



DUCHY COLLEGE

HARROGATE

Registration Form

Please complete this form in as much detail as possible. Mandatory information is marked with an *. If you do not provide the mandatory information we may not be able to process your application.

Your child					
Surname of your child*					
First names*					
Name your child would like to be known as in school (if different from above)					
Nationality*		Date of birth*		Religion	
Type of place* (please tick)					
	Pre-School		Preparatory		Senior
Proposed term and year of entry*					
Have you registered your child's name at any other school(s) and if so, which?					
First parent / legal guardian					
Title* (e.g. Mr, Mrs, Ms)					
Full name*					
Contact telephone		Evening		Mobile	
Email address*					
Address* (including postcode)					

INDEPENDENT SCHOOL FOR GIRLS AND BOYS AGED 2 TO 18

PRINCIPAL: Joanna Fox, BA (OU), PGCE (Anglia Ruskin)

Clarence Drive · Harrogate · North Yorkshire · HG1 2QG T: +44 (0)1423 504543 E: enquire@duchycollege.org.uk duchycollege.org.uk

REGISTERED OFFICE: Duchy College, Clarence Drive, Harrogate, North Yorkshire HG1 2QG.

Duchy College is registered as a Company in England. Registered number 197987. Educational Charity Registered No. 529579.

SINCE 1893

Occupation				
Employer's business name and address				

Second parent / legal guardian					
Title* (e.g. Mr, Mrs, Ms)					
Full name*					
Day-time telephone*		Evening		Mobile	
Email address*					
Address* (including postcode)					
Occupation					
Employer's business name and address					

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 above named child. This may a legal guardian or step parents and their consent to the child attending the School will be required if an offer of a place is made.

Title	
Full name	
Address (including postcode)	

Connections with the School

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.

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Please indicate how you first heard of the School

Local reputation		Present school		Friends		Advertisement
Website		Other (please give details)				

Please state the name and address of the present school

(with dates of attendance)

Name and address of school*	
Dates of attendance*	
Name of Head*	

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)

Yes	No
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If another valid immigration category applies to your child please provide full details below

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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. Please note that we will be unable to process your registration until such copy documentation is provided.

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 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).

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's *Terms and Conditions* will be supplied on request.

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 auditability 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 contact other people with parental responsibility to check that they consent to your child joining the School;
- c) information about special educational needs and medical conditions 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;
- d) we may share your information with credit reference agencies.
- e) We may also need to share information with UKVI as explained above.

If your child joins the School we will use the information on this form in accordance with our privacy notice for pupils and our privacy notice for parents. Both of these documents will be provided to you before your child enters the School.

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.hlc.org.uk/privacy. If your child is aged 12 years or older please show them a copy of the pupil privacy notice and discuss it with them.

Confidential Information

Please complete the attached Confidential Information Form if applicable, in order to assist us with making any special arrangements which are required for School visits and / or entrance assessments.

Declaration

I / We request that our child named above is registered as a prospective pupil.

I / We enclose a cheque for the non-refundable Registration Fee of £120.

I / We confirm that I / we have made a bank transfer for the non-refundable Registration Fee of £120.

Signatures of parents / legal guardians

	First parent / legal guardian	Second parent / legal guardian
Signature		
Name in full (please include all names)		
Date of birth		
Relationship to child		
Date		

Bank Details

Barclays Bank plc
BANBURY
Oxfordshire
OX16 8PS

Sort Code: 20-03-50

Highfield Pre-School

Account: Highfield Pre-School (Harrogate Ladies' College Ltd)
Account No: 90131261
IBAN code: GB39 BARC 2003 5090 1312 61
BIC code: BARCGB22

Highfield Preparatory School

Account: Highfield Prep.(HLC Ltd)
Account No: 80255351
IBAN code: GB04 BARC 2003 5080 2553 51
BIC code: BARCGB22

Harrogate Ladies' College

Account: Harrogate Ladies' College fees a/c
Account No: 30489506
IBAN code: GB63 BARC 2003 5030 4895 06
BIC code: BARCGB22

***Please quote your child's full name when making payment.

Confidential Information Form

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

Child's full name	
Name of parent / legal guardian (1)	
Name of parent / legal guardian (2)	

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 they enter 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 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.hlc.org.uk/privacy.