

City of London School
Queen Victoria Street, London EC4V 3AL
Telephone: 020 7489 0291 Fax: 020 7329 6887

ACCEPTANCE FORM
(Form of Undertaking)

Child's Full Name:	Date of Birth:
Name Generally Used:	Date of Entry:

I/We HEREBY ACCEPT the place which has been offered to us for our child (named above), on the terms of the letter containing that Offer and the Terms and Conditions referred to in it.

I/We ACKNOWLEDGE RECEIPT of a copy of the current School Pastoral Handbook and School Rules and Regulations which we have read and drawn to our child's attention.

I/We HEREBY DECLARE individually and jointly that:

- 1 *Terms and Conditions:* Before signing this form I/we have read and understood and I/we agree to the City of London School Terms and Conditions which will undergo reasonable change from time to time. I/we have retained a copy of the Terms and Conditions with our records.
- 2 *Disabilities & Learning Difficulties:* I/We have already provided details of any learning difficulty or disability giving rise to a special educational need (for example, dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair). I/We attach in confidence details of any relevant information received subsequently.
- 3 *Medical Matters:* I/We attach in confidence all relevant information about any medical condition, health problem, or allergy which affects my/our child and/or which may prevent my/our child from taking a full part in the School's academic and games/sports curriculum and outdoor activities.
- 4 *Court Orders:* I/We have informed the School if we are separated or divorced and if any court orders have been made in relation to our child or either of us (including any orders relating to financial matters). Except as disclosed in a confidential letter attached to this form, my/our child has not been withdrawn from or asked to leave another school as a result of misconduct and is not under investigation and has not been convicted for any criminal offence.
- 5 *Parental Responsibility:* I/We have parental responsibility (i.e. legal responsibility) for my/our child; I/we agree that my/our child should attend the School and no other person's consent is required.
- 6 *Current school:* I/We confirm that fees payable to my/our child's current and any previous schools have been paid or will be paid in full before my/our child enters the City of London School.
- 7 *Cancellation/Withdrawal:* I/We will not cancel my/our acceptance of this place or withdraw my/our child from the School without first giving a full term's written notice or paying a term's fees in lieu of notice in accordance with the Terms and Conditions referred to above.

8 *Documents:* I/We confirm that before signing this form, I/we have seen or had an opportunity to see all the documents referred to in the Terms and Conditions, including the School Pastoral Handbook and the School Rules and Regulations, that we accept and agree to their terms, and that we agree to draw them to the attention of our child and assure the School that the Pupil will comply with them.

I/WE HEREBY GIVE THE FOLLOWING EXPRESS AUTHORITIES on behalf of myself/ourselves and (so far as I am/we are entitled to do so) on behalf of my/our child:

1. *Data Protection:* I/We consent to the School (through the Headmaster as the person responsible) obtaining, using and holding "personal data" including "sensitive personal data" such as medical information, to be processed lawfully and fairly in accordance with the *Data Protection Act 1998*, for the purposes of safeguarding and promoting the welfare of my/our child and ensuring that all relevant legal obligations of the School and ourselves are complied with.
2. *School Fees:* I/We consent to the School making enquiries of my/our child's current or previous schools for confirmation that all sums due and owing to such school/s have been paid and I/we consent to your informing any other school or educational establishment to which I/we propose sending our child if any fees of this School are unpaid.
3. *School Trips & Transport:* I/We consent to my/our child taking part in school trips, including educational visits, which do not involve an overnight stay or travel abroad and I/we consent to my/our child being carried by public transport or school transport driven in a responsible manner by an adult who is suitably qualified and insured.

I/WE ENCLOSE our cheque for [£] being the deposit which will be held without payment of interest in the general account of the School in accordance with the Terms and Conditions referred to above.

First Signature:	Second Signature:
Name in Full:	Name in Full:
Relationship to the Child:	Relationship to the Child:
Contact Telephone No:	Contact Telephone No:
Address:	Address (if different):
Date:	Date:

Please return this form to the Admissions Secretary, together with a confidential letter addressed to the Headmaster if there are any matters of which we ought to be aware before your child enters the School, or once here.