connection Present School Agent Ad: Railway/Outdoor (Town)

Local reputation Recommendation Website Ad: Press (Title)

Ad: Directory (Title)

Notes

Early registration is recommended. Offers of places are subject to availability and the admission criteria and requirements of the School at the time offers are made. A copy of the Berkhamsted Schools Group's Terms and Conditions can be accessed in the Admissions section of the School website: www.berkhamsted.com

Declarations

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.
- F 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.

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 published on the School's website: www.berkhamsted.com. If your child is aged 12 years or older please show him / her* a copy of the pupil privacy notice and discuss it with him / her*.

Declaration

I / We* request that our child named on the first page of this form is registered as a prospective pupil.

I/We* understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and we consent to this for the purpose of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

I/We* enclose the Registration Fee of £100 (cheques made payable to Berkhamsted Schools Group or payment can be made by bank transfer, details below) together with this Registration Form duly signed by me/us. I/We* understand that the Registration Fee is non-refundable.

(*Please delete as applicable)

Details for payment by bank transfer (please use Child's Name as reference):

Bank: NatWest; Account name - Berkhamsted Schools Group; Account number - 06607578; Sort code - 60-02-21

Please tick here if you have paid the Registration Fee by bank transfer Please use Child's Name as reference

Signatures of parents / guardians

First parent / guardian

Second parent / guardian

Title

Name in full

Relationship to child

Signature

Date





Confidential information form

All information received on this form will be treated in confidence.

Child's Full Name

Name of first signatory

(as it appears on the registration form)

Name of second signatory

(as it 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 he / she 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.berkhamsted.com.

Continue overleaf if necessary





Fees - Academic Year 2019-2020

Updated: April 2019

Registration fee

Payable on registration, non-refundable £100

Deposits

Please see the Berkhamsted Schools Group's Terms and Conditions for information on how and when the Acceptance Deposit and / or the Overseas Deposit may be refunded. The Acceptance/Overseas Deposits are subject to change and reference should be made to the published Terms and Conditions and Fees Schedule applicable at the time of Acceptance.

Acceptance Deposit - payable by the parents of each pupil on acceptance of a place £1,500

Overseas Deposit - payable in addition to the Acceptance Deposit by parents who are resident outside the United Kingdom £10,030 *

* An additional amount that, when added to the Acceptance Deposit, equates to one term's boarding and tuition fees at the relevant rate.

Tuition fees

Fees per term from 2 September 2019 (reviewed each September)

Pre-Preparatory School (ages 3 - 7)

Stepping Stones	
- each morning session	£ 525
- each full day	£ 730
Reception	
- five full days	£3,540
Years 1 & 2	£3,690

Fees include tuition, most text books, lunches, personal accident insurance and school fees protection insurance.

Preparatory School (ages 7 - 11)

* Year 3	£4,800
* Year 4	£4,930
* Years 5 & 6	£5,180

Senior School (ages 11 - 16)

Years 7 & 8	£5,900
Years 9,10 & 11	£7,140

Sixth Form (ages 16+)

Years 12 & 13	£7,140
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Fees include tuition, House Funds, most text books, lunches, personal accident insurance, school fees protection insurance and, from Year 7 upwards life membership of The Old Berkhamstedians.

Please note - Public examination entry fees are not included within the tuition fees and will be recharged to parents at cost on Trinity term bills.

Boarding fees

Full boarding (Years 10 - 13)	Michaelmas Term	£4,885
	Lent Term	£4,885
	Trinity Term	£3,085

Weekly boarding (Mon - Thurs) (Years 9 - 13)	Michaelmas Term	£2,795
	Lent Term	£2,795
	Trinity Term	£1,760

Flexible Boarding (Years 7 - 13) - Price from 20th night onwards in a single term - Price from 30th night onwards in a single term	(per night)	£ 55.00
		£ 52.00
		£ 50.00

Digital Device Provision

Year 7	(Microsoft Surface Go)	£50.00
Years 9, 10 and 12	(Microsoft Surface Pro)	£60.00

Other fees

Effective from 2 September 2019 (reviewed each September)

Fees per term except where indicated

Extra Curricular Music Lessons

** Individual instrument tuition (piano, organ, strings, woodwind, brass, percussion, singing and guitar)

Senior 40 mins#	£330
Prep 30 mins	£240

** Joint instrument tuition	40 mins#	£185
** Small group music theory tuition		£ 80
Instrument hire (exclusive of insurance)		£ 46

Extra Curricular Drama Lessons

** Individual drama tuition	Senior 40 mins#	£330
** Small group speech and drama tuition	Senior 40 mins#	£145

Extra Curricular Tennis Lessons

Individual	Senior Girls	£180
Pairs	Senior Girls	£ 95
Group	Senior Girls	£ 70
Group	Prep	£ 48

** Combined Cadet Force subscription £ 65

The Duke of Edinburgh's Award Subscription Single enrolment fee per level	Bronze***	£130
	Silver	£135
	Gold	£140

Wrap Around Care Charges

Day Boarding - Senior School (per session, including dinner)	£14.00
Wrap Around Care - Pre-Prep & Prep (per credit)	£5.00
- Bulk credit purchase 1 - 50	£5.20
- Bulk credit purchase 51-100	£4.95
- Bulk credit purchase 101+	£4.70

* Includes the cost of the Prep School annual residential trip

** Paid termly in advance

*** Includes the cost of the Bronze expedition and a complimentary Silva compass

Shorter lessons may be arranged and charged at a pro-rata rate

Please note that a term's notice must be given in writing before any of the above classes or activities are discontinued.

NB: Public examination entry fees for extra curricular activities will be charged as appropriate.

Please see the Berkhamsted Schools Group's Terms and Conditions for further information about the payment of fees and extras.

The Berkhamsted Schools Group's Terms and Conditions can be accessed in the Admissions section of the School website: www.berkhamsted.com