



# MOUNT KELLY

Boarding and Day School  
Boys and Girls, Aged 4-18

## Registration Form

Pupil Details	
First Name	
Middle Name(s)	
Surname	
Preferred First Name	
Date of Birth	
Gender (tick)	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Proposed Date of Entry	
Current School	
Type of Attendance at Mount Kelly (tick)	Boarding <input type="checkbox"/> Weekly Boarding <input type="checkbox"/> Day <input type="checkbox"/>

Please attach a copy of the ID page of the applicant's current passport and their birth certificate.

Biological Parents Details	Biological Father	Biological Mother
Title	Mr <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> _____	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> _____
Name		
Mobile Number		
Home Phone Number		
Daytime/Work Number		
Email		
Home Address		Home Address if different:
Street		
Town		
County		
Post Code		
Country		
Profession		
Employer's Business Name and Address		

Additional Information	
Please indicate below any additional educational or emotional support that your child needs at school. Failure to disclose any relevant information may result in the offer of a place being withdrawn.	
<b>Educational/Learning Support</b>	Yes/No (If yes please give details and attach relevant paperwork)
<b>Emotional/Wellbeing Support</b>	Yes/No (If yes please give details and attach relevant paperwork)

- (1) No boy or girl will be admitted without evidence of good conduct from his/her present school.
- (2) Mount Kelly reserves the right to make necessary enquiries in order to prevent criminal activity. Any suspicions will be reported to the relevant authority under the Proceeds of Crime Act 2002, Terrorism Act 2000 and the Money Laundering Regulations 2007.
- (3) Parents must as soon as possible disclose any known or suspected circumstances relating to their child's social, emotional and mental health, development, behaviour, allergies, disabilities or learning difficulties. Any child protection issues or reports should also be fully disclosed. Should an undisclosed condition or issue subsequently become apparent, and the School cannot fully meet the needs of the pupil, or current pupils may be at risk as a result, parents may be required to withdraw the child from the School
- (4) The Head Master may at any time require the removal of a pupil if, in his opinion, it is in the best interests of the boy/girl, or of other pupils, or of the School, that he/she should leave.
- (5) Payment for all pupils must be made on or before the first day of each term. All correspondence concerning fees should be addressed to the Director of Finance at [fees@mountkelly.com](mailto:fees@mountkelly.com). Details of fees may be found on the website [www.mountkelly.com](http://www.mountkelly.com)
- (6) A full term's notice of the withdrawal of a boy or girl must be given in writing to the Head Master. Failing such notice a full term's fees are payable.
- (7) A guardian must be appointed for all overseas pupils, please ask for a copy of the School's Guardianship Policy for details.
- (8) This form should be sent to the Admissions Manager with the Registration Fee of £150 (if a second child is registered at the same time, the joint registration fee remains at £150). Payment may be made by cheque, made payable to Mount Kelly Foundation, or by direct transfer:  
NatWest Bank, Tavistock Branch, Bedford Square, Tavistock, Devon, PL19 0AQ, UK

IBAN: GB56NWBK60214932106211  
 Swift Code: NWBKGB2L  
 Sort Code: 60-21-49  
 Account number: 32106211  
 Account name: Mount Kelly Foundation  
 Reference: Please ensure that the pupil's name is given as reference

(8) All correspondence about entries should be addressed to the Director of Admissions.  
 Telephone 01822-813193 Fax 01822 813168 or [admissions@mountkelly.com](mailto:admissions@mountkelly.com)

**We/I have read and fully accept the conditions outlined above.**

The information on this form will be processed and stored electronically for administrative and marketing purposes in accordance with the School's Privacy Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_