

## Admissions Application Form – St Crispin’s School (Leicester) Limited

### Information Required:

- Copy of Pupil Passport
- Copy of Visa/Biometric Resident Permit (If have one).

Child’s Personal Details: (Please use Block Capitals)		
Surname		
First Name		
Second Name		
Date of Birth		
Gender		
Date of Admission		
Entry into Year		
Current School Year		
Previous Nursery/Childminder		
Previous School for Reference		
Siblings in School		
Residential Parent/Guardian Information (Please use Block Capitals)		
	Father	Mother
Title: Mr/Mrs/Ms/Dr		
Surname		
First Name		
Address Line 1		
Address Line 2		
Town		
Postcode		
Home Number		
Mobile Number		
Work Number		
Email		
Non Residential Parent/Guardian Information (Please use Block Capitals)		
	Father	Mother
Title: Mr/Mrs/Ms/Dr		
Surname		
First Name		
Address Line 1		
Address Line 2		
Town		
Postcode		
Home Number		
Mobile Number		

Work Number		
Email		

Early Years Information:	Please complete the details below:
I/we wish the school to claim the Nursery Educational Grant for me.	
Number of sessions attending	
Number of sessions claiming NEG for at St. Crispin's	
St. Crispin's is the only school who I/we authorise to claim the grant	
If <b>no</b> please state the other Nursery authorised to claim the grant	
i/we understand that if the NEG claimed elsewhere this will alter the amount of the fees payable to St. Crispin's School	
Copy of Birth Certificate enclosed	

Identification:	
UK British Passport Holder: Copies enclosed	
Mother	Yes/No
Father	Yes/No
Child/ren	Yes/No
Child Birth Certificate	Yes/No
If no -	Yes/No
Visa for Child enclosed	Yes/No
Visa for Parent enclosed	Yes/No
CAS Number applied for:	Yes/No
Medical Information:	
Doctors Name	
Doctors Address	
Health Visitor	
Childs First Spoken Language	
Parents First Language	
Religion	
SEN Code Description	
N	<b>Please tick if applicable</b>
A	No Special Educational Needs
P	School Action or Early Years Action
S/EHCP	School Action Plus or Early Years Plus
	Statement of Special Educational Needs

Ethnicity – Please tick the box which represents your child's ethnicity:					
Code	Description		Code	Description	
WBRI	White British		APKN	Asian or Asian British, Pakistani	
WIRI	White Irish		ABAN	Asian or Asian British, Bangladeshi	
WIRI	Traveller or Irish Heritage		AOTH	Asian or Asian British, any other Asian Background	

WROM	Gypsy/Roma		BCRB	Black or Black British, Caribbean	
WOTH	White Other		BAFR	Black or Black British African	
MWB	Mixed, White and Black Caribbean		BOTH	Black or Black British, any other Black Background	
MWBA	Mixed, White and Black African		CHNE	Chinese	
MWAS	Mixed, White and Asian		OOYH	Any other Ethnic Background	
MOTH	Mixed, any other mixed background		R	Do not wish to be recorded	
AIND	Asian or Asian British, Indian		NOBI	Not obtained	

<b>Health and Safety Information:</b>			
		Yes	No
1	Can your child drink milk?		
2	Is your child vegetarian?		
3	Can your child drink squash?		
4	Can your child drink sugar free squash?		
5	Can your child eat biscuits and sweets?		
6	Can your child eat fruit?		
7	Can your child eat pork?		
8	Can your child eat beef?		
9	Can your child eat eggs?		
10	Can your child use plasters?		
11	Is your child allergic to nuts?		
12	Is your child allergic to dairy produce?		
13	Is your child allergic to the sun?		
14	Does your child wear spectacles?		
15	If so, are they long or short sighted?	Long	Short
16	Has your child been bullied?		
17	Have you discussed this with the Head of Education?		
18	Does your child have eczema?		
19	Does your child have asthma?		

