

# Claremont School Application Form

- Registration, fee schedule and application for Claremont Prep and Senior School
- Please download this form, complete the questions (either on screen or by hand), save it and email back to us at [admissions@claremontschool.co.uk](mailto:admissions@claremontschool.co.uk)



## Applicant Details:

First Name:

Middle Name(s):

Surname:

Date of Birth: Day          Month          Year          Nationality:

Religious Denomination:

Gender:      Male          Female

Is English the only language spoken at home?      Yes          No

If no, what other languages are spoken?:

Current School:

Please tick to confirm you have included a copy of the applicants last two school reports :      Yes

Has the applicant ever been excluded from a previous school :      Yes          No

Desired dates of admission: Month          Year          School year group:

How did you hear of the school:

Passport number:

Please tick to confirm you have included a copy of your passport      Yes

## Parent/Guardian 1:

Title (ie: Mr/Mrs/Ms/Dr etc.):

Forenames:

Surname:

Date of Birth:

Occupation:

## Parent/Guardian 2:

Title (ie: Mr/Mrs/Ms/Dr etc.):

Forenames:

Surname:

Date of Birth:

Occupation:

**Parent/Guardian 1 continued...**

**Parent/Guardian 2 continued...**

**Correspondence (Home) Address:**

Address:

Address:

Telephone:

Telephone:

Mobile:

Mobile:

Work:

Work:

Email:

Email:

**Emergency Contacts:**

Title (ie: Mr/Mrs/Ms/Dr etc.):

Title (ie: Mr/Mrs/Ms/Dr etc.):

Forenames:

Forenames:

Surname:

Surname:

Telephone:

Telephone:

**Nursery & Prep School**

Baldslow, St Leonards, East Sussex TN37 7PW · +44 (0)1424 751555

**Senior School & Sixth Form**

Bodiam, East Sussex TN32 5UJ · +44 (0)1580 830396



Claremont



[admissions@claremontschool.co.uk](mailto:admissions@claremontschool.co.uk)

[claremontschool.co.uk](http://claremontschool.co.uk)



## Confidentiality of Information

Information provided within this form will be processed by Claremont School in accordance with the General Data Protection Regulations 2018. By providing the information requested, you are giving your consent for the data to be processed by Claremont School.

## Special Educational Needs and Disabilities

In order to best assist your child, please give any relevant information regarding the questions below.  
*Please include all appropriate documentation and provide as much detail as possible.*

Does your child have an Educational Health Care Plan?      Yes      No

*If yes, please include details below and attach the plan.*

Does your child have any external reports?      Yes      No

*If yes, please include details below and attach relevant reports e.g. Educational Psychologist report, occupational therapist report etc.*

Is your child currently receiving any specialist interventions e.g. Speech & Language, Counselling, CAMHS etc.?

Yes      No

*If yes, please include details below.*

Is your child currently receiving any additional learning support either within or outside of their current educational setting?      Yes      No

*If yes, please include details below.*

Does your child have any existing exam concessions?      Yes      No

*If yes, please include details below.*

## Social, Emotional, Mental Health

In order to support your child it is essential we are aware of any previous social, emotional and mental health needs. Please indicate if your child has been subject to significant disciplinary measures (internal/external/permanent exclusion).

*Please include all appropriate documentation and provide as much detail as possible.*

Failure to declare these could lead to withdrawal of an offer.

The information I have given on this form regarding SEND and the history of Learning Support provision for my child is correct to the best of my knowledge. Should a learning need be identified by the school, this information will be shared with the parent/guardian. The school will suggest appropriate interventions/learning support provision to help the child achieve their full learning potential. There is an additional fee for this provision.

I give permission for Claremont School to contact previous or current educational establishments if needed.

Signature of Parent/Guardian:

Date:

Please note: the school has a statutory duty to transfer and request a child's safeguarding and child protection file, as soon as possible.

