



Pupil Contract: Confirmation of Enrolment at London Scandinavian School

Full Name of Child	
Date of Birth	
Home Address	
Date of Entry	

1. Declaration

- I/we accept the place which has been offered to us for my child, as named above, on the terms of the letter or email containing that offer and any conditions therein.
- I/we have parental responsibility for the child named above and I/we confirm that no other person's consent is required for the child to attend the school.
- I/we acknowledge that I/we have read and understood the terms and conditions of entry and agree to the entry of my/our child into London Scandinavian School in accordance with such terms.
- I/we have already provided and will continue to provide the school with any health or medical (and consent forms), learning, social or emotional needs of my/our child including making copies of any professional reports available to the school.
- I/we have provided and will continue to provide the school with any health or medical conditions, including allergies that my/our child has or develops.
- I/We understand that the school may obtain, process and hold personal information about me/us in accordance with the schools privacy statement as published on the schools website.
- I/We understand that the school may obtain, process and hold personal information about my/our child in accordance with the schools privacy statement as published on the schools website.
- I/we agree to pay a £1000 deposit (refundable upon the child leaving the school)



2. Confirmation of enrolment - terms and conditions:

I _____ (name of parent/guardian)
wish to enrol _____ (name of child) to London
Scandinavian School for the term beginning _____ (month, year)
and agree to pay the current school fee so long as my child is enrolled.

I also agree to the terms and conditions set out below:

Terms and Conditions:

London Scandinavian School is an independent co-educational, mixed pre-and primary school for children aged 2-11.

- Fees must be paid monthly and will be collected by Direct Debit (12 payments per year). The current fees are published on our website.
- We also ask for a deposit of £1000 which is payable before entry and a place will be offered upon receipt of the deposit.
- A full term's notice period is required for any student who leaves the school.
[The deadline for handing in the notice is on or before the first Friday of each term to leave at the end of that named term. The deposit will be refunded only if proper notice is given. Any fees remaining after this notice will be refunded. Information about school terms can be found on our website].
- 6 week's notice is required for any preschooler changing the number of days of attendance, subject to availability agreed with the Headteacher
- Fees will generally increase annually to take account of inflation and fee increases are applied in the September of each year
- School policies can be found on our website, and parents/carers are required to read them upon enrolment.
- The school rules are published on the school website and parents/carers are required to read them upon enrolment.



- The school reserves the right to terminate enrolment at any time if fees are not paid in accordance with our terms and conditions. The school also reserves the right to charge a 2% interest fee for late payments.
- Parents/guardians are reminded of their responsibility to keep children in education, and the Headteacher has a legal obligation to report excessive unauthorised absences to the local authority.
- While your child remains a pupil of the school, we will exercise reasonable care in respect of their education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on school premises or is participating in activities organised by the school.

London Scandinavian School is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to disclose if they are being harmed in some way. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all pupils receive effective support, protection and justice.

3. Confirmation of Enrolment - Parent/ Legal Guardian Signatures:

Parent/Guardian 1:

Full Name	
Relationship to Child	
Address	
Email address	
Contact number	

Signature:..... Date:.....



Parent/Guardian 2:

Full Name	
Relationship to Child	
Address	
Email address	
Contact number	

Signature:..... Date:.....

4. Consent Forms

IN CASE OF EMERGENCY

Please list two contacts whom we may contact in the unlikely circumstance we can not reach parents. If possible, please include a photo.

<i>Emergency Contact 1</i>		<i>Emergency Contact 2</i>	
Name		Name	
Contact number		Contact number	
Alt number		Alt number	
Relationship to Child		Relationship to Child	



5. Medical Information

Medication Note: No medicines may be brought into school without consent from school (apart from inhalers and EpiPens). Where possible parents should make arrangements with their doctor to prescribe medicines that can be given before and after school. Where this is absolutely unavoidable, parents may come into school to administer the medicine themselves or under special circumstances complete medical forms for the administering of medicine by staff, in agreement with Headteacher.

