## APPLICATION PROCEDURE AND FORM

Thank you for your interest in a place for your child at Park School. We are proud that the school provides a very special environment for children to experience their education and learning.

The most important part of the application process will be the visits that you make to the school with your child. As a human-scale school, we believe that the relationship that we have with both you and your child are important elements that will contribute to the success and happiness of your child. It is on these visits that you will be able to get a real feel for our community and we will be able to get to know your child.

Please complete the details below so that we can understand why you want your child to be a part of Park School, and also to ensure that we can begin to understand your child’s learning needs.

## APPLICATION PROCESS

1. When complete, please email the completed form to park@parkschoolonline.com. Completing this application form does not commit you to enrolling your child at Park School; neither does it commit the school to offering a place for your child.
2. The school may wish to make contact with your child's previous school for a verbal or written report. This helps us better understand your child and to be able to provide a positive experience for them when starting in the school.
3. If space is available, your child will be invited to spend some time in their prospective groups to get to know the teacher and other children (usually three half days in the Early Years or three whole days for the Primary School). Following this practice, if your child, you and the staff feel that Park School is the right place to be, your child will be invited to enroll.
4. Occasionally, pupil numbers mean we have to apply admissions criteria (please see our admissions policy for details). Admissions can be made throughout the year dependent on spaces being available.

## ENROLMENT PROCESS

A non-refundable enrolment fee of £50.00 is charged to cover administration costs.

The school requires a refundable deposit of £804 (equivalent to one month’s Band C fee). This is refunded on leaving the school providing that there are no outstanding fees, alternatively you may like to donate this towards the school’s bursary fund.

Both the enrolment fee and the deposit are payable at the point at which a school placement is accepted.

\*2020-21, this may vary in subsequent years to reflect variations in fees.

## NOTICE PERIOD

Parents must give at least a half-term’s notice in writing to the school office. In the absence of this, fees must be paid in lieu of notice.

Where any fee payments remain outstanding when the child has left the school, the deposit will be retained. In the event that the amount outstanding exceeds the deposit paid, the school will pursue recourse to recover the outstanding debt.

**PARK SCHOOL – APPLICATION FOR A PUPIL PLACE**

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| ABOUT YOUR CHILD | | | | | | | | |
| Surname or Family Name: |  | | | | | | | |
| First Name: |  | | | | | | | |
| Other Names: |  | | | | | | | |
| Date of Birth: | Day |  | | Month |  | Year | |  |
| Gender: | M |  | | F |  | Other | |  |
| **Proposed Date of Entry:** | Month | |  | | Year | |  | |

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| --- | --- |
| TYPE OF PLACEMENT | |
| Early Years (3 - 5 years) |  |
| Primary School (5 - 11 years) |  |
| Do you intend for your child to progress through the Primary School? | YES / NO |
| If in Early Years, will you be using early Years Childcare vouchers?  \*Please note; we only offer up to 15 hours free childcare | YES / NO |

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| NATIONALITY | | | | |
| Is your child British, Swiss or from a country within the EEA?**\*** | Yes |  | No |  |
| If you answered NO above please state your child’s nationality: |  | | | |
| ***\* We do not hold a Tier 4 license and therefore cannot admit children from overseas who are not a British Citizen, or a national of a country in the European Economic Area (EEA) or Switzerland.*** | | | | |
| Is English your child’s first (home) language? | Yes |  | No |  |
| Child’s first language if not English: |  | | | |
| Other languages spoken: | | | | |

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| PREVIOUS SCHOOLS | | | |
| School 1: |  | Dates (Month**/Year)** |  |
| Contact name: |  | Email/number: |  |
| School 1: |  | Dates (Month**/Year)** |  |
| Contact name: |  | Email/number: |  |

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| **SIBLINGS (NAMES)** | **DoB (Month/Year)** | **AT PARK SCHOOL? (Y/N)** |
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| **UNDERSTANDING YOUR CHILD’S NEEDS** | |
| Park School wants to ensure that all children are able to have their needs met in an inclusive and supportive learning environment. Park School is an open site where the children learn to manage risk safely. It is important that we understand any specific learning needs that your child may have so that we can assess our ability to meet your child’s needs and to ensure their safety. | |
| **Is your child a ‘looked after child’?** | **YES / NO** |
| **Does your child have an Education, Health, Care Plan?** | **YES / NO \*** |
| **Does your child have any additional special educational needs (e.g. specific learning difficulties, autism, etc.)? \*If yes, please give BRIEF details.** | |
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| Please give **BRIEF** details of any medical, emotional needs that we should be aware of. | |
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| ABOUT YOU | | | |
| **FIRST PARENT** | | | |
| Surname Or Family Name: |  | | |
| First Name: |  | | |
| Email: |  | | |
| Telephone (mobile): |  | | |
| Telephone (other): |  | | |
| **Your Address** | | | |
| House Name / Number |  | Street |  |
| Area |  | Town |  |
| City / Region / County |  | Post Code |  |
| **SECOND PARENT** | | | |
| Surname Or Family Name |  | | |
| First Name: |  | | |
| Email: |  | | |
| Telephone (mobile): |  | | |
| Telephone (other): |  | | |
| **Your Address (if different form above)** | | | |
| House Name / Number |  | Street |  |
| Area |  | Town |  |
| City / Region / County |  | Post Code |  |

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| Please give **BRIEF** detail about why you would like your child to attend Park School |
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| FEES - PROPOSED FEE BAND (FOR PRIMARY SCHOOL ONLY) | | | |
| Park School operates a flexible fee structure for children within the Primary School. This is to enable some families to benefit from human-scale education who might otherwise be prevented due to financial reasons. Whilst we do not assess applications solely on the fee contribution, we can only accept a limited number of families on the lower, supported fee bands in any one year. Your declaration of a proposed fee-band, at this point, is only indicative. You will be asked to confirm the fee band that you wish to pay on at the point where your child is offered a place in the school. | | | |
|  | per month (2020/21) | per year (2020/21) | Please indicate below the proposed fee band |
| FEE BAND A / B | £557.50 / £612.25 | £2230 / £2449 |  |
| FEE BAND C /D | £681 / £746.75 | £2724 / £2987 |  |
| FEE BAND E / F | £839 / £889 | £3356 / £3556 |  |
| ENROLMENT FEE (The enrollment fee covers the cost of administration in processing your application and enrolling your child into the school.) | | | £50.00 per child |

I/We would like our child to start attending Park School.

I understand that submitting this application form does not guarantee a place for our child, nor does it commit us to enrolling our child.

**Data Protection:** I/we agree to Park School holding the details contained on this form for the purpose of registering our interest in a place at the school for our child. I understand that the information will be stored electronically and will only be used in connection with the offer of a place at Park School and to keep us informed of events and activities that may be of interest to us whilst remaining on the admissions waiting list.

**PARENTS SIGNATURE DATE**

**Please return this to the school office. Thank you for your interest in Park School.**