In compliance with personal data protection regulations, we inform you of the processing of your personal data for which CLAREMONT SCHOOL is the data controller and recipient, in order to: manage your request. Your data is processed based on your consent. The foreseen conservation period is at least the legal one established in the regulations and, in any case, as long as the consent given is not withdrawn. The transfer of your data is not foreseen, except for storage purposes, and in any case based on the existence of adequate guarantees.

We inform you of your rights of access, rectification, erasing, data portability, limitation and opposition, as well as the revocation of the consent provided in your case, by contacting CLAREMONT SCHOOL via post to St Leonards on Sea, East Sussex TN37 7PW, or via e-mail to our Data Protection Officer at [dpo.external@ispschools.com](mailto:dpo.external@ispschools.com) and/or to Data Protection Authorities.

### Billing address

Address for invoicing, please tick choice: Parent/Guardian 1      Parent/Guardian 2      Both  
Other      Relationship to child

If **other**, give name and address here:

Title (ie: Mr/Mrs/Ms/Dr etc.):

Full Name:

Address:

Email:

### All school fees must be paid by direct debit.

**Direct Debit:** Termly      Monthly (6th of each month)

Account Name:

Sort code:

Account number:

**When making a BACS payment, please remember to quote your child's full name or account code.**

### Bank Account Details

Bank: Santander

Account Name: Claremont School (St Leonards) Limited

Sort code: 09-02-22

Account Number: 10999251

Signature:

Date:

By signing this mandate form, you authorise (A) the Creditor to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from the Creditor. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within eight weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

ALL FIELDS MUST BE FILLED IN. ONCE SIGNED, THIS DIRECT DEBIT MANDATE MUST BE SENT TO THE CREDITOR FOR SAFEKEEPING. ALL GAPS ARE MANDATORY. ONCE THIS MANDATE HAS BEEN SIGNED MUST BE SENT TO CREDITOR FOR STORAGE.

Data Controller: CLAREMONT SCHOOL

Purpose: Management and collection. Fulfilment of contractual obligations.

Legal Base: Execution of a contract and consent of the data subject.

Recipients: Your data will not be passed on to anyone, except to banks for the purpose of to carry out the transactions.

Your rights: You have the right to access, rectify and delete the data, as well as other rights, explained in the additional information, at your disposal at the reception desk of the school.

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For Office Use: Date

Acc no

App

Dep

Ack

DB

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Claremont

**iSP** International  
Schools  
Partnership



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# Fees, regulations, charges and registration



## REGISTRATION, DEPOSIT AND ENROLMENT FEE

1. In order to apply for a place at Claremont School, it is necessary to complete an Application Form and return it to the school. The school will formally offer a place in writing subject to a student satisfying various conditions of entry and to paying the Registration Fee, the Deposit and the Enrolment Fee (as stated on the fees list) in full no later than 2 weeks after the offer has been issued. In the event that the offer is subsequently withdrawn by the school or declined by the parents/guardians, only the deposit will be reimbursed.
2. The Deposit is refundable after the student has completed the course and has left the school. Outstanding charges on the student's account will be offset before the refund is processed. In the event of withdrawal (see below), refund of the Deposit will be at the Principal's discretion.
3. The Enrolment Fee will be credited until April 15th if the student is still enrolled in the school.

