



# PHC

Hitchin  
Independent School

## REGISTRATION FORM

Princess Helena College, School Lane, Preston, Nr Hitchin, Hertfordshire, SG4 7RT  
T: 01462 443 888 | E: [melanie.harper@phchitchin.com](mailto:melanie.harper@phchitchin.com) | [www.phchitchin.com](http://www.phchitchin.com)

TO BE COMPLETED BY THOSE WITH **PARENTAL RESPONSIBILITY**<sup>1</sup> FOR THE CHILD  
PLEASE USE **BLOCK CAPITALS**

### CHILD'S DETAILS

<b>Surname of child:</b>			Please attach photo here
<b>First name(s) (in full):</b>			
<b>Name generally used:</b>			
<b>Date of birth:</b>			
<b>Nationality:</b>	British:		
	Other European: <i>(please specify)</i>		
	Other non-European: <i>(please specify)</i>		
<b>Registration for:</b>	Day:		Boarding:
<b>Proposed date of admission (term and year):</b>			
<b>Is English your child's first language? (If not, please state his/her first language)</b>			
<p><b>For a child whose nationality is non-European.</b> The School is currently a registered Tier 4 sponsor (via the Home Office's <i>UK Visas and Immigration</i> (UKVI) unit). Please tick this box if you may require the School to sponsor your child for visa/immigration purposes.</p> <p><i>(Details of the Tier 4 sponsorship arrangements will be sent to everyone who ticks this box. Providing this information does <b>not</b> guarantee that the School will sponsor your child or that the School is somehow obliged to. The School reserves full discretion over any decision whether or not to sponsor your child.)</i></p> <p>If you do not require the School to sponsor your child please confirm that your child has or will have a time-restricted or temporary visa in any other immigration category (for example, as a dependent) and please provide a copy. Please also provide any further relevant details.</p> <p>.....</p> <p>.....</p>			

### PARENT'S DETAILS

<sup>1</sup>Parental responsibility is defined in the Children Act 1989 as "all rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice.

Relationship to child	Father*		Mother*
Title:			
Full Name:			
Address:			
Occupation:			
Nationality:			
Home tel:			
Work tel:			
Mobile tel::			
E-mail address(es):			

**\*If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:**

.....  
 .....

**Please mention here the names of any other members of the family attending the School or registered for entry, or any other connection with Princess Helena College:**

.....  
 .....

**Please state name and address of the present school or educational institution (with date of entry):**

.....  
 .....

**Name of Headteacher (or equivalent):**

.....

*(Please provide a copy of your child's most recent school report)*

**Are there any circumstances or conditions relating to your child of which the School should be aware? Please tick as appropriate:**

ADHD	<input type="checkbox"/>	Allergies <i>(please specify below)</i>	<input type="checkbox"/>	Aspergers Syndrome	<input type="checkbox"/>
Autism	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>
Hearing impairment	<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>	Other <i>(please specify below)</i>	<input type="checkbox"/>

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*(Please enclose the most recent Education Psychologist's report, if you have one. Please also send us any relevant medical, special needs or other educational reports you may have).*

**Are there any special arrangements that need to be made for your child to sit the entrance test?**

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.....  
.....

**Do you wish to apply for bursary assistance towards the fees?**

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*(Bursary assistance may be offered subject to confirmation of financial status and is subject to annual review. Details of arrangements for bursaries and application forms will be sent to everyone who expresses an interest.)*

**Do you wish to apply for a scholarship?**

Academic	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Art	<input type="checkbox"/>	Music	<input type="checkbox"/>
Drama	<input type="checkbox"/>	Sports	<input type="checkbox"/>

*(All students applying to Princess Helena College who have achieved a high enough level of attainment in the entrance examinations in January will be invited to sit a further test and interview for an Academic scholarship).*

**Other schools for which your son or daughter has registered?**

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**How did you first find out about Princess Helena College?**

Open Day	<input type="checkbox"/>	PHC Website	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Current school	<input type="checkbox"/>
Media	<input type="checkbox"/>	Other (please state below)	<input type="checkbox"/>

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## DECLARATION

We request that the name of the above-named child be registered as a prospective student of the School **AND** we enclose a cheque for the **non-refundable** Registration Fee of £100, made payable to Princess Helena College or bank transfer

- United Church Schools Trust
- Barclays Bank
- Sort Code: 20-46-50
- Account Number: 53174042
- IBAN: GB85 BARC 2046 5053 1740 42
- Bic: BARCGB22XXX

Please put your child's surname as a reference to the transaction.

By agreeing to this Registration Form, we understand, accept and agree that:

1. Registration of our child as a prospective student does not secure our child a place at the School but does ensure that our child will be considered for selection as a student at the School;

2. If our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services, which will bind us (as the holders of parental responsibility for him/her) in the event (and from the moment) that we accept the place;

3. In order to comply with our responsibilities as a registered Tier 4 sponsor, you consent to us notifying and/or supplying information relating to you and/or your child's right to enter, reside and/or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI) unit of the Home Office and, in any event, if our child is offered a place at the School, such an offer will be subject to us confirming that our child has the right to enter, live and study in the United Kingdom;

4. If applicable, the School may request from our child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges;

5. The School may, with reference to one or both of us: (i) undertake a credit check with a credit reference agency; and/or (ii) require you to provide the School's Bursar with a bank reference and/or an up-to-date credit report (including a credit score); and

6. The School may process any personal data about us (or either of us) and our child, including sensitive personal data about our child (such as medical details), for the purposes of:

(i) Administering its list of prospective students;

(ii) Its registration, selection and/or admission procedures, including as set out above; and

(iii) Communicating with the parents of prospective students about the School and generally managing relationships between the School and its prospective students.

(iv) I / We understand that the personal data provided above will be processed for the legitimate business of Princess Helena College managing the admissions process. I / We understand that this information will be held until such time as the above-named child is no longer of an age to apply for a place at the School, or until I / we request that our personal data no longer be retained.

(v) I / We agree to you keeping in touch about admissions-related information (future deadlines and admissions events) and news about, and activities on offer from Princess Helena College.

(vi) We will never sell your data and we promise to keep your details safe and secure.

(vii) You can change your mind at any time by emailing [admissions@princesshelenacollege.co.uk](mailto:admissions@princesshelenacollege.co.uk)

(viii) For further details on how your data is used and stored please visit the Princess Helena College website [www.phchitchin.com](http://www.phchitchin.com)

Signatures of both parents (if the declaration is signed by only one parent, please state reason below).

<b>Signed by:</b> ..... (signature) ..... (print name) ..... (date) ..... (relationship to child)	<b>Signed by:</b> ..... (signature) ..... (print name) ..... (date) ..... (relationship to child)
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