THE HOWE GREEN EDUCATIONAL TRUST LIMITED

Registered Office:
Howe Green House, Great Hallingbury, Bishop's Stortford, Herts, CM22 7UF
Telephone: (01279) 657706

REGISTRATION FORM

For entry into Reception Class holiday provision

TO BE COMPLETED BY THOSE WITH **PARENTAL RESPONSIBILITY**[1] FOR THE CHILD
PLEASE USE **BLOCK** CAPITALS

CHILD'S DETAILS

Surname of child:	
First name(s) in full:	
Name generally used:	
Date of birth:	
Proposed date of admission:	

PARENTS' DETAILS

Relationship to child	**Parent 1***		**Parent 2***
Title:			
Full Name:			
Address:			
Occupation:			
Nationality:			
Home Telephone Number:			
Work Telephone Number:			
Mobile Telephone Number:			

[1] 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.

E-mail address:			
Emergency Contact name & number: **Please state relationship to child**			

***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:**

……

I would like to book the following sessions subject to availability. I understand that if the requested sessions are fully booked my child's name will be placed on the waiting list for entry at a later date:

Session		Monday	Tuesday	Wednesday	Thursday	Friday
Full day	8.45am – 3.45pm					
Before school care	7.45am – 8.45am					
After school care	3.45 – 5.30pm					

DECLARATION

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

1. **Notice Requirements**

(a) *Notice to withdraw your child from holiday provision*. **If you wish to withdraw your child from the holiday provision (other than at the normal leaving date), you must either give us a clear term's notice to that effect or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given**. This means that if, for example, you wish to withdraw your child with effect from the start of the Michaelmas term (i.e. at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (i.e, the final term of the preceding academic year).

(b) *When the relevant amount in lieu of notice must be paid*. In cases under (a) above, the appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(c) *Notice to withdraw your child from having school lunches covered by fee extras* If you wish to withdraw your child from having school lunches, you must either give a half-term's notice to that effect or pay to the School as a debt a half-term's charges for lunches.

(d) *Withdrawal part-way through a term does not reduce the amount you owe to the School*. **The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or fee extras due, or to obtain a refund of fees or fee extras, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term**.

Signed by:	**Signed by:**
…… (*signature*)	…… (*signature*)
…… (*print name*)	…… (*print name*)
…… (*date*)	…… (*date*)
…… (*relationship to child*)	…… (*relationship to child*)