



St. Francis' College

Broadway, Letchworth Garden City, Hertfordshire, SG6 3PJ

Telephone: 01462 670511 Fax: 01462 682361

e-mail: admissions@st-francis.herts.sch.uk

Headmistress: Mrs B Goulding BA Hons, MA (Ed Mgmt), BA Hons, NPQH

APPLICATION FORM

To minimise errors when transferring information, please complete the form using **BLOCK CAPITALS**. Thank you.

1. **Family Name/Surname:**

First Name(s) of your Daughter:

(Please underline the name generally used)

Date of Birth:

Religion:

Nationality:

Language spoken at home:

Type of Place (please tick): Boarding Weekly Boarding Day Pupil

Proposed Entry Date: *Autumn/*Spring/*Summer Term 20..... (*please delete as appropriate)

Proposed Point of Entry (please circle the relevant year): Kindergarten; Reception; Prep I; PII;

PIII, PIV; PV; PVI; Year 7; Year 8; Year 9; Year 10; Year 12.

Have you applied to any other school/s for your child; if so, which?

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2. **Parents' Details:**

	Father	Mother
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Title
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Full Name
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Address
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Occupation
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Nationality
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Home Telephone
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Daytime Telephone
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Mobile Telephone
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e-mail
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3. **Guardian's Details:** (if appointed under section 5 of the Children Act 1989, by the court or by a person with parental responsibility, or by an existing parent). Please note that the appointment of a guardian is compulsory if both parents are non-UK resident.

Title	Contact: (phone, email etc)
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Full Name	Tel (day)
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Address	Tel (eve.)
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	Fax
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	Mobile
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Occupation	email
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Nationality	
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4. Where an Agent is appointed (e.g. for prospective overseas pupils) please give the following details:

Name of Agency
Name of consultant
Email
Telephone (Day)

5. Please state the name and address of your child's present school/pre-school, together with starting date (if less than three years' attendance, please give details of the previous school too): **This must be completed.**

Current School/Pre-School
Address.....
.....Telephone.....
Previous School/Pre-School
Address.....
.....Telephone.....

6. Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable):

7. Please give an outline of your child's other hobbies or interests (if applicable):

8. **Special Circumstances: please inform us in a covering letter if,**

- a) the child may be unable to play a full part in the games and sporting curriculum of the College
- b) there is any history of serious illness or physical disability
- c) there is any reason to suspect that the child has any learning difficulties or special educational needs, or if there is a family history of any learning difficulty;
- d) the child has any known medical condition or health problems or allergy: -
 - ADHD Allergies Asperger's Syndrome
 - Autism Dyslexia Dyspraxia
 - Hearing Impairment Physical Disability Visual Impairment
 - Other (please give details)

(If you have a doctor's, education psychologist's or other professional's report on the special circumstance(s), please include a copy with this form.)

- e) there are any Court Orders, in relation to the child, for example as to parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments; or in relation to the parents or if either parent is an undischarged bankrupt or subject to an Individual Voluntary Arrangement
 - f) any person named in this form expects to change address during the next 12 months.
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9. Please say how you first heard of the College.

- Local reputation Present school Friends Agent
- Advertisement+ Website* Other (Please give details)

+ Please state which Advertisement _____

* Please state how you became aware of the website _____

Please mention here the names of any other members of the family attending the College or registered for entry, or any other connection with the College.

DECLARATION

We request that the above-named child apply to be a prospective pupil. **A cheque for the non-returnable application fee of £100, made payable to "St. Francis' College", is enclosed. To pay by bank transfer please contact Admissions for the College bank account details.**

We understand that:

1. our daughter's application as a prospective pupil does not secure her place at the College but does ensure that she will be considered for selection as a pupil at the College;
2. we consent to the College processing personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures;
3. in the event that the College requires further information about a pupil's immigration status this will be provided;
4. the College may be required to share information about the pupil with the Home Office / UK Visas and Immigration;
5. in the event that our child is offered a place at the College, such an offer will be subject to the College's terms and conditions for the provision of education services, which will bind us in the event that we accept the place.

First Signature: **Second Signature:**.....

Name in full: Name in full:

Relationship to the child: Relationship to the child:

Date: Date:

If the above declaration is signed by only one parent, please delete as appropriate below:

Divorced/Separated **Widowed** **Guardian** **Other** (please give details):.....

Notes

Early application is recommended. Applications will be considered in the order they are received. Offers of places are made according to the College's Admissions Policy and the admission requirements of the College at the time offers are made. A copy of the current edition of the standard terms and conditions will be supplied on request.

Please return the completed form, together with the application fee to: Admissions, St. Francis' College.

St. Francis' College Trust: A Company Limited by Guarantee
Registered in England No.: 1724197
Registered Office: Broadway, Letchworth Garden City, Hertfordshire, SG6 3PJ
Registered Charity No.: 287694
Head: Mrs Bronwen Goulding BA Hons, MA (Ed Mgmt), BA Hons, NPQH