



<b>YEAR..... BOY/GIRL</b>
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## REGISTRATION FORM

### Candidate's Details

Forenames: ..... Surname: .....  
 (Please underline preferred name) (Block capitals please) (Boy/Girl)

Date of Birth: ..... Intended Year of Entry: .....

Present Nursery/School:.....

### Parents' Details

	Father	Mother
Name		
Occupation		
Home Address		
Telephone (Home)		
Mobile		
Telephone (Business)		
E-mail address		

We would be grateful if you would indicate here how you were introduced to, or came to hear of, Orley Farm School. If you already have a child/children here, please give their names and current forms.

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**Registration:** I request that my child be registered as a candidate for admission to Orley Farm. Payment of £100 to be made by internet banking to Account 37915126 : Sort Code: 60-10-10 (use child's name as a reference). I understand that payment of this fee does not commit the School to accepting my child if he/she fails the entry tests and also that the fee is not recoverable.

It is my intention that my child shall undertake the full course of schooling at Orley Farm, and I understand that on acceptance of the place a fee of £1,250 is payable. £750 will be credited to the second term's account; usually in January, for a child joining in September. The remaining £500 will be credited against the final term's account when the child leaves Orley Farm School. **Please note that a term's notice is required for a pupil who leaves the school or a term's fees are charged in lieu of notice.**

Date:..... Signed:.....(Father)  
 Signed:.....(Mother)

ISAMS/PASS	Date & Reg Fee rec.	Conf fee	Number	House
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## TERMS AND CONDITIONS OF FORMAL REGISTRATION TO ORLEY FARM SCHOOL

The following regulations which will constitute part of the Form of acceptance, to be signed at the time of registration, form part of the Agreement between the School and parent/guardian and may be amended from time to time, and with any such amendments, shall continue to apply so long as the child continues to be a pupil of the School, irrespective of his/her age.

### REGISTRATION:

Having made a request that a child be registered as a candidate for admission to Orley Farm and having paid the Registration fee of £100, it is clearly understood that this does not commit the School to accepting any child if he/she fails the entry tests and interviews, and said fee is not recoverable.

It is understood that a child will undertake the FULL course of schooling at Orley Farm (11+ for girls and 13+ for boys). On acceptance of the place, a fee of £1,250 is payable. £750 of which will be credited to the second term's account; usually in January, for a child joining in September. The remaining £500 will be credited against the final term's account when the child leaves Orley Farm School.

**Please note that a term's notice is required for any child who is withdrawn from the school once the confirmation fee has been accepted or a term's fees are charged in lieu of notice. This is applicable regardless of whether the child has actually started at the school or not.**

### ADMISSION:

When the child is admitted to the school, it is understood that payments will conform to the terms contained in the Parent Contract, the Form of Acceptance (duly signed by each parent) and the Whole School Behaviour Policy. The school reserves the right to amend these from time to time.

### FEES:

It is understood that fees accounts are payable by the first day of each term. Outstanding fees will be subject to a Governors' Surcharge of 2% after 14 days from beginning of term. No remission of fees can be made for illness or any other cause either for the whole or part of a term. There is an optional insurance scheme against absence from school due to illness.

### NOTICE OF CESSATION:

A minimum of one term's notice must be given to the Headmaster, in writing, of the intention to remove a child. The cessation of any optional extras requires the appropriate half a term's notice or a term's fees are payable in lieu when such notice is not given.

The Headmaster reserves the right to request removal of a child whose work or behaviour he considers deleterious to the school's standards.

**All our policies are on our school website including how we use and store your data. (GDPR)**