



LETTER OF APPLICATION

ENTRY PROCEDURES

The first stage of our entry procedure is for the parent(s) to send us this application form fully completed, together with the Personal Details form (if not already submitted), and the registration fee of £50.00 (non-refundable). We accept these completed forms and the fee if there is a possibility of a place, but no guarantee is given.

When places become available, applications are considered in date order of registration. Parent(s) and girls are then invited to visit the School to meet our staff and the girls, and sit tests in English and Mathematics (Year 1 and above), after which we will decide whether a firm offer of a place can be made. Where a place is offered, a letter is sent to the parent(s) requesting their written acceptance of the offer by completing the Form of Acceptance and for payment of £1,000.00 for the deposit (refundable at the end of your daughter's stay at the School). Acceptance will be subject to the School's Terms and Conditions, a copy of which is attached to the Form of Acceptance.

Please address any queries to the Admissions Secretary on 020 7794 7708.

APPLICATION DETAILS

Name(s):

Address:

To: The Headmistress
The Royal School Hampstead
65 Rosslyn Hill
London NW3 5UD

Date:

We/I apply for our/my daughter (full name)

(date of birth) to join the Royal School Hampstead as a **Day Pupil / Full Boarder / Weekly**

Boarder (delete as necessary) at the start of the Autumn/Spring/Summer Term 20..... on (date to be agreed)

.....

My daughter is currently in Year

We/I attach the following documents to support our/my application

- Personal Details form(s)
- Latest School Report(s) (to be returned)
- Birth Certificate (to be returned)

We/I also enclose a cheque to pay the Registration Fee of £50.00 and we/I understand that this is non-refundable.

continued overleaf

If our/my daughter is accepted for the School, we/I agree to:

1. Pay each term's fees and charges, in full, on the due date shown on the statement of account.
2. Pay administration charges on any fees and charges which remain unpaid after the 1st day of the term of £40.00. Fees and charges which remain unpaid after the 21st day of term will attract a further charge of £40.00 plus interest charges, not to exceed bank rate plus 2%, backdated to the first day of the term in which payment was due.
3. Our /my daughter being unable to return to the School where any fees or charges remain unpaid after half a term.
4. Give one full term's notice, in writing, of my intention to:
 - a. Remove my daughter from the School or to pay one term's fees instead of such notice.
 - b. Discontinue an Extra Subject or to pay one term's charges instead of such notice.

In both cases, the required notice is to reach the Headmistress or the Bursar by the day preceding the first day of the intended final term.

5. Note that if a place at the School for a specific term has been accepted for our/my daughter, should that place subsequently not be required, at least one full term's notice of this fact will be needed, in writing, or we/I agree to pay one term's fees instead of such notice.
6. Note that a change of status for a girl e.g. transfer from being a boarder to a day girl, will require the prior agreement of the Headmistress, such agreement to be sought in writing at **least** one full term in advance, or we/I agree to pay one term's difference in the charges where appropriate.
7. Our/my daughter, if a day girl, is required to have lunch each weekday during term time as provided by the School and for which a charge is raised termly in arrears.
8. Our/my daughter (except those in Years 12 and 13) is required to wear the School uniform.
9. The School passing details of any debts outstanding on fees accounts to the new school of any leavers.
10. Submit a completed Medical Information Form for our/my daughter to the School before the start of her first term.

We/I agree upon signing this form that we/I and our/my daughter (full name)
... accept and will be bound by the School's rules, practices and procedures as published and amended from time to time, a copy of which is available from the Headmistress, and which are hereby incorporated into the contract between ourselves/myself and the School.

Signature of First Parent Date

Signature of Second Parent Date

Note: The terms of this contract represent an attempt to reach a fair and balanced means of accommodating the interests of individual pupils with the running of the School.