## PAYMENT OF FEES

4. Fees will be invoiced once a year (one Annual Invoice) and must be paid by direct debit.
5. Fees can be paid in 3 equal instalments by the following deadlines: August 1st, December 1st, and March 1st. Alternatively Fees can be paid in 10 equal instalments by 6th or 25th of each month from June to March.
6. Fees can also be paid for the full year in advance by bank transfer. Parents who wish to pay the full year in advance need to communicate their intention to [finance@claremontschool.co.uk](mailto:finance@claremontschool.co.uk) by June 1st and pay the fees by July 1st to benefit from a 3% advance payment discount.
7. The Annual Invoice will include Tuition Fees, Transport, LAMDA and Consumables\*, if applicable.
8. If the Annual Invoice instalments have not been received within the above-mentioned deadlines, the student will not be permitted to attend class. The school reserves the right to withdraw a place from a student whose fees are overdue.
9. Tuition Fees include tuition, lunch and refreshments as appropriate.
10. Boarding fees are itemised separately and include daily transfer between the residences and the school, food and laundry. The Boarding Fees exclude taxis, school trips, course books, club membership, one-to-one tuition, personal transport, examination fees and other such items which are chargeable (see 13).
11. Boarding fees are not eligible for annual early payment discounts, and are not discounted as part of a scholarship or bursary.
12. Boarders will also be invoiced an Activity Fee to include House evening, weekend activities and House trips.
13. Additional items such as trips, course books, club membership, one to one tuition, and exams will be charged on an ad-hoc basis. These will be paid within 7 days after invoice date (termly payers) or in the next direct debit run (monthly payers). GCSE, A-Level and other public examination fees are payable by all students as required, without exception and on demand.
14. Any items costing £50.00 or less may be charged to the student's account, without the consent of the parent, but with the agreement of the student unless parents specifically request otherwise.
15. Late payment of fees is not permitted and the parent agrees to pay monthly interest of 5.0% on any overdue balance. For each returned/cancelled cheque or direct debit payment, an administration charge of £20.00 will be added to the account.
16. Cash and cheques are not accepted as payment method. Vouchers for transport are accepted.
17. All bursaries, discounts and Scholarships are offered for one year, and will be reviewed on an annual basis prior to the start of the academic year. All discounts will be removed from the account if the fees have not been paid in full prior to the start of the next academic year.

\* Students studying Art, Design Technology, Photography, Biology or Geography will be charged for the extra cost of materials required for these classes.

## NOTICE OF WITHDRAWAL

18. Notice in writing, before the first day of term, is required where it is intended that a student should leave at the end of that term, otherwise an additional term's fees in lieu of notice is chargeable.
19. Similarly, the school requires one full term's notice (as defined by the Claremont School calendar) if a place in the school is accepted and subsequently not taken up, or a term's fees in lieu of notice are payable. For clarification, written notice is required prior to the start of the Summer Term (April) in order to withdraw a place accepted for the following academic year.
20. If a child is expelled from the School after the start of a term, a term's fees in lieu of notice are payable.

## RE-ENROLLMENT

21. A student is not automatically re-enrolled for the following academic year. A place is only reserved if the Re-enrolment Fee is paid by April 15th.
22. The Re-enrolment Fee is credited to the parent account provided the student attends the school when the school year starts.
23. In case the student does not attend school in the beginning of the school year, the place will be withdrawn, and the Re-enrolment fee will not be credited.

## INSURANCE

24. Fees are not remitted for absence from school for any reason. Parents are advised to consider appropriate insurance to cover prolonged periods of absence from school.
25. The school does not accept responsibility for the loss or damage of any personal effects brought to the school.

## DECLARATION

I hereby apply for the applicant to be considered for admission to Claremont School. I have read the Terms and Conditions and if this application for a place is successful, I agree to the fees (as stated on the fees list) and other charges in accordance with these regulations and any subsequent updates. I also agree to be responsible for any legal costs or expenses reasonably incurred by Claremont School as a result of enforcing their rights under this Agreement. I accept by signing this form that I am entering into a legally binding contract, and that I am jointly and severally liable, along with any other person who has signed this form, for any breach of this Agreement. I agree to allow my son/ daughter to be transported by the school's own transport if appropriate without further permission needed to be requested by the school, and to allow the school to authorise emergency medical treatment without further permission should this ever be necessary.

Signature of Parents/Guardians: (1)

(2)

Print Names:

Date: Day

Month

Year

# General Data Protection Regulation (GDPR)



CLAREMONT SCHOOL undertakes to respect the current legislation on protection and confidentiality in the dealing of personal data, to comply with UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA)). In accordance with the above, we inform you of the processing of your personal data provided through the previous forms, based on the following.

## DATA CONTROLLER

CLAREMONT SCHOOL, St Leonards on Sea, East Sussex, TN37 7PW, England.

## DATA PROTECTION OFFICER

PRODAT CUMPLIMIENTO S.L, Calle Aguarón, 23B, 2º, 28023, Madrid, Spain.

