



Lucton School Registration Form

How did you hear about Lucton:

Please note that the information that you are provide in this form will be treated confidentially in line with the School's Privacy Notice, which can be found on the School website.

RETURN APPLICATIONS TO:

admissions@luctonschool.org
Lucton School
Leominster,
Herefordshire,
HR6 9PN

Headmaster:
Mr J Tyler

LUCTON SCHOOL

REGISTRATION FORM



Please complete in CAPITALS

*please delete as appropriate

First Name		Surname	
Date of Birth		Gender	
Nationality		Ethnicity	
Proposed Start Date		Joining Year Group	
Type of Entry		Lives With	
Parent 1 Name		Parent 2 Name	
Address		Address (if different)	
Postcode		Postcode (if different)	
Telephone (Mobile)		Telephone (Mobile)	
Telephone (Home)		Telephone (Home)	
Telephone (Work)		Telephone (Work)	
Email		Email	
Occupation		Occupation	
Relationship to Pupil		Relationship to Pupil	
Parental Responsibility		Name of 'Other' with parental responsibility	
Guardian Name <i>(International Only)</i>		Guardian Phone <i>(International Only)</i>	
Guardian Address <i>(International Only)</i>		Guardian Email <i>(International Only)</i>	
Previous & Current School	From	To	Class/Form
Please give brief details of any relevant educational difficulties, health problems, etc.			

LUCTON SCHOOL – TERMS AND CONDITIONS

(Note that these terms apply to applications from UK only, overseas applicants must use the overseas registration form.)

FEES

The current fees and charges which are shown on a separate sheet form part of these terms and conditions. Fees are charged in three equal termly instalments, payable in advance on or before the first day of each term. Late payment charges will apply to fees outstanding on the first day of term. The school also reserves the right to charge an administration fee on every occasion credit control action is required and will charge interest at a rate of 3% above the bank of England base rate for any overdue amounts. Should the fees remain unpaid by half-term, pupils will not be allowed to return to school until the overdue fees are paid.

One full term's notice of a pupil leaving must be given in writing to the Headmistress. Such notice must be given by no later than the day before the start of the final term of the pupil. If such notice is not given, one term's fees will be charged in lieu of the notice. In the event of a child being excluded, no part of that term's fees is refundable.

The school will give a minimum of one full term's written notice of any alteration to Fees, and this will be by no later than the day before commencement of the term before the term for which such alteration will take effect.

A non-refundable registration fee of £75 is charged for each day pupil, £150 for boarders, at the time of registration to cover administration costs. The amount should accompany the completed registration form.

DEPOSIT

A £500 deposit is charged upon acceptance of a Day place at Lucton, or a full terms fees for Boarders. In the event that the pupil doesn't take up the place, this deposit is forfeit. When the pupil joins the school, the deposit is held against any outstanding debt, including but not limited to, fees, damage or any 'extras' incurred in the final term at the school. The balance of the deposit will be refunded after the pupil has left the school.

ACCEPTANCE

Successful applicants will be sent a letter offering a place at the school, together with a Form of Acceptance, which should be signed and returned immediately to the school to secure the place and complete the entry process.

PRIVATE TUITION AND EXTRAS

Fees for any individual or specialist tuition such as ballet, piano, speech and drama or extra English will be charged as 'extras' and will be invoiced where possible in advance or otherwise at the end of the term. Public exam fees are also an additional charge.

DAMAGE TO SCHOOL PROPERTY

Where damage is caused to school property through a pupil's negligence or wanton act, the full cost of the repair or replacement will be charged to the pupil.

PHOTOGRAPHY

Photographs of pupils are used in the production of the school prospectus, website, online promotion, social media, newsletters and adverts. Video film is also taken for use in the production of DVDs, the website and other presentations.

ABSENCE

Parents are asked to notify the school immediately either by telephone or in writing as to the reason for any absence. Pupils are strongly advised against taking holidays during term-time but, should this occur, parents are requested to give adequate advance warning. It should be noted that the full fees are payable whether or not the pupil is in attendance and the Governors cannot consider any application for refund of fees in case of absence.

CODE OF CONDUCT

Pupils are required to abide by the school's Code of Conduct and the school expects the full support of parents regarding the implementation of school rules. Please note that this does not remove your right to use the school's complaints procedure in exceptional circumstances, where you feel that your child's treatment is not appropriate.

DATA PROTECTION AND YOUR PRIVACY

The personal information you provide us with will be used to provide the school's services to your family and will be retained only as long as is required to meet our obligations under UK law and as required by the school's insurers. We take the privacy of your personal data very seriously and the school takes significant steps to ensure all data we hold is kept secure. Private financial information will be deleted once your children have left the school and the account is settled in full. At any time, you have the right to request a copy of all the personal information the school holds on its systems. Full details of the school's Privacy/Data Protection Policy are available on the website and from the school office.

PERSONAL EFFECTS

The school cannot accept any responsibility for the loss of or damage to personal effects and valuables. Parents should ensure that valuable items, for example, laptops and smart phones, are fully insured.

VARIATION OF TERMS

The school reserves the right to amend these terms and conditions as necessary and undertakes to distribute an updated set to all parents following any changes. *Please contact the Registrar should you wish to see a copy of the full parent contract.*

PLEASE NOTE

The Headteacher and Governors reserve the right to refuse admission without explanation.

I/We hereby apply for the above pupil's admission to the school under the terms and conditions specified overleaf. I/We undertake to comply with the School's Code of Conduct as notified by the Headteacher and Governors, and appreciate that sanctions available to the school include exclusion of the pupil.

Signature of Adult 1:

Date:

Signature of Adult 2:

Date: