**Overstone Park School**

**Preparatory & High School Enrolment Form**

Full Name of Pupil:……………………………..…………...…Date of Birth:……..………….......

Starting Date:……………………………..…Days of Attendance:………………………………...

 (if part-time)

School Meals: **YES/NO**

Previous Educational History: ……..…………………….…………....................................

(please state name of school and ………...……………………….………………..………......

dates attended, from……..to….....) ……………………………………….…………..……...…..

Immunisations: ……….………………………………….………...…….......

General State of Health: …………………….………………………….…………..…

(please include details of any …………………………………………………….………....

Special dietary or health problems) ……...………………………………………………………..

………………………………………………………..……………………………………………...

Method of Payment: Termly/Monthly ………………………………………………….........

**Monthly fees are payable in advance on or before the 1st day of each calendar month.**

**Termly fees are paid before the start of the Autumn, Spring and Summer term.**

**In the event that your child’s place at the school is not taken up, we reserve the right to retain a sum equal to 1 term’s fees.**

**A term’s notice in writing to the Principal shall be given before a pupil is removed from the school by his/her parent or guardian, or unless there are medical or other reasons why the parent and the Principal shall agree that the pupil should be withdrawn, in default, a sum equal to one term’s fees shall be paid.**

**This clause also applies to those parent(s)/guardians(s) who were granted a part-time or full-time bursary/scholarship or who have an assisted place at the school.**

**So that any parent(s) or guardian(s) who have been granted a part or full time bursary/scholarship shall pay to the school a sum equal to one term’s fees in lieu of failing to give one terms’ written notice in writing.**

**The Principal reserves the right to request the summary removal of a pupil from the School for non- payment of school fees or an offence or offences which in the opinion of the Principal give good grounds for that course. In that event no claim shall arise for the return or remission of any fees paid or due for the term in which the pupil has been removed.**

 **PTO**

Name of Parent or Guardian: ……….….………………….……………………..……………

Address:……………………..……………………………………………………..…………..

 …………………..……...……………………………Telephone No:…….…….….…….……

Emergency Contact Name & Telephone No:………..………………………………………….

(if different from above)

Doctor’s Name & Address:………………………………………...……………………………

………………………………………………………Telephone No:…………………………...

School fees can be paid either monthly or termly. Monthly fees are payable at the beginning of each month. The first payment of fees paid termly is to be paid on the day your child commences at the school. **Termly fees are paid before the start of the Autum, Spring and Summer term.**

The school shall apply a **5% surcharge for late payment for each fee payment that is due.**

**It is an express condition of this contract that the School shall recover from the parent(s)/guardian(s) all the school’s reasonable costs in recovering any late fees including ALL THEIR COSTS of legal proceedings and shall charge interest at 6% pa on overdue balances.**

All fees are **non-refundable,** (whatever frequency of payment is agreed) however, we do operate a school fees remittance insurance scheme (details available on request).

I / We, the undersigned, being the parent/ guardian of ……………………………………………

hereby acknowledge to have received a copy of the School Prospectus containing the terms and conditions upon which my child/ward is accepted as a pupil of the school and hereby confirm my acceptance of such terms and conditions, and I/we agree to pay the fees for the entire period during which my child/ward remains a pupil of the school, irrespective of age.

I also acknowledge that should my child attend on a bursary/scholarship of any kind, any government financial entitlement or external funding received shall be immediately declared and shall be paid to this School which shall be inclusive of any bursary/scholarship granted. This contract is a rolling contract, term on term, year on year.

A passport size photograph is required for children aged 4 and over.

Where possible, the signatures of both parents/guardians are required:

Parent/Guardian……………………………… Print Name…………………………………......

Parent/Guardian……………………………… Print Name…………………………………......

Date:…………………………………