



**BENENDEN**  
A COMPLETE  
EDUCATION

# Registration Form

Please answer all sections in full

To be completed by all those with **parental responsibility** for the child

Registration fee: £200

For current fees per term, please refer to our website: [www.benenden.school](http://www.benenden.school)

Privacy Notice: [www.benenden.school/privacy](http://www.benenden.school/privacy)

Surname of Candidate:

First names (in full):

Name generally used:

Date of birth:

Nationality:

Does she hold a UK passport? Yes

No

If not, what passport does she hold?

The School is currently a registered Student Visa sponsor (via the Home Office's UK Visas and Immigration (UKVI) unit). Please tick this box if you may require the School to sponsor the candidate for visa / immigration purposes.

Details of the Student Sponsorship arrangement will be sent to everyone who ticks this box. Providing this information does not guarantee that the School will sponsor the candidate or that the School is somehow obliged to. The School reserves full discretion over any decision whether or not to sponsor the candidate.

If you do not require the School to sponsor the candidate but she holds a non-UK passport, please confirm that the candidate has or will have a time-restricted or temporary visa in any other immigration category (for example, as a dependent) and please provide a copy. Please also provide any further relevant details.

Proposed point of entry:

11+

12+

13+

14+

16+

Boarding:

Proposed year of entry:

Day Boarding:

Do you wish to apply for bursary support with fees?

If so, you will be asked to complete a separate means-tested assessment. If seeking bursary support, no Registration fee is required. Bursary support may be offered subject to confirmation of financial status and is subject to annual review.

Do you wish to apply for a Scholarship?

Please note that our scholarships are honorary and do not have a financial value attached to them. Please see the website for details.

Please complete contact details for two parents, where applicable.

Parent One

Parent Two

Title:

Full Name:

Home Address:

Occupation:

E-mail:

Mobile:

Home Telephone:

Please remember to offer any change of contact details so that we can continue to keep in touch with you.

Who has Parental Responsibility?: Parent One  Parent Two  Other (i)  Other (ii)   
(please tick relevant boxes)

We will require proof of Parental Responsibility from anyone other than those named on candidate's birth certificate when the Acceptance Form is signed.

Is any other Adult, apart from those with Parental Responsibility, likely to be in regular contact with the School?

With which parent does the candidate usually reside: Parent One  Parent Two  Both

(please tick relevant box)

Other (please specify)

Name and Address of current School   
(from whom a reference will be requested):

Name of School Head

School Contact Details Telephone:

Email:

How did you hear about Benenden?

**Access Requirements:**

Are there any circumstances or conditions relating to the candidate of which the School should be aware?

ADHD  Allergies  Aspergers Syndrome   
(please specify below)

Autism  Dyslexia  Dyspraxia

Hearing Impairment  Visual Impairment

Other

Please enclose the most recent Educational Psychologist's report, if you have one. Please also send us any relevant medical, SEND or other educational reports you may have.

Are there any special arrangements that need to be made for the candidate to sit the entrance assessment?

# Declaration

We (as the holders of parental responsibility for her) request that the name of the above-named child be registered as a prospective pupil of the School **AND** we have made payment of the **non-refundable** Registration Fee of £200 by bank transfer to:

Coutts & Co  
Commercial Banking  
440 Strand, London, WC2R 0QS

Acc Name: Benenden School (Kent) Ltd  
Acc: 00794821 Sort Code: 18-00-02  
IBAN: GB77COUT18000200794821  
Swift (IBAN BIC) COUTGB22

**(Please use the candidate's name as reference)**

We understand that:

1. registration of the candidate as a prospective pupil does not secure the candidate a place at the School but does ensure that the candidate will be considered for selection as a pupil at the School;
2. if the candidate is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services<sup>1</sup>, which will bind us (as the holders of parental responsibility for her) in the event (and from the moment) that we accept the place;
3. if the candidate is offered a place at the School, such an offer will be subject to us confirming that the candidate has the right to enter, live and study in the United Kingdom. If the candidate requires sponsorship for a Student Visa in order to comply with the School's responsibilities as a registered Student Visa sponsor, we consent to the School notifying and/or supplying information relating to us and/or the candidate's right to enter, reside and/or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI) unit of the Home Office;
4. the School may request from the candidate's present school or educational institution: (a) information and a reference in respect of the candidate; and/or (b) information about any outstanding fees and/or supplemental charges; and

**I/We have read the Terms and Conditions as found at [www.benenden.school/terms-conditions](http://www.benenden.school/terms-conditions)**

First Signature

Second Signature

Name in full

Name in full

Relationship to child

Relationship to child

Date

Date

Third Signature

(if appropriate eg Parental Responsibility)

Name in full

Relationship to child

Date

Please save this form to your computer and email it to:  
[registry@benenden.school](mailto:registry@benenden.school)

<sup>1</sup> A copy of the current terms and conditions (known as the School's parent contract) is available for your information upon request at any time, but please note that the version of the parent contract supplied may be subject to change prior to the point in time when a place at the School for your child may be offered.

#### How we may use personal information

The School may process personal data about you (or either of you) and the candidate, including sensitive personal data such as medical details in accordance with data protection law for the purposes of:

- (i) administering its list of prospective pupils;
- (ii) its registration, selection and/or admission procedures, including as set out above; and
- (iii) communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils.

Even if the candidate is not offered a place at the School, we retain information about prospective pupils and their parents for a period. Please let Director of Finance and Operations know if you have any questions or concerns about this.

Further information about how the School processes personal data is set out in the School's Privacy Notice, which is on the School's website and is otherwise available from the School at any time upon request.

#### NOTES

- 1 This form should be returned to the Registry at Benenden by email. Please also send confirmation of your online payment. [registry@benenden.school](mailto:registry@benenden.school)
- 2 Acknowledgement of your Registration Form and Fee will be made by email (please make sure you have provided us with your home email address)

**BENENDEN SCHOOL**  
Cranbrook, Kent, TN17 4AA  
Telephone: 01580 240592  
Fax: 01580 240280  
Email: [registry@benenden.school](mailto:registry@benenden.school)  
website: [www.benenden.school](http://www.benenden.school)