Data Protection Officer contact: [Dpo.external@ispschools.com](mailto:Dpo.external@ispschools.com)

## FOR WHAT PURPOSES DO WE PROCESS YOUR DATA?

Managing and processing of the boarding of international students, as well as maintaining and guaranteeing compliance with the relationship with the student, family and Legal Guardian nominated for the duration of their residential stay at the school. Management and processing of the schooling of the student, as well as maintaining and guaranteeing compliance with the relationship with the student and family and allowing compliance with the legitimate functions of the school, its departments, and collaborating entities.

Management of other complementary services, extracurricular activities, monitoring and developing the student during the school relationship (such as creating accounts on mobile devices provided by the Centre).

Implementation in pupils' corporate devices of tools for the continuous monitoring of the use of the school's devices and accounts by means of a system of alarms that will be activated when words previously marked as potentially dangerous are typed. The system will also involve blocking the surfing of forbidden pages on the Internet, all with the aim of protecting them in order to safeguard the integrity of the pupils.

Making communications of the requested procedures and information that may be of interest to the families and students. Use of the image. Notice to relatives. The data of third parties will be processed for the same purposes, especially for the collection management of the students.

## WHAT JUSTIFIES THE TREATMENT OF THE DATA?

The fulfillment of a legal obligation applicable to the controller, the execution of a contract or the consent of the interested party, when applies.

## WHO ARE THE RECIPIENTS OF THE INFORMATION? TO WHOM CAN WE COMMUNICATE THE DATA?

Education authorities and other competent public administrations, banks, insurance companies, money laundering supervision authorities, travel agencies and entities necessary to carry out our service provision.

## PURPOSES THAT REQUIRE EXPRESS CONSENT?

Certain processing activities and other recipients require authorising the transfer by checking the corresponding box:

**Communications:** Sending electronic information regarding the student (for example: unexcused absences to class, appointments with tutors or other incidents) or related to their relationship with the Centre (notice of collection of bank receipts, for example) electronically, including text messages on the indicated mobile phone, email or other equivalent electronic means.

YES NO

**Identifying Data:** The identifying data may be transferred to the associations related to the school (former students, student parents' association, extracurricular companies) for the organization, management, and information of their activities

YES NO

**Health Data:** Disabilities, chronic illness, disorders, food intolerances or allergies, that can be facilitated throughout your educational relationship for the management of the dining room service and the nursing service, prevention of epidemics and pests or the personalized attention of the minor, implies the express consent of the parents/guardians for the exclusive purposes mentioned.

YES NO

**Additional Learning Needs:** To carry out the psycho-pedagogical evaluation tests in order to guide and prepare a diagnostic report. This express consent is necessary to manage adequate care and timely support in the pedagogical field by our guidance counsellors at the Students Support Department close collaboration with student's parents.

YES NO

# General Data Protection Regulation (GDPR)



**Grandparents, family members and other contact people:** Personal information regarding third parties (for example, relatives or other persons authorized to pick up the minor upon leaving the school). The signatories declare to have informed and obtained the consent of the owner of these data in advance, for the processing by the school.

YES NO

**Exit Permissions:** To the communication of student's personal data to third-party companies for the management and organisation of excursions that I have previously authorised.

YES NO

**Official Language Exams:** Communication to third-party companies for official language certification exams.

YES NO

## WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR PERSONAL DATA?

You can contact CLAREMONT SCHOOL and exercise your rights of access, rectification, erasure, data portability, limitation and opposition, as well as revocation of consent given, by post to the address, Bodiam Robertsbridge, East Sussex TN32 5UJ, or by e-mail to our Data Protection Officer at [dpo.external@ispschools.com](mailto:dpo.external@ispschools.com). You can also contact the data protection authorities if you consider that your rights have been violated at <https://ico.org.uk/>

By signing this document, the minor's parents / guardians' consent to the use of the data specified through this document.

Signature of Parents/Guardians: (1)

(2)

Print Names:

Date: Day Month Year

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