



154 New London Road,  
Chelmsford,  
CM2 0AW.

Tel: 01245 353488

Email: Admin@stannesprep.essex.sch.uk  
www.stannesprep.co.uk

**REGISTRATION FORM**

**Details of Pupil:**

Surname:

First Names:

Male/Female

Date of Birth:

Child's First Language:

Any other Languages spoken

Starting Term and Academic Year:

Year Group

<b>OFFICE USE ONLY</b>	
<b>REGISTRATION FEE RECEIVED</b>	
<b>FINAL CONFIRMATION SENT</b>	
<b>FINAL CONFIRMATION RETURNED</b>	
<b>FINAL CONFIRMATION FEE RECEIVED</b>	
<b>INFORMATION PACK RETURNED</b>	
<b>BIRTH CERTIFICATE RECEIVED</b>	

**Please complete this section of the Registration Form in order to ensure St. Anne's have suitable support in place for your child.**

Please indicate any areas in which your child requires, or has previously received support:

Hearing     Sight     Speech     Physical     Special Educational Needs

Emotional/Behavioural (e.g. ADD)

Other Medical Conditions (e.g. Asthma/Allergies/Diabetes etc)  
Please state:

---

**Details of Parents/Guardians:**

Father's Full Name & Title:

Mother's Full Name & Title

Address

Address (if different to Father)

Contact Numbers

Contact Numbers

Email

Email

Occupation

Occupation

---

**On receipt of this Registration form, fee and copy of your child's birth certificate, parents will be sent a letter confirming that their child has been placed on the entry list for the term requested. Please note that registration does not guarantee a place. This will be followed by the final confirmation procedure at a later date, confirming a place, if successful. Priority will be given to children taking a place in our Kindergarten 1. Please read the enclosed Admissions Criteria.**



*Fortiter, Fideliter, Feliciter.*

154 New London Road,  
Chelmsford,  
CM2 0AW.

Tel: 01245 353488

Email: [Admin@stannesprep.essex.sch.uk](mailto:Admin@stannesprep.essex.sch.uk)

[www.stannesprep.co.uk](http://www.stannesprep.co.uk)

### Admissions Criteria

For families new to the school, early registration is recommended.

Places are offered on a first come first served basis after which a waiting list will be implemented.

#### **Entry at Kindergarten 1**

Children may start at Kindergarten 1 in the term after their 3<sup>rd</sup> birthday.

Siblings of children in St. Anne's School will be given priority of a place in Kindergarten 1.

A Registration fee of £100.00, together with a copy of the birth certificate is required before a child can be considered for entry to St. Anne's School. This will place the child on the Entry List.

We strongly recommend children attend from Kindergarten1 to help familiarise them with St. Anne's routines and introduce them gently to school life and their new class friends.

Children are expected to do at least 3 Nursery sessions a week to familiarise themselves with St. Anne's.

Children from KG1 will then continue to KG2 (Reception).

Children joining directly into KG2 are required to complete at least **half a term** in KG1 beforehand, again to familiarise themselves with the school and staff.

Formal offers are posted to the parents.

To secure a place, a confirmation fee of £250.00 is required from all parents, with a 14-day deadline.

Following receipt of the completed Final Confirmation Form, fee and signed Standard Terms and Conditions Document, confirmation of a place will be sent out by post.

Children progressing from KG2 fill the majority of the places in the Pre-Prep.

#### **Entry at Pre Prep**

Places in Pre Prep are offered following an initial assessment of Literacy, Reading and Maths followed by a meeting with the Proprietor or Head. This is to establish that the child shows evidence that he/she has the ability to benefit from the academic education that St. Anne's Preparatory school offers, behaviour and with the intellectual ability to cope with the curriculum and pace & standard of work required.

#### **Entry into the Preparatory Department**

Names of older children are placed on a waiting list in order of registration.

In addition to the entry requirements for Pre-Prep, children are required to spend a day in school.

Standardised tests will be administered in Maths, English and Verbal Reasoning as applicable. Reports will be sought from previous school.

In all cases after assessment, if it is deemed that the child's needs are especially acute, St. Anne's reserve the right to withdraw the offer of the pupil's place at the school. (Please refer to our Admissions and Exclusions Policy)

A formal offer will follow as soon as possible after the child's visit.

**There is a 14-day deadline** for acceptance and a £250.00 fee required to secure the place.

All financial obligations to previous independent schools must have been discharged before they join.



*Fortiter, Fideliter, Feliciter.*

154 New London Road,  
Chelmsford,  
CM2 0AW.

Tel: 01245 353488

Email: [Admin@stannesprep.essex.sch.uk](mailto:Admin@stannesprep.essex.sch.uk)  
[www.stannesprep.co.uk](http://www.stannesprep.co.uk)

### Declaration

We wish our child to be registered as a prospective pupil. We understand that St. Anne's standard Terms & Conditions will undergo periodic reasonable change as circumstances require and will apply to our dealings with the school. We understand that St. Anne's will hold/process personal information about our child, including sensitive information such as medical details. We consent to this to ensure the safeguard and welfare of our child, should a place be offered.

- A non-returnable registration fee of **£100.00** payable to St. Anne's School, is enclosed.
- A non-returnable registration fee of **£100.00** has been paid directly to St. Anne's School via Lloyds Bank PLC  
Sort Code 30-97-24 Account no. 00286580 with Ref:

Name:

Signature:

Date:

Relationship to child:

Name:

Signature:

Date:

Relationship to child: