Registration Form

Mayfield

Please place a current photo here.

Please complete in black ink in capital letters

Pupil Information

Legal surname (as on passport):	Legal first name(s) (as on passport):
Date of Birth:	Name generally used:
Nationality:	First Language:
Religious Denomination:	Date of Baptism:

Names of any members of the family who currently or have ever attended the School. Please include maiden names where appropriate:

Has your daughter registered for any other schools? If Yes, please give details:

Registration Information

Year group of entry (e.g. Year 7, 9 etc.):	Proposed date of entry:

Boarding status: (Day / Flexi / Full)

Current School Details

School Name and Address:

Name of Headteacher/Principal:

Telephone number:	E-mail:

Medical/Learning Support:

Are there any circumstances relating to your daughter of which the School should be aware, for example, Dyslexia, Dyspraxia, Hearing/Visual Impairment etc. (Please give details and, if appropriate, attach her most recent Educational Psychologist's Report.)

Family Details - Father

Title (Mr, Sr, M, Dr etc):

First name:

Surname:

Occupation:

Address:

Home Telephone:

Mobile/Cellphone:

Work Telephone:

E-mail:

Nationality:

Is this your daughter's main home address: Yes/No

Family Details - Mother

Title (Mrs, Ms, Sra, Mme, Dr etc):

First name:

Surname:

Occupation:

Address:

Home Telephone:

Mobile/Cellphone:

Work Telephone:

E-mail:

Nationality:

Is this your daughter's main home address: Yes/No

Other Information:

Please indicate what prompted you to apply for a place at Mayfield School, for example, personal recommendation, previous family connection, agency, published directory/advertisement, local knowledge etc.

If you would like to receive a copy of the **School's E-Newsletter**, which contains highlights of School events pease insert the e-mail address to which it should be sent:

We will never share, sell or rent your e-mail address to third parties without your permission or unless ordered by a court of law. At any time, you may unsubscribe from the list of recipients of the E-Newsletter.

Registration:

We request that the above-named child be registered as a prospective pupil and we enclose a cheque for the non-refundable Registration Fee in sterling cheque or bankers draft.

The Registration Fee (revised September 2015) is: **£125**

Cheques should be made payable to Mayfield School.

Bank Transfer to Account Name: Mayfield School:

National Westminster Bank Plc., 19 High Street, Heathfield, East Sussex, TN21 8PL

Sort Code: 60-10-30 Account No: 60837829 Swift Code: NWBKGB2L IBAN Code: GB30NWBK

Please ensure your daughter's full name is used as a reference on any direct transfer payments.

Declaration:

We understand that registration of our daughter as a prospective pupil does not secure her a place at the School but does ensure that our daughter will be considered for selection as a pupil at the School.

The School may process personal data about our daughter, including personal data such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures and we consent to the processing of our daughter's personal data for these purposes.

In the event that our daughter is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services, which will bind us in the event that we accept the place.

We understand that copies of all School Policies—including the Child Protection Policy, Curriculum Policy, Anti-Bullying Policy and Complaints Procedure—can be found on the School website www.mayfieldgirls.org or requested from the PA to the Headmistress 01435 874623.

We have read the Terms and Conditions overleaf:

Both parents must sign unless the Headmistress has expressly agreed to the contrary.

Signed (Father): _____

Signed (Mother): _____

Or, signed (Legal Guardian): _____

Date: _____

The completed form and fee should be sent to:
The Admissions Office
Mayfield School
The Old Palace
Mayfield
East Sussex TN20 6PH

Terms and Conditions

In signing the Registration Form, you agree to maintain the named pupil at Mayfield School (referred to as the School) on the understanding that her admission will be subject to the following conditions:

Discipline and Health: I/we accept that while the pupil is entrusted to the care of the School as a boarder or during the pupil's presence at the School if the pupil is a day pupil, the Headmistress stands in loco parentis in matters of discipline and health, provided that in the event of a medical emergency, the School will use its best endeavours to inform and consult me/us. I/we will complete fully and sign the Health Questionnaire prior to the pupil entering the School.