<b>Health and Safety Information:</b>			
		Yes	No
20	Is your child diabetic?		
21	Is your child vegan?		
22	Is your child on Ritalin?		
23	Is your child on Concertia?		
24	Does your child use an inhaler?		
25	Does your child use insulin?		
26	Does your child have an epipen?		
27	Is your child deaf?		
28	If so, left or right ear?	Left	Right

**Collection Details:**  
I/we give the following authority to collect my child from school.

1	Name:	
	Contact Phone Number:	Relationship to child:
2	Name:	
	Contact Phone Number:	Relationship to child:
3	Name:	
	Contact Phone Number:	Relationship to child:
	<b>Collection/VLE Registration Password:</b>	

Payment Details:		Please tick:
1	Termly by either cheque or Standing Order	
2	Monthly by Standing Order	
3	Payment by Nursery Voucher: Company Name:	

Please help us look after your child by taking the time to fill in this information as carefully as possible. The questions have to be answered Yes or No and are for health and safety reasons only. This information is for database purposes and will be on a 'need to know basis' for staff.

Specialist Requirements: Please complete this section if applicable:			
		Yes	No
1	Does your child have Dyslexia?		
2	Does your child have Dyspraxia?		
3	Does your child have ADHD?		
4	Does your child have Asperger's?		
5	Is your child with CAHMS?		
6	Medical Other – Please state:		
7	Does your child have a Statement of Educational Needs?		
8	If yes, what is the date of the review?		
9	Does your child have a EHCP?		
11	If yes, what is the date of the review?		
12	Is your child on School Action?		
13	Is your child on School Action Plus?		
14	Do you have an Educational Psychologists Report?		
15	Do you have a Specialist Teacher Report?		
16	If so, have you provided the school with a copy?		
17	Does your child have SpLD?		
18	Does your child have a General Learning Difficulty?		
19	Do you feel there may be a learning difficulty?		
20	Does your child have speech and language difficulty?		
21	Does your child have any emotional, social, behavioural difficulties?		
22	Are any Outside agencies involved: I.e. Social Services/Speech Therapists ect?		

**Consent Form for School IT and Internet Access – Year Foundation 2 – Year 11**

**St. Crispin's Children's Agreement for E Safety, Mobile Phones and Using Computers and Internet Safety:**

1	I will only use my own log-in name and password which I will keep secret.
2	I will not look at, change or delete other people's files.
3	I will not bring memory sticks/USB into school without permission.
4	I will not interfere with, damage, add equipment to or remove any item of equipment, such as headphones from a school computer and if I do I accept that the cost of replacement will be paid for by myself.
5	I will ask permission from a member of staff before using school IT equipment or internet.
6	I will not attempt to access pornographic, games or other prohibited sites on the internet.
7	I will not download or store games, music, pornography or any other prohibited files from the internet or from any other media.
8	I am aware that it is illegal to download pornographic material within school property and I am aware that any student aged 12 and over can be prosecuted by the police.
9	I will not use school computers to buy or sell anything using the internet.
10	I will not use internet chat rooms on school property.
11	I will not play games on school computers except those in the approved school games file and only when permission has been given by the teacher.
12	I will not use school IT equipment to produce, store or send racist, sexist, obscene or other offensive material (including file names).
13	I will only e-mail people I know or whom my teacher has approved.
14	The messages I send will be polite and sensible and I will never pretend to be someone I am not.
15	I will not give my home address or telephone number, or arrange to meet someone.
16	To help protect other pupils and myself I will tell my teacher if I see anything that I am unhappy with or I receive a message I do not like.
17	I understand that the school will check my computer files and the internet sites I visit.
18	I am aware that the school can monitor what I am currently working on in real time.
19	I will use legal file names – I will name a file properly before I save it.
20	If allowed to bring a mobile phone into school I will switch this off and sign it into the office on arrival.
21	I will not use personal mobile phones or other equipment to send anti-social messages ect. to other people.
22	I will not take photographs in school without the permission from the Head of Education.
23	I will remember that deliberately uploading anti-social photographs, texts messages ect of/to other pupils or representatives of the school either staff/parents/friends will lead to sanctions.

