



The Merlin School - Registration Form

4 Carlton Drive, London, SW15 2BZ Tel: 020 8788 2769 admissionenquiries@merlinschool.net



1. Particulars of Pupil

Surname First Name(s) Known as
Gender Date of birth Desired year and term of entry
Current Nursery Proposed Preparatory School
How did you first hear about Merlin School?

2. Parents

Father's Full Name Title
Father's Home Address Post Code
Father's Email address Occupation
Father's Mobile Number Father's Work Number
Mother's Full Name Title
Mother's Home Address Post Code
Mother's Email address Occupation
Mother's Mobile Number Mother's Work Number

3. Siblings

Siblings will be offered a firm place as long as they are registered by 1st March, 18 months prior to entry to one of our Reception Classes. Any registrations accepted after that date will be given priority on our Waiting List should there be one.

Name D.O.B. School
Name D.O.B. School

4. Conditions of Entry

- Fees are payable in advance at commencement of each term.
- The Acceptance Deposit will be forfeited in full and retained by the School if the parents cancel their acceptance of a place **before entry or the pupil does not join the School.**
- A clear term's notice must be given to the Headmistress in writing before a current pupil is withdrawn from the School. If a full term's notice is not given, then a term's fees will be due. After receipt of the payment in full, the deposit originally paid will be returned. This outstanding amount must be paid to Merlin School within 7 days of parents receiving the invoice notification.
- The Headmistress reserves the right to resign the charge of any pupil.
- Parents are requested to notify the school if their children have been in contact with any infectious diseases.

We strongly recommend parents visit Merlin at either one of our half termly open afternoons or fortnightly tours on a week day morning. Please contact the school office to reserve your place at either one of the tours.

Data Protection

The information requested is for the purpose of processing your registration for a place at this school as well as keep you informed of school events and other services, offered by the school, which we might think appropriate for your child's age. This data is defined as special category (sensitive) personal data and as such the school will collect, process and dispose of it as required under the data protection law and in accordance with our privacy policy. Your information will be kept securely and not disclosed to any third party or external body whilst stored for this purpose. Your information will only be retained until either your child takes the place offered or a period of 3 years after the requested intake year. By completing this form you are consenting to the purposes set out above. Your consent to process this information can be withdrawn at any time by emailing secretary@merlinschool.net. Further information regarding your full rights and how to place a complaint can be seen in the school privacy policy on the school website.

5. Parents Signatures (by signing below, parents agree to the Conditions of Entry above)

Signature Signature

Date

Have you attended a Merlin Tour or are you booked to attend a tour in the future? Y / N

If YES, please state the tour date:

Please return this form with the Registration Fee of £150.00 (payable to The Merlin School) to Miss Violet McConville. Completion of this form does not guarantee a place in the school. This registration fee is non-returnable. If you wish to pay the registration fee via bank transfer, please use your child's full name as the reference and transfer to: Merlin School Ltd, Acc No: 90715603, Sort Code: 20-06-05

The Merlin School Ltd. Registered in England No 2000179

Proprietor Sir Alford Houstoun-Boswall c/o Hill Wooldridge. 107 Hines Road. Harrow. Middlesex. HA1 1RU