Religion: This is an inclusive Christian, not exclusively Catholic community, but every parent and pupil is expected to support the School's Catholic identity through the prayer and worship that is central to the School's faith. I/we accept and understand this.

Prospectus: I/we accept the conditions and regulations of the School as stated in the School prospectus (a copy of which I/we have received) and in the relevant School policies/ handbooks, all of which are available to parents and which may be issued from time to time. I/we accept the School reserves the right, upon one term's notice, to make major changes to the prospectus provided that it informs me/us in writing of such amendments.

Amount of Fees: The amount of fees due from me/us will be as notified to me/us in an account submitted by the School Bursar prior to the beginning of the term. Fees may be increased by the School at such time as the Governors think fit but in normal circumstances one full term's notice of variation will be given.

Payment of Fees: I/we will pay fees before the first day of each term for which they are due, or by direct debit and these are payable notwithstanding that the pupil is unable to attend School through illness or injury.

Extras: I/we will pay for all extra goods and services consumed or used by the pupil no later than the beginning of the term following that in which the extras were consumed or used, or by direct debit.

Charges for Late Payment: If and insofar as I/we fail to pay School fees and extras on the due date, I/we accept the right of the School to charge interest on the amount of fees and extras owed by me/us from the due date until the date of actual payment, whether before or after any court judgement, at the rate of 12% above the National Westminster Bank base rate in force on the first day of term for which they are due. We also acknowledge the right of the School to charge reasonable administrative costs and any costs and disbursements charged by solicitors in connection with the collection of any late paid School fees.

Withdrawal of Pupils from School or Other Activities: If I/we withdraw the pupil from the School or make changes to any arrangements that result in a decrease in fees being charged, I/we will give one term's notice in writing to the School, failing which I/we will pay one term's fees in lieu of notice. This includes boarding arrangements and chargeable extra-curricular activities.

Consequence of Unpaid Fees and Extras: I/we recognise the right of the School to refuse admission to the pupil until any outstanding fees/extras or interest has been paid.

I/we recognise the need for the School to check with all previous schools that fees are paid to date.

Complaints: I/awe acknowledge that if I am/we are concerned about the pupil's academic or non-academic progress, discipline or pastoral care I/we should consult the published Complaints Procedure and contact the relevant staff, including the Headmistress, if necessary.

Examinations: I/we acknowledge that it is for the Headmistress to decide, after discussion with me/us, whether the pupil should be entered for any public or other examinations.

Scholarships and Bursaries: I/we acknowledge that the Scholarships and Bursaries are awarded according to published policies. The School may revoke the award if the pupil's progress is insufficient, or she does not live up to the School's expectations of behaviour and effort. No Scholarship place, once offered and accepted for 11+, 13+ or 16+, can be transferred to any other year of entry.

It is a condition of accepting a Scholarship that the Scholar will, throughout her school career, pursue courses of study approved by the Headmistress, and will make a commitment to remain at the School until she has taken her A Level Examinations. Each Scholarship will be tenable throughout the holder's time at the School, subject to an annual review of her achievement and good conduct. It may be withdrawn if satisfactory progress is not maintained.

Liability of Parents: We acknowledge that we are jointly and severally liable for all School fees and additional costs (trips, visits, materials etc.) in respect of the pupil's education at the School.

Guardians: All overseas pupils must have a guardian (over the age of 22) resident in the UK. The Admissions Department can provide details of guardianship agencies used by current pupils. The School cannot, however, recommend agencies. The School requires notification of the guardian's name and address before the first day of attendance. The School must have full details of contact numbers, addresses (work and home) for all nominated guardians. If parents cannot be contacted in an emergency, guardians will be contacted.

The School takes responsibility for checking that all individuals and agencies are approved, checked for Child Protection regulations and appropriate care and accommodation.

The completed form and registration fee should be returned to the Admissions Office (address overleaf).