**I agree to follow the E Safety rules and understand that if I deliberately break any of these rules I could be stopped from using the internet or the schools IT equipment, my parent/carer informed and further more serious action may follow, such as suspension or exclusion from school and the replacement of any damaged equipment will be paid for by myself. Whenever I 'logon' I re-affirm my consent to these rules:**

Signed:

Dated:

**Parents/Carers Permission – Foundation 2 – Year 11 Pupils:**

**On the terms set out above I fully support any sanctions put in place by the School. I give permission for my son/daughter to use the school computers, internet and equipment.**

Signed:

Dated:

**DECLARATION: Please read the following carefully and ask for clarification if necessary.**

I/we can confirm that I/we give my/our permission for my child to attend outings to the park, the shops and go on walks and trips using school and public transport organised by the school and supervised by the staff. I/we confirm I/we will inform the school immediately should any of the above information change. I/we also confirm that should the need ever arise for emergency medical attention, advice or treatment I/we give permission for the school to act on my behalf until I/we can be contacted and that the health professionals are responsible for any decisions on medical treatment in my absence.

I/we confirm that I/we do not object to other parents photographing or videoing school functions unless there is firm government legislation to the contrary. I/we understand that I/we are not allowed to take photographs or video footage at the swimming baths as this contravenes Leicester City Council Policy and parents would be evicted from the pool. I/we confirm that photographs taken during school activities by staff may be used in an advertising feature, on the website and as part of any coursework that may be necessary for their education. These photographs/footage will always be used under strict control of the school. (If parents object please notify the school in writing).

I/we the parents/guardians of: \_\_\_\_\_ hereby acknowledge and have received, read and understood the following terms and conditions upon which our child is accepted as a pupil of the school and hereby confirm our acceptance of such conditions. We understand that one terms notice must be given or one terms fees paid in lieu of notice. A copy of our Terms & Conditions can be found on our website as well at [www.stcrispins.co.uk](http://www.stcrispins.co.uk)

Following the legal change in law, this form needs to be signed by all the people who have **LEGAL PARENTAL RESPONSIBILITY FOR:**

Childs Name: .....

Legal Responsibility:

Signed by Mother.....Date.....

Legal Responsibility:

Signed by Father.....Date.....

Legal Responsibility:

Signed by Guardian.....Date.....

Legal Responsibility:

Signed by Guardian.....Date.....

## **TERMS AND CONDITIONS OF BUSINESS OF ST. CRISPIN'S SCHOOL (LEICESTER)**

### **1 DEFINITIONS**

1.1 The following expressions shall have the following meanings:

1.2 "St. Crispin's School" means St. Crispin's School (Leicester) Limited of 6 St. Mary's Road, Leicester, LE2 1XA.

1.3 "Customer" means any party who enters into a contract for Services with St. Crispin's School (Leicester) Limited.

1.4 "Child" means the child who shall attend St. Crispin's School (Leicester) Limited and for whom the services are provided.

1.5 "Application Form" means a booking document, registration form, letter of engagement, quotation or other written instruction describing the Services and requesting a contract for those Services.

1.6 "Services" means the service of childcare and education and any relevant reports created by St. Crispin's School (Leicester) Limited services as described in the Application Form, Website, Prospectus, or any other individual document created with the Customer.

1.7 "Fees" means the payment for Services as outlined in these Terms and Conditions and the Application Pack.

1.8 "Terms and Conditions" means the terms and conditions of supply of Services as set out in this document and any subsequent Terms and Conditions agreed in writing by St. Crispin's School (Leicester) Limited.

1.9 "Agreement" means the contract between St. Crispin's School (Leicester) Limited and the Customer for the provision of the Services incorporating these Terms and Conditions.

### **2 GENERAL**

2.1 These Terms and Conditions shall apply to the Agreement for the supply of Services by St. Crispin's School (Leicester) Limited to the Customer and shall supersede any other documentation of communication between the parties.

2.2 Any variation to these Terms and Conditions must be agreed in writing by St. Crispin's School (Leicester) Limited.

2.3 Nothing in these Terms and Conditions shall prejudice any condition or warranty, express or implied, or any legal remedy to which St. Crispin's School (Leicester) Limited may be entitled in relation to the Services, by virtue of any statute, law or regulation.

### **3 APPLICATION FORM**

3.1 The Application Form is attached to these Terms and Conditions.

3.2 The Application Form shall remain valid until the Child leaves the school.

3.3 The Application Form must be accepted by the Customer in its entirety.

3.4 The Agreement between St. Crispin's School (Leicester) Limited and the Customer, incorporating these Terms and Conditions, shall only come into force when St. Crispin's School (Leicester) Limited confirms acceptance when the Child begins attendance within St. Crispin's School (Leicester) Limited.

