



# COOPERSALE HALL SCHOOL

Flux's Lane, Epping, Essex, CM16 7PE  
Tel: 01992 577133 Fax: 01992 571544

## ACCEPTANCE FORM

Child's Full Names: .....

Date of Birth: .....

Address: .....

Class: ..... Term: ..... Year: ..... NURSERY: a.m. .... p.m. .... Full Day .....

(Please tick where appropriate)

I/We hereby accept the offer of a place for the above-named child at Coopersale Hall School and enclose a non-refundable deposit of £250

I/We will not cancel our acceptance of this place without first giving a full term's written notice in accordance with the Terms and Conditions overleaf

On signing this Acceptance Form I/we hereby agree to be bound by the Conditions of Admission overleaf

I/We understand that the Terms and Conditions of the School will undergo reasonable changes from time to time as circumstances require

Before accepting a place at Coopersale Hall School, you are asked to declare individually and jointly:-	Please complete all boxes
<i>That the name of your child is the same as that which appears on his/her birth certificate (if different, please provide us with written details and certified copies of all birth certificates issued for your child)</i>	YES / NO
<i>That you have provided and will continue to provide us with full written details of any medical condition, learning difficulty or disability of your child giving rise to a special educational need</i>	YES / NO
<i>That you have provided and will continue to provide us with copies of any Court Orders in relation to your child or either of you (including any orders relating to financial matters)</i>	YES / NO
<i>That each of you has parental responsibility for your child (i.e. legal responsibility). You both agree that your child should attend the School and no other person's consent is required</i>	YES / NO
<i>That you are individually and jointly responsible for payment of fees in respect of your child, notwithstanding that fees may be paid by a third party under a separate agreement with the School (please expand separately if a third party is to be involved)</i>	YES / NO
<i>That all fees at any of your child's previous school/s have been paid and that we are authorised to seek confirmation of this from any previous school</i>	YES / NO
<i>That your child has not left any previous school following a breach of discipline or behaviour</i>	YES / NO

(If you have answered 'No' to any of these statements then please expand on a separate sheet of paper)

In accepting this place I/we agree that as a parent/guardian at Coopersale Hall School, I/we will:

- Support the school in its efforts to maintain high standards of behaviour and achievement
- Ensure that my/our child arrives at school on time (by 8.35am) and is collected punctually at the end of the school day
- Ensure that my/our child completes his/her homework
- Take holidays outside term time and send written notification of the reason for any absence from school
- Keep the school informed about any change of address or telephone number, or any change of circumstances that might affect my/our child's work or behaviour (e.g. bereavement, parental separation or illness)
- Read the copy of the current School Rules as provided and draw them to my child's attention

### Signatures of both Parents / Guardians:

FATHER/GUARDIAN NAME: ..... MOTHER/GUARDIAN NAME: .....

FATHER/GUARDIAN SIGNATURE: ..... MOTHER/GUARDIAN SIGNATURE: .....

Date: .....

