



Personal details

Preferred name				Please attach a recent photograph of your child here
First name(s) of child in full				
Surname of child				
Gender		Date of birth dd/mm/yy		
Residential address of child in full, including country & postcode				
First language		Other languages		
Nationality				
If not British nationality, please specify Tier 1 or Tier 2 status and enclose relevant documents.				

Current schooling

11. Current school			Please give full details of all schooling for the past five years, including all schools and any period of home schooling, continuing on a separate sheet if necessary.
12. Full address of school, including country & postcode			
13. Curriculum			Please specify whether this school followed the UK's National Curriculum or another curriculum model, eg Steiner Waldorf or Montessori.
14. Date of entry		15. Year group	
16. Full name and title of Headteacher			The Headteacher of this school will be asked for a reference. In addition, parents may wish to enclose a copy of their child's latest report.

Funding

17. Will a hardship - social inclusion bursary be required? Y/N		Please note that there is a limit to the number of hardship – social inclusion bursaries available, and that no assumption should be made that financial assistance can or will be given. Any bursary award will be subject to confirmation of financial status and will be subject to annual review. Any change in circumstances should always be advised to the Director of Finance and Resources with immediate effect. A bursary application window will open in the May of each year with successful applicants being notified by the end of that month.	
18. Do you already have children registered with the school? Y/N		Other children's names and year groups:	Fee discounts are applicable for siblings of children already in the school, applying to the youngest child(ren).

Parents' / guardians' details

	Parent / legal guardian 1	Parent / legal guardian 2
Relationship to child (e.g. Mother / Father etc.)		
Title		
Surname		
First name(s)		
Residential address incl. country & postcode		
Landline phone number		
Mobile phone number		
Email address		
Are there any restrictions on your parental responsibility (eg mailings / updates on child's progress) by virtue of a court order? Y/N. If yes please enclose details under separate cover.		
Do you have parental responsibility for the child in a capacity other than as a biological parent of the child? Y/N. If yes please state the nature of the relationship here & enclose documentary evidence.		
Is there a court order in place relating to limits on		
Who will take responsibility for payment of school fees?	<input type="checkbox"/> Parent / legal guardian 1 <input type="checkbox"/> Parent / legal guardian 2 <input type="checkbox"/> Both parents / legal guardians 1&2 <input type="checkbox"/> Other (please state opposite):	
Are there any other people with parental responsibility? If so, please provide their details here and state any restrictions on that parental responsibility by virtue of any court orders. All people with parental responsibility will need to consent to the child attending the school if an offer is made.		

Health and Wellbeing

Please answer all questions in the following section. The school requires this information so that consideration can be given to what reasonable adjustments, if any, the school would need to make in order to safely accommodate your child should a place be offered, and what additional fees would need to be charged to resource any substantial adjustments.

If you answer 'yes' to any of the following questions please provide full details on a separate sheet.

If significant information about your child is not declared now, or if a new condition or situation subsequently develops, the school reserves the right to withdraw any reservation or offer of a place with immediate effect.

Individual Development Plans support all students of the school, and a level of learning support is available for all children, offered through a combination of Class and Subject Teachers as well as Learning Support Tutors and Higher Learning Support Tutors. Such learning support is integrated into the school's fee structure.

Specialised Educational Provision for substantial and sustained learning support incurs an increment to the school's fees. Further details are available in the school's **SEND Policy and Information Report (Core Offer) W025** and the **Admissions Policy W002**.

Are there any court orders relating to parental responsibility, residence, contact or prohibited steps, specific issues or periodical payments?	Yes / No
Has your child ever been made a Ward of Court or subject to Social Services investigation?	Yes / No
Are there any factors relating to early education or upbringing, that may have affected your child's development and might be a continuing influence on their welfare or the welfare of others?	Yes / No
Has your child ever had any special health problems and/or require any specialised/regular non-self-administered medical treatment (eg for allergies, cystic fibrosis, diabetes, eating disorders, epilepsy, hearing or visual impairment etc.)?	Yes / No
Does your child have diagnosed learning difficulties and/or learning disabilities?	Yes / No
Does your child currently receive Learning Support?	Yes / No
Has your child ever received Learning Support lessons in the past?	Yes / No
Has your child ever been assessed by an Educational Psychologist and a report issued? If yes, please provide a copy of ALL EP reports. Please also send us any relevant medical, special needs or other educational reports you may have.	Yes / No
Does your child currently have extra time in exams and/or other Exam Access Arrangements?	Yes / No
Are there any diagnosed conditions or circumstances relating to your child of which the school should be aware (eg ADHD, Autistic Spectrum Disorder, High Functioning Autism, Dyslexia, Dyspraxia – if yes, please state and give full details on a separate sheet or covering letter)?	Yes / No
Have any concerns been expressed by another school / other agencies about your child's health / behaviour / learning difficulties and/or disabilities?	Yes / No
Has your child ever experienced any significant difficulties at their current and/or previous school, such as bullying, academic problems or friendship issues etc?	Yes / No
Has your child ever had any behavioural issues raised at their current or previous school?	Yes / No
Has your child ever been subject to any disciplinary procedures?	Yes / No
Has your child ever self-harmed?	Yes / No
Has your child ever had an eating disorder?	Yes / No