### **4 SERVICES AND DELIVERY**

4.1 The Services are as described in the Application Form and these Terms and Conditions.

4.2 Any variation to the Services must be agreed by St. Crispin's School (Leicester) Limited in writing.

4.3 The Services shall commence on the date the Customer receives notification that the Child has been awarded a place at St. Crispin's School (Leicester) Limited and continue until terminated by either party according to the terms of this Agreement.

4.4 Dates given for the delivery of Services are estimates and only and not guaranteed. Time for delivery shall not be of the essence of the Agreement and St. Crispin's School (Leicester) Limited shall not be held liable for any loss, costs, damages, charges or expenses caused directly or indirectly by any delay in the delivery of the Services.

## 5 TERM DATES AND OPENING TIMES

5.1 St. Crispin's School (Leicester) Limited term dates and opening times are specified in the Application Pack and Website. They may also be obtained directly from St. Crispin's School (Leicester) Limited.

5.2 St. Crispin's School (Leicester) Limited may alter these opening times and shall give written notice to Customers of any such changes.

5.3 St. Crispin's School (Leicester) Limited shall be closed on all public holidays, school holidays and any other times intimated to the Customer in writing.

5.4 Late collection of the Child shall result in a late collection charge as outlined in the School Fees.

## 6 FEES

6.1 A refundable deposit fee of £250.00 – Year 1 – Year 11 and £125.00 Foundation – Foundation 2, will be payable by the Customer on submission of the Application Form.

6.2 The deposit shall be refunded when the child leaves St. Crispin's School (Leicester) Limited if there are no outstanding fees due and the appropriate notice of termination has been given by the Customer in these Terms and Conditions. The deposit will not be returned if the child does not take up the place within the school, if there are outstanding school fees or if the correct notice has not been given.

6.3 Should St. Crispin's School (Leicester) Limited be unable to fulfil an offer of a place the deposit shall be refunded to the Customer.

6.4 The fees are as specified in the Application Pack.

6.5 The fees can be paid in full, termly or monthly – Monthly payment schemes are at the discretion and approval of the School Proprietors. The School Proprietors withhold the right to revoke this approval at any time.

6.6 The fees can be paid by the Direct Debit Scheme. Cash and Cheque are accepted at the discretion and approval of the School Proprietors. The School Proprietors can revoke this approval at any time. We do accept vouchers within our Foundation department.

6.7 Any additional items required for the care of the Child, extra childcare, in the form of late collection or 'Aftercare' shall be charged according to the month they become due.

6.8 The Customer must settle all payments for Services within 30 days of the invoice date, unless otherwise agreed in writing.

6.9 St. Crispin's School (Leicester) Limited is also entitled to recover all reasonable expenses incurred in obtaining payment from the Customer where any payment due to St. Crispin's School (Leicester) Limited is late.

6.10 The Customer is not entitled to withhold any monies due to St. Crispin's School (Leicester) Limited.

6.11 St. Crispin's School (Leicester) Limited is entitled to vary the price to consider:

- Any additional Services requested by the Customer which were not included in the Application Pack.
- Any reasonable increases in rates, if applicable.
- Any variation must be intimated to the Customer in writing by St. Crispin's School (Leicester) Limited

6.12 Fees remain due if the Child is absent from St. Crispin's School (Leicester) Limited for any reason.

6.13 Any outstanding fees that fall out of the 30 day payment arrangement will be passed onto a credited Collection Agency for the retrieval of any outstanding fees.



6.14 The correct notice period will be required by the customer and all fees must be paid up until the end of the correct notice period. (See 16 – Termination). Failure to pay school fees, either while the pupil is still in attendance or in lieu of the correct notice period will be passed onto a credited Collection Agency for the retrieval of outstanding fees.

6.15 The correct notice period is one term. If the correct notice is not given the customer will be charged for the full amount of notice.

6.16 If the School awards a Scholarship, Bursary or discount to any pupil, this will be authorised and confirmed in writing. The School reserves the right to withdraw the Scholarship, Bursary or discount at anytime without notice at their discretion or if the child falls below the awarding criteria or the Scholarship, Bursary or discount pass their expiration date.

