



**Carleton House**  
Preparatory School

## Application Form for a School Place

Please complete in full and return to the school address.

### Child's Details

Child's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Name to be known by: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Previous nursery or schools (with dates attended): \_\_\_\_\_

Child's full address including postcode: \_\_\_\_\_

Position in family: \_\_\_\_\_ Number of brothers \_\_\_\_\_ Number of sisters \_\_\_\_\_

Siblings attending Carleton House \_\_\_\_\_

Religion of Child: \_\_\_\_\_ If your child is Roman Catholic please complete the following section:

Date of Baptism: \_\_\_\_\_ Current Parish: \_\_\_\_\_ Name of Parish Priest \_\_\_\_\_

Does the child have any disability, health or Special Educational needs? Please provide details if applicable: \_\_\_\_\_

### Parent's Details

Parent 1: Full Name including salutation \_\_\_\_\_ Telephone Number \_\_\_\_\_

Full address if different to child's as above \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company Name and Business Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Parent 2: Full Name including salutation \_\_\_\_\_ Telephone Number \_\_\_\_\_

Full address if different to child's as above \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company Name and Business Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Who holds parental responsibility \_\_\_\_\_

Does any other adult care for the child? Please give name and relationship \_\_\_\_\_

Person responsible for payment of fees - Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Where did you hear about our school? Internet Search/ Local Advertising/ Social Media/ Friend or Family/

other: \_\_\_\_\_

The school reserves the right to carry out credit checks on applicants before the offer of a place. A £50 non refundable deposit is required. Cheques should be made payable to Carleton House Preparatory School. Bank transfer should be made to Sort Code: 60 01 11 Account Number: 50394908 Please use pupil's name as reference.

£50 Cheque Enclosed

£50 Bank transfer made: Date \_\_\_\_\_

If you wish to provide any further information to support your application please do so below.

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**The following must accompany this completed form**

- Registration fee of £50
- A copy of your child's birth certificate (original must be seen upon offer of a place)
- A copy of your child's baptismal certificate (Roman Catholic applicants only).

Please return completed form and all accompanying documents via email to [schooloffice@carletonhouse.co.uk](mailto:schooloffice@carletonhouse.co.uk) or by post: Admissions  
Carleton House Preparatory School  
145 Menlove Avenue  
Liverpool  
L18 3EE

**Please read the following declaration carefully and indicate agreement by signing it.**

I have been provided with a copy of the school Admissions Policy and Terms and Conditions which are also available on the school website. I confirm that I have read and understood both the Admissions Policy which outlines the School's admissions process for the allocation of places and the Terms and Conditions of the school which details the obligations of the parents and the school.

I request that my child be considered for admission as a pupil in Carleton House Preparatory School. I undertake to conform to all the Policies, Terms and Conditions, rules and regulations of the school from time to time in force.

Parent 1: Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2: Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Application received and completed in full: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Receipt of application acknowledged: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Year of Entry: \_\_\_\_\_