Both Parents/Guardians to read and sign the Terms & Conditions overleaf

**Terms and Conditions of Admission to Coopersale Hall School – BOTH PARENTS/GUARDIANS TO SIGN**

***I / We understand that:***

1. **Admission:** Parents seeking a place at the School for their child are asked to complete a Registration Form. Children will be considered for a place as and when one becomes available, but priority may be given to siblings. Children applying for a place in Years 1-6 will be required to sit tests in Mathematics and English and attend an interview. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the School's culture, politics and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants, pupils and members of staff who have disabilities for which, after reasonable adjustments, we can cater adequately. A place on the waiting list does not guarantee admission. A legally binding contract is made on the basis of these Conditions of Admission when we offer you a place for your child and you accept that offer. It is a condition of acceptance that you pay a non-refundable deposit of £250, which will form part of the School's general funds and will be credited to the first term's fees.
2. **Fees:** Once the School's offer of a place is accepted, you are responsible for payment of fees and extras. "Fees" mean all sums due and owing to the School at any time and must be paid promptly. School fees are payable termly in advance before the first day of each term or by a monthly instalment scheme (details available on request). Interest will be added to overdue accounts and a child may be refused admittance where any part of the previous term's fees are outstanding. No remission of fees will be made for absence due to sickness or for any other cause.
3. **Fee increases:** Fees are subject to reasonable increases from time to time (normally once per year). Apart from in exceptional cases, notice of any change will not be announced later than one term prior to the first day of the term for which they are payable.
4. **Withdrawal:** One full term's written notice of the withdrawal of the pupil must be given, or one full term's fees should be paid in lieu of such notice. The expression "a term" means the period between and including the first and last days of each school term in our calendar.
5. **Removal:** It is part of the contract that the School reserves the right to request the removal of a child, during or at the end of a term, if he/she persistently disturbs the concentration of other pupils. Parents may be required to remove the Pupil, temporarily or permanently, from the School if the Head is of the opinion that by reason of the Pupil's conduct or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School. Removal may also be required if the Head or Principals are of the opinion that a parent, guardian or member of the child's family has treated the School or members of its staff unreasonably or has brought the name of the School into disrepute by whatever actions. The School shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the School.
6. **Education and Welfare:** We will do all that is reasonable to safeguard and promote your child's welfare and provide education and pastoral care to the standard required by law. We will respect your child's human rights and freedoms which must, however, be balanced with the needs and rules of our School community and the rights and freedoms of others.
7. **Parents:** We expect you as parents to support and uphold the good name and reputation of the School and the lawful authority of the Head and the staff and to ensure that your child attends School (unless unwell), wears a school uniform and behaves in an appropriate way in accordance with the School Rules and Regulations. Failure to comply with this requirement may lead to action as described in clause 5.
8. **Emergency Treatment:** It is a condition of admission that the Head has full authority to give consent, if you cannot be contacted in time, to the carrying out of any emergency medical treatments or procedures which are certified by a medical practitioner to be necessary for your child's safety, health and welfare.
9. **Liability and Insurance:** Unless we have been negligent, we do not accept responsibility for personal injury or loss or damage to property from any cause. Parents are responsible for arranging insurance cover for the belongings of their children. Nothing in these conditions affects your statutory rights.
10. **Compensation:** Parents are liable for full compensation for loss or damage to school property caused by the pupil. The school cannot accept liability for any theft, loss or damage to property belonging to pupils howsoever caused.
11. **Safety:** The School cannot accept responsibility, unless negligent, for the safety of any pupil who is on the school premises before 8.30am or more than fifteen minutes after the end of the pupil's last lesson, unless attending before or after-school clubs.
12. **Prospectus/Website:** The School prospectus and website do not form part of the contract between the School and parents. Although we believe the contents of the prospectus to have been correct at the time of printing and the website to be regularly updated, parents must seek written confirmation from the Head of any matter on which they wish to place specific reliance before entering this contract. Photographs of your child may be used for publicity purposes over the course of his/her time at the School. Parents objecting to this should notify the Head in writing.
13. **Lunches:** Lunches are seen as part of the school day and are encompassed in the pupil's overall learning process. The School utilises a catering company, which provides a daily healthy, balanced and nutritional meal with a wide selection of daily menus. We have an on-site chef-manager with whom parents may discuss any special dietary requirements. All pupils are expected to have a school lunch.

**I / We hereby apply for admission of my / our child to Coopersale Hall School and enclose a non-refundable deposit of £250.**

**I / We have read and agree to abide by the Terms and Conditions of Admission and Rules and Regulations.**

**I / We declare that I / we have disclosed to the School all details of our child's medical conditions, allergies, learning difficulties, special educational needs and disabilities.**

Name of pupil: .....

Signature of Father/Guardian: ..... Signature of Mother/Guardian: .....

Date: .....