## **7 AGE OF CHILD**

7.1 St. Crispin's School (Leicester) Limited caters for children from the age of their 2<sup>nd</sup> Birthday until completion of Year 11.

## **8 CHANGE OF SESSIONS**

8.1 St. Crispin's School (Leicester) Limited is entitled to change the sessions within the Foundation and Foundation 1 Year offered to the Child on giving one months' notice to the Customer. Should the Customer find the changes unacceptable they shall be entitled to remove the Child with immediate effect.

8.2 If the Customer wishes to change the sessions the Child registers for they must notify St. Crispin's School (Leicester) Limited at least one month before such changes are required and any changes are subject to the agreement of St. Crispin's School (Leicester) Limited.

8.3 Additional sessions required on an individual basis may be given subject to availability.

## **9 CUSTOMER OBLIGATIONS**

9.1 The Customer agrees to cooperate with St. Crispin's School (Leicester) Limited.

9.2 The Customer shall not allow the Child to bring in any of their own possessions, included but not limited to toys, games consoles money, in either cash, cheque or card form, or music players without the permission of St. Crispin's School (Leicester) Limited. Mobile phones may be brought into school but must be handed over and signed into the main office on arrival and to be collected on leaving the premises. They are not permitted on a Child whilst within the premises. If any such items are brought in, St. Crispin's School (Leicester) Limited accepts no liability for any loss or damage that may occur.

9.3 The Customer shall ensure that the Child is adequately dressed in the correct uniform and is adequately dressed for the weather conditions. Sun lotion and a sun hat is recommended for hot weather, while waterproofs and wellington boots for wet weather.

## **10 ST. CRISPIN'S SCHOOL (LEICESTER) LIMITED OBLIGATIONS**

10.1 St. Crispin's School (Leicester) Limited shall supply the Services as specified in the Application Pack and in these Terms and Conditions.

10.2 St. Crispin's School (Leicester) Limited shall perform the Services in accordance with recognised codes of practice and government guidelines.

10.3 St. Crispin's School (Leicester) Limited shall inform the Customer as soon as possible of any changes to hours or sessions and shall try to accommodate the requests made by the Customer.

10.4 St. Crispin's School (Leicester) Limited shall try to offer siblings a place if required wherever possible but this cannot be guaranteed.

10.5 St. Crispin's School (Leicester) Limited must report to the proper authorities any instances where they have reason to believe that the Child has been the subject of neglect or abuse. This may be done without informing or obtaining the consent of the Customer.

10.6 St. Crispin's School (Leicester) Limited shall hold valid and adequate insurance policies for running a business of this nature.

10.7 St. Crispin's School (Leicester) Limited shall maintain staffing levels according to national recommended standards at all times.

## **11 SICKNESS AND MEDICAL INFORMATION**

11.1 A child suffering from any contagious disease is not permitted to attend St. Crispin's School (Leicester) Limited. This includes, but is not limited to, sickness, diarrhoea and conjunctivitis.

11.2 St. Crispin's School (Leicester) Limited reserves the right to refuse admission to any child they suspect of having a contagious condition.

11.3 St. Crispin's School (Leicester) Limited accepts no liability for the contraction of any illness transmitted at St. Crispin's School (Leicester) Limited.

11.4 The Customer must complete and return St. Crispin's School (Leicester) Limited standard medical health record, within the Application Form prior to the first attendance and must inform St. Crispin's School (Leicester) Limited immediately of any change to this information. It is the parent/guardian's responsibility to keep St. Crispin's School updated with correct medical information on the child.

11.5 St. Crispin's School (Leicester) Limited shall not be held responsible for any negative effects caused by the administration of medication that

was supplied by the Customer for the Child.

11.6 If a child is to take medication while on school property a medical form must be completed and submitted. This includes inhalers or any other standard daily medication. The school will not administer any prescribed medication and withholds the right to refuse to administer any medication on any grounds the school feels applicable.

## 12 CHILD DETAILS

12.1 The information supplied in the Application Form must be accurate and St. Crispin's School (Leicester) Limited must be accurate and St. Crispin's School (Leicester) Limited is entitled to rely on this information.