Declaration

I / we (as holders of parental responsibility) request that the above-named child be considered for a place at Wynstones. By signing this Registration Form I / we understand, accept and agree that:

- The information provided on and with this Application Form is correct
- The school reserves the right to make reasonable changes to its Terms and Conditions to reflect changes in the school's practices and procedures to meet current educational, pastoral and economic needs
- If my / our child is offered a place such an offer will be subject to the school's Terms and Conditions for the provision of educational services, which will bind me/us (as the holder(s) of parental responsibility for them) in the event (and from the moment) I / we accept the place.
- A payment of £275 as the non-refundable application fee has been transferred to the school's bank account with your child's surname and first initial as the reference. **Bank details:** Wynstones Ltd. Account No.: 01702701 Sort code: 16-58-10
- A colour scan or photocopy of my / our child's birth certificate (and passport, if they have one) is attached.

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 before signing the document.

	Parent / legal guardian 1	Parent / legal guardian 2
Name in full		
Signature		
Date		

Please return all pages of this completed form, with required attachments to:

Director of Finance and Resources

Wynstones
 Church Lane
 Whaddon
 Gloucester
 GL4 0UF
 United Kingdom
 Tel: 01452 429220
 Email: awelsh@wynstones.com

TERMS & CONDITIONS OF REGISTRATION

Students will be considered for a place at Wynstones when the Application Form has been completed and returned together with a copy of your child's passport or identity documents, birth certificate and the application fee paid. Admission will be subject to the availability of a place and the school in a position to safely offer a place.

Parents / guardians are advised to acquaint themselves with the policies, aims and ethos of Wynstones; these are available on Wynstones website (www.wynstones.com) or upon request from Wynstones.

Any offer of a place is conditional on the acceptance of the Wynstones' Terms and Conditions as set out in the Parent/Carer contract, which will be issued with the Offer Letter.

1 ACCEPTING A PLACE

An application fee of £275 for a student place is payable before entry (upon submission of the signed Parent / guardian contract).

2 STUDENTS' HEALTH

2.1 Parents/carers are required to inform the **Inclusion Manager** immediately in writing if:

2.1.1 A student contracts any infectious disease or illness in the run up to acceptance. The student will not be allowed to join Wynstones whilst still infected or contagious,

2.1.2 Any medical condition is present or develops which requires particular medical or other supervision. If this information is not declared prior to registration or acceptance or admission, or when the condition develops, Wynstones reserves the right to withdraw the offer of a student's place with immediate effect.

2.2 Students may be required to have a medical examination prior to or upon entering Wynstones or at any time whilst a student is at Wynstones. The Principal may, at any time, also require that a student has a medical examination for the purpose of producing a medical report.

2.3 Parents' / guardians' ongoing consent to emergency medical treatment where necessary for the health and welfare of the student is required upon admission to Wynstones and is a condition of enrolment. Where a parent elects to exclude certain types of treatment (eg blood transfusions) this must be communicated in writing prior to registration. Wynstones reserves the right to request further information in writing in order that this may be passed on to the relevant medical staff if needed. Wynstones will endeavour to bring this information to the attention of treating medics so they are made aware that parents do not consent to specific treatments or procedures. Every effort will be made to achieve this objective but Wynstones may in emergency situations be unable to guarantee this in every situation. Wynstones will not be involved in any decisions relating to medical treatment, or be held responsible for any action that might be taken by medical staff.

3 SPECIAL PRECAUTION

Parents are required to inform the Principal immediately in writing of any Court Order affecting a student and to supply any copies of existing Court Orders with this Registration Form. Copies of any Court Orders issued subsequent to registering and prior to admission must be provided as soon as issued.

