



OAKFIELD SCHOOL
REGISTRATION FORM

Coldharbour Road, Pyrford, Woking, Surrey GU22 8SJ
Tel: 01932 342465 Fax: 01932 342745 email: education@oakfieldschool.co.uk

Child's Details

Child's Surname: _____ First Names: _____

Date of Birth: _____ Nationality: _____

Religion: _____ Ethnic Group: _____

Type of Place: (Please tick) Pupil Registration No. (office use only): _____

Nursery Pre-Preparatory Junior School Senior School

Proposed Entry Date: _____

Current School

Name of School: _____ Telephone Number: _____

Address: _____

Name of Head: _____



Parents' Details

Father's Title: _____ Full Name: _____

Address: _____

_____ Email: _____

Home Telephone: _____ Daytime Telephone: _____

Mobile Telephone: _____ Occupation: _____

Mother's Title: _____ Full Name: _____

Address: _____

_____ Email: _____

Home Telephone: _____ Daytime Telephone: _____

Mobile Telephone: _____ Occupation: _____

Emergency Contact

Emergency Contact 1: _____ Telephone Number: _____

Mobile Telephone: _____ Relationship to Child: _____

Emergency Contact 2: _____ Telephone Number: _____

Mobile Telephone: _____ Relationship to Child: _____

Other adults with legal access to the child (if applicable): _____



Medical History

Please state if your child suffers from any of the following:

Asthma / Epilepsy / Diabetes / Weak Heart / other: (please specify) _____

Allergies: (please specify) _____

Please give details of any current medication your child has been prescribed for chronic conditions such as those listed above:

Please note that it is a safety requirement of the school that any pupil suffering from asthma or allergies who has been prescribed an inhaler or epipen should have this medication with them during games lessons, sports matches, at the poolside during swimming and during all school trips.

I hereby give permission for a member of the school staff to administer medication or seek medical assistance in the case of accident or emergency:

Signed: _____ Name: _____

Special dietary requirements: _____

Special Needs

Please state if your child has any special needs or learning difficulties, or if he/she has been assessed by any professional, such as a Speech and Language Therapist; Occupational Therapist; Physiotherapist or Educational Psychologist. The School reserves the right to request access to any reports by such professionals prior to admission. _____

Please indicate if your child has a particular ability in sport, music or any aspect of the performing arts that may require absence from school from time to time: _____



How did you find out about Oakfield School?

1. From a current / former pupil / parent: (Please specify) _____
2. Other word of mouth: _____
3. School Website: _____
4. Advertisement (Please specify) _____
5. Press coverage in local newspapers: _____
6. Other: _____

Declaration

We/I request that the above-named child be registered as a prospective pupil at Oakfield School. A cheque for the non-returnable registration fee of £75, made payable to Oakfield School, is enclosed. We/I understand that a deposit of £350 will be charged on acceptance of the offer of a place and that this is credited without interest towards the first term's fees, but is otherwise non-refundable. For parents with children joining the pre-preparatory school, this deposit is credited against fees for the final term of Year 2. We/I agree to abide by the school's rules and regulations, and understand that the standard terms and conditions may undergo reasonable changes from time to time, and will apply in all our/my dealings with the School.

First Signature: _____ Second Signature: _____

Name in full: _____ Name in full: _____

Relationship to the child: _____ Relationship to the child: _____

Date: _____ Date: _____



Rules and Regulations

Rules of conduct and appearance are always necessary in any working environment. Oakfield's rules are simple and aimed at producing a happy and effective environment, in which children absorb not only academic facts but also the social behaviour of the school.

Personal Relationships

- We will not tolerate any form of verbal or physical bullying; any borrowing of other people's property without asking, or any other form of dishonesty.
- We will not tolerate any rudeness to staff or fellow pupils, or use of language that is not appropriate to the school environment.
- All pupils must wait to be dismissed from their form by a member of staff.
- All pupils must stand at the entry of any member of staff or visitor to their classroom.

Property

- All property, whether personal or belonging to the school, should be treated with respect, and there must be no defacing of property or books.
- All clothing must be clearly and indelibly marked.
- Mobile telephones must not be used in School. If there is a reason for a mobile to be brought in to school, written permission must be sought from the Head in advance. The mobile must be given to the Form Teacher at the beginning of the day, and will be stored in the staff-room for safekeeping.
- Laptop computers, personal stereos and MP3 players may not be brought to school.

Appearance

- School uniform must be strictly and correctly adhered to, especially with regard to suitable footwear. Pupils are expected to be smart at all times.
- Hair may not be dyed, and should either be cut short, or tied back off the shoulders and face using royal blue or school hair accessories.
- Jewellery must not be worn in school, except watches with a plain strap clearly marked. One pair of stud earrings or nose stud may be worn if essential, except on P.E. days.
- No make-up or nail polish is allowed.
- Full uniform must be correctly fastened and worn to and from school. Skirts should rest on the knee.

Punctuality, Security and Absence

- Children should arrive at school no later than 8.40 am and wait on the playground until the bell goes. Early Years children may arrive between 8.50 and 9am, and may be taken directly to the Early Years entrance.
- Children should be collected from the appropriate pupil entrance unless a prior arrangement is made with the Head. Year 11 girls only are permitted to wait at the end of the drive. Children should be collected no later than their official finishing time.
- No child is allowed off the premises without the explicit permission of the Head or her deputy.
- Pupils who arrive late or who have permission to leave early must sign in or out at the school office.
- All pupil absences should be reported by a parental telephone call before 9.30am on the day of absence. A written note of explanation from the parent must be given to the Form Teacher on the day of return to school.

General

- Sweets, fizzy drinks, biscuits and chocolate are not allowed on the school premises. Parents may provide a piece of fruit for mid-morning break.
- Chewing gum is strictly forbidden.
- Homework is to be handed in as specified in the homework diary. The diary is to be signed by a parent each week.





OAKFIELD SCHOOL

Coldharbour Road, Pyrford, Woking, Surrey GU22 8SJ

Tel: 01932 342465 Fax: 01932 342745

email: education@oakfieldschool.co.uk

www.oakfieldschool.co.uk