12.2 The Customer must notify the St. Crispin's School (Leicester) Limited immediately of any changes to this information.

12.3 St. Crispin's School (Leicester) Limited shall comply with all data protection legislation.

12.4 The Customer must advise St. Crispin's School (Leicester) Limited if the Child is the subject of any court order and supply a copy of such an order if requested.

## 13 ABSENCE AND COLLECTION

13.1 The Customer must advise St. Crispin's School (Leicester) Limited as soon as possible in writing if the Child is to be absent.

13.2 The Customer must advise St. Crispin's School (Leicester) Limited as to the identity of the person who shall collect the Child at the end of the session. If that person is not known to St. Crispin's School (Leicester) Limited, proof of identity or a 'password' may be requested. If St. Crispin's School (Leicester) Limited is not satisfied as to the credibility of such a person the Child shall not be released.

13.3 If the Customer is unable to collect the Child at the appointed time a late collection charge may be payable as specified in Condition 6.7 of these Terms and Conditions.

13.4 If a child has no attendance for more than 10 days and has not contacted the school in regard to the absence, the school will have to pass the child and parents details onto the Missing Child department of the LEA in line with government legislation.

## 14 PERSONAL PROPERTY

14.1 St. Crispin's School (Leicester) Limited shall not be liable for any loss or damage to any personal property (which includes cash, cheques and other monetary items) brought onto their premises or any damage or injury resulting from such items.

14.2 All clothing must be clearly marked with the name of the Child.

## 15 COMPLAINTS POLICY

15.1 In the event that the Customer is unhappy with the Services these issues should be raised with St. Crispin's School (Leicester) Limited Form Tutor or Head of Education in the first instance.

15.2 If the Customer wishes to make an official complaint this should be carried out in accordance with St. Crispin's School (Leicester) Limited standard complaints procedure, available from the main school office.

## 16 TERMINATION

16.1 The Agreement shall continue until the Services have been provided within the Terms of the Application Form or for any subsequent date as mutually agreed in writing by both parties or until terminated by either party in accordance with these Terms and Conditions.

16.2 The Customer may terminate this Agreement by giving one terms notice, given in writing by the end of the term prior to the end of the term you wish to leave. The customer understands that a pupil should not be withdrawn from the school unless a full term's notice in writing has been given or a terms fees paid in lieu of notice. Failure to pay either the school fees or school fees in lieu of notice will be passed over to our nominated Collection Agency.

16.3 St. Crispin's School (Leicester) Limited may terminate this agreement and remove a child from the school role with immediate effect if:

- The Customer or Child demonstrates any physical or verbal abuse or demonstrates a break in safeguarding towards staff or other children.
- If information is withheld from the school regarding safeguarding, changes in legal care or any other matter that the School feels is pertinent or a threat to the well being or safety or safeguarding of other pupils or staff within the School and prevent the School from acting in the best interest of the child, other pupils or staff.
- If the Customer has failed to make over any payment due.

16.5 In the event of termination the Customer must make over to St. Crispin's School (Leicester) Limited any payment for Service incurred up to the date of termination.

## 17 DAMAGE

17.1 If a Customer or Child causes damage to any building or property of St. Crispin's School (Limited) Leicester they will be responsible for the full

cost or repair or replacement, whether the damage was caused wilfully or by accident. The Customer will be provided an invoice with a full breakdown of the damage and repair or replacement and payment must be made within 15 days to allow the School to replace or repair any damaged goods as soon as possible. Failure to make a payment will be passed on to the School's nominated debt collection agency.

#### **18 FORCE MAJEURE**

18.1 Neither party shall be liable for any delay or failure to perform any of its obligations if the delay or failure results from events or circumstances outside its reasonable control, including but not limited to acts of God, strikes, lock outs, accidents, war, fire, breakdown of plant or machinery or shortage or unavailability of raw materials from a natural source of supply and the party shall be entitled to a reasonable extension of its obligations.

#### **19 ENTIRE AGREEMENT**

19.1 These Terms and Conditions supersede any previous agreements, arrangements, documents or other undertakings either written or oral.

#### **20 GOVERNING LAW**

20.1 These Terms and Conditions shall be governed by and construed in accordance with the law of England and the parties hereby submit to the exclusive jurisdiction of the English courts.