Does your child have illness, medical condition or impairments? If yes, please state:	
When was your child's last hearing/sight test?	
Has she/he had a tetanus vaccination? If yes, please state when:	
Does your child take any regular medicines? If yes, please state the generic name of the drug and dosage/frequency and timings:	
Has your child had any of the following conditions: asthma, bronchitis, diabetes, fits, fainting or blackouts, severe headaches, sight or hearing impairments, travel sickness or other. If yes, please state:	
Has she/he received medical or surgical treatment from either your doctor or a hospital in the last 3 years. If yes, please state:	
Has she/he been given any specific medical advice to follow. Please give details of any specific needs your child may have so that we can adapt activities accordingly:	



6. Consent for Treatment

- I confirm to have read and understood the Medication Note above.
- In the case of a medical emergency, I give my consent that London Scandinavian School may obtain and render properly qualified medical assistance to my child.
- London Scandinavian School may, when appropriate and under the supervision of present medical authorities, may administer prescribed doses of required medication, e.g. paracetamol, travel-sickness tablets, emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion.

Child's Name	
Parent's Name	
Signature:	
Date:	

7. ICT Procedures

I have read and understand London Scandinavian School's ICT Policy and accept the consequences outlined therein should I fail to conform to the procedures or undertake illegal or inappropriate behaviour.

Child's Name	
Parent's Name	
Signature:	
Date:	



8. Student Mobile Phones

Please acknowledge that as a Primary and Preschool, London Scandinavian School discourages the use of personal phones for students, however, in the unusual situation that it is necessary for a child to have a personal phone on the premises, consent must be sought from the Headteacher according to the rules and regulations laid down by the School. Mobile telephones must be switched off during lesson times and held in the school office until the end of the school day. The School will not accept responsibility for any loss, damage or misuse of the personal telephone.

Child's Name	
Parent's Name	
Signature:	
Date:	

9. Data Protection and Personal Information:

We will use your personal information for the purposes of administration and for sending you (by email or post) invoices and other information relevant to your child and the school, including newsletters, fundraising appeals and surveys.

We will keep your information to use for these purposes for a reasonable period after your child has left school. We may share your information when necessary with those who provide services to the school and with organisations concerned with the welfare of your child and with others when we are required to do so.

In accordance with the Data Protection Act 2018, the information provided on this form will be used in the admission process. It will also form the basis of the confidential pupil record should this application be successful.

Please indicate by ticking the box if you agree to:

- London Scandinavian School sending you information about fundraising or other appeals connected to the School



10. Photographs and Video in School

School Photographs/Videos will be taken during learning and for events such as presentations, school music events and choir, sports events, special visits to the school (local ambulance/ fire service etc), school trips away, school plays, Christmas concerts etc. London Scandinavian School may use these photos on the school website as well as in other publications and social media associated with the school.

- Tick this box if you do NOT wish your child's photo to be used for promotional publications for the school.

11. Parental Consent for Activities Outside the Classroom

There are numerous occasions when children take part in activities outside the classroom as part of their normal timetable. All due care and consideration is given to organising and supervising these activities. Should children be taking part in outings of a distance involving travel, you will be informed before your child is allowed to go. This consent form will be placed on file and will be valid as long as your child is on the school register.

I give my permission for my child, _____
to take part in the following activities for as long as he/she is a pupil at the school:

- To local playgrounds, e.g. Highbury Fields/Paradise Park/Barnard Park and others deemed a local distance from the school.
- Field trips within the bounds of London that require bus and tube travel supervised by a member of the classroom staff (teacher or teaching assistant).
- Visits to the local indoor swimming pool/library/city farm

Child's Name	
Parent's Name	
Signature:	
Date:	



12. Education History

Name of current School:	
Year Group/Dates Attended:	
School Address/Postcode:	
Contact Phone Number:	
Name of Headteacher:	
Reason for Leaving:	

Please give any information of any specific learning difficulty, special educational need or disability.

Please submit a copy of any SEN reports previously obtained with this form.

Please give details about your child's interests in activities such as sport, music, drama, art, etc.

I declare that all of the information given in this application is true and accurate to the best of my knowledge. I also agree that London Scandinavian School may ask my child's previous school for any relevant transitional information.

Child's Name	
Signature of Parent/Guardian 1:	
Signature of Parent/Guardian 2:	
Date:	