4 VARIATION

Wynstones reserves the right to make reasonable changes to its Terms and Conditions to reflect changes in Wynstones' practices and procedures to meet current educational, pastoral and economic needs at any time. The latest Terms and Conditions will always be available at www.wynstones.com

5 APPLICABLE LAW

The proper law of this contract shall be that of England and the parties shall submit to the jurisdiction of the English Courts.

6 RIGHT TO STUDY IN THE UK

If your child's nationality, as shown on Page 1, is non-British please note that completion of this Application Form represents your confirmation that he/she has the unconditional right to enter, live and study in the UK for the duration of the period of education offered by Wynstones and proof should be provided. By signing this form you will consent to Wynstones notifying and/or supplying information to you and/or your child and their right to enter, reside and study in the UK to assist with immigration control. Failure to give correct information will constitute a material breach of any agreement(s) entered into between Wynstones and you in relation to the education of the student, entitling Wynstones to terminate all and any such agreement(s) with immediate effect without obligation to return any deposit or fees paid.

7 NATIONALITY

Only children who have the right to be educated in the UK may be enrolled as students at Wynstones. You must reveal your child's nationality, or nationalities, to Wynstones at the point of application, together with documentary proof via colour photocopies or scans of their passport(s) or identity document(s). Where dual nationality is held colour scans or photocopies of all passports held must be provided at the point of application. Any child holding a British passport will always be shown as British on school records and for government census and statistical purposes even if a second nationality is also held. Any child holding Tier 1 or Tier 2 status will be shown as holding the nationality linked to their entry visa. Wynstones has the right to request sight of all passports and identity documents for any student, including British students, at any time and may take copies to retain on file to prove the student's identity and nationality. Sight of parents' passports and identity documents may also be requested and copies retained for a similar purpose. Any further change in nationality once a student has joined Wynstones must be notified to the Principal with immediate effect and supporting documents supplied as requested.

8 PERSONAL DATA

To view further information on how we access, use and share personal data please refer to our Privacy Policy available on our website.

ADMISSIONS SUMMARY

Parent(s)/guardian(s) complete and submit Application Form with fee.

Class sizes are capped at 21 in Lower, Middle and Upper School. Admission to the school can only be made when there is space in the class applied for, and the school will be able to clarify this prior to any application. If a class is full, a waiting list will be maintained (in date order) of children for whom application forms have been completed.

Applications dependent upon hardship – social inclusion bursaries are forwarded to the Bursaries Panel.

Please note that there is a limit to the number of hardship – social inclusion bursaries available, and that no assumption should be made that financial assistance can or will be given. Any bursary award will be subject to confirmation of financial status and will be subject to annual review. Any change in circumstances should always be advised to the **Director of Finance and Resources** with immediate effect. A bursary application window will open in the May of each year with successful applicants being notified by the end of that month.

The school's **Inclusion Manager** determines the anticipated level of provision and any reasonable adjustments in to order meet a child's need safely and sustainably.

Full information is required at this stage from parent(s) / guardian(s), including from previous settings, in order to fully determine an accurate consideration of reasonable adjustments to provision, any increments in funding, and the preparation of required risk assessments. Full information provided at this stage guards against potential future disappointment if at a later stage risk assessments or limits to available funding determine that a place needs to be withdrawn.

The Inclusion Manager recommends that the school's provision can safely meet the child's needs. Individualised learning support is integrated into provision for all students, included within basic fees, and supported by **Individual Development Plans**.

The Inclusion Manager recommends that **Specialised Educational Provision** is required, involving substantial and sustained additional support for the child. This will involve an increment to standard fees.

The Inclusion Manager recommends that adjustments to the school's provision in order to safely offer a place are not considered to be reasonable. Parent(s) / Guardian(s) are invited to discuss the school's considerations.

Parent(s) / Guardian(s) are invited to discuss the school's considerations around recommended **Specialised Educational Provision**, including the anticipated adjustments to the school's provision, and the increments to standard fees.

If financial support for **Specialised Educational Provision** is required in order to take up any offer of a place, support will be given to apply for external charitable funding, in addition to any initial or further application to the school's hardship – social inclusion bursaries. As with all bursaries, no assumption should be made that such financial assistance can or will be given

A provisional place is offered, confirmed on the receipt of a signed parent(s) / guardian(s) contract