



# Lucton Summer School Registration

**Student Name:**

**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 D Bicker-Caarten

# LUCTON SCHOOL

## REGISTRATION FORM



Please complete in CAPITALS

\*Please delete as appropriate

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

Headmaster:

Mr D Bicker-Caarten

# LUCTON SCHOOL BOOKING FORM



Please tick sessions required

<b>Childs Name</b>	
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<b>Minimum 1 week booking</b> <i>£850 full week</i> <i>£1,650 fortnight</i>	<b>Course Choice</b> <i>1 week min.</i>	<b>Arrival</b> <i>BHX or LHR</i> <i>0900-12.00pm only</i>	<b>Depart</b> <i>BHX or LHR</i> <i>13.00-16.00pm only</i>	<b>UM</b> <i>£25pp</i>	<b>Sibling Attending?</b> <i>10%</i>
<b>Week 1</b> <b>30 July - 5 August</b>					
<b>Week 2</b> <b>6 - 12 August</b>					
<b>Week 1&amp; 2</b> <b>30 July - 12 August</b>					

<b>Timetable Options</b> <i>Please refer to Brochure</i>	<b>Activity A1</b>	<b>Activity A2</b>	<b>Club B1</b>	<b>Club B2</b>	<b>Extra's</b>
<b>Student First Choice</b>					

Sessions booked will be invoiced in advance of the course. Confirmation of place will be emailed to parents, confirming sessions booked. Sessions can only be changed 4-weeks in advance of the course starting.

Parent Signature:

Date:

## LUCTON SCHOOL – TERMS AND CONDITIONS

**FEES** - The current fees and charges which are shown on a separate sheet form part of these terms and conditions. Fees are charged in full, payable no later than 4 weeks before the course start date. Late payment charges will apply to fees outstanding. Should the fees remain unpaid by the course start date, students will not be allowed to join the course until the overdue fees are paid.

**REGISTRATION FEE** - There is no registration fee required for Day camp students. For international summer school students, there is a non-refundable registration fee of £50 charged for each boarding student. The amount should accompany the completed registration form.

**DEPOSIT** - There is no deposit required for Day camp students, as payment for sessions is required in full in advance of the courses. For international summer students, there is a £500 deposit payable, which will be taken off the balance of the full fees. In the event that the student doesn't take up the place, this deposit is forfeit.

**PAYMENT DETAILS** - All cheques should be payable to Lucton School. Lloyds Bank, 9 Corn Square, Leominster, HR6 8LT.

Account: Lucton School, Account No: 30886460, Sort Code: 30-94-99, IBAN: GB59 LOYD 3094 9930 8864 60, Swift/BIC: LOYDGB21499.

**ACCEPTANCE** - Once the registration form has been returned, confirmation of place will be emailed to parents/agent. An Acceptance of Place Forme should be signed and returned immediately to the school to secure the place and confirm session dates.

**VISA REQUIREMENTS** - For international students requiring a visa for the summer course, parents will be directed to Holmes & Partners who will arrange visas for Lucton students, with the fee invoiced by Lucton school. EU students who do not require a visa, still have to provide a copy of their passport prior to having their place confirmed.

**PRIVATE TUITION AND EXTRAS** - Fees for any individual or specialist tuition such as ballet, horse riding, tennis 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. 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. 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.

**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: