



## WOODHOUSE GROVE SCHOOL

### ACCEPTANCE FORM

If you wish to **accept** the offer of a place at Woodhouse Grove School please complete this Acceptance Form and return it by **date child started** together with your payment of the deposit. [We cannot guarantee your child's place will remain available if we do not receive your acceptance of this offer (including payment of the deposit) by this date.]

Child's full name<sup>1</sup>: .....  
(please complete)

The School is pleased to offer your child a place at the School from the beginning of the **date child started**, subject to the **terms and conditions** attached to this **Acceptance Form**.

To accept this offer you must sign and return the enclosed copy of this **Acceptance Form** and make your payment (as you have indicated below) of £350 as the **Acceptance and Administration Fee to Woodhouse Grove School\***.

Please tick below (and enclose accordingly) your method of payment of the deposit.

Woodhouse Grove School has partnered with Flywire to streamline the fee payment process for our International students and parents. Flywire offers multiple payment options and allows you to pay from almost any country. They will ensure your payment arrives safely and accurately.

**To make your payment, visit [woodhousegrove.flywire.com](http://woodhousegrove.flywire.com)  
If you require any help visit [www.flywire.com/help](http://www.flywire.com/help)**

**Remittance Advice enclosed** confirming the transfer of £350 (in full and excluding any bank transfer fees) to the following account:

**Account Name:** Woodhouse Grove School  
**Account Number:** 90010251  
**Sort Code:** 40-02-06

**IBAN:** GB43HBUK40020690010251  
**BIC:** HBUKGB4B

To pay by debit or credit card, please contact our Finance Department on 0113 2502477

<sup>1</sup> Please insert full name as it appears on the child's passport

**Before signing this Acceptance Form you should read (i) the terms and conditions attached to this Acceptance Form and (ii) the School Rules and the School Policies (and draw them (particularly the School Rules) to the attention of your child).**

The School Rules and the School Policies are available on the School's website via <https://www.woodhousegrove.co.uk/school-info/policies-handbooks/> and you agree that you and your child shall observe and comply with them. Other resources, such as School Handbooks are also available via this link.

Copies of the School Rules, the School Policies and any other similar resources on the School's website are also available from the School at any time upon request.

**\*Please note: For pupils joining Brontë House the sum of £350 is refundable should the pupil concerned not continue to the senior school. For any pupil joining the senior school or transferring from Brontë House this fee is non-refundable but also allows for lifelong membership of the Old Grovian Association.**

**By signing this Acceptance Form we confirm that:**

- (a) all holders of parental responsibility for the child named above have signed this Acceptance Form and that no one else holds parental responsibility for them **or, if not,** we confirm that we have informed the School and the School has separately agreed that signature by only those named below is acceptable;
- (b) we live at the address(es) shown below and we agree to notify the School immediately of any change of address or our family circumstances;
- (c) if applicable, we are not (either jointly or individually) in arrears on the payment of any fees or charges owing to our child's current (or previous) school or educational establishment;
- (d) unless otherwise notified to the School in writing before signing this Acceptance Form:
  - (i) there are no court orders in place in respect of the care or living arrangements of our child or the payment of fees for their education;
  - (ii) any information or circumstances about us and/or our child that has previously been notified to the School (including as part of the School's registration and admissions process) is and remains complete and accurate; and
  - (iii) our child has the right to enter, live and study in the United Kingdom and, if applicable, we have made appropriate arrangements for (iii)our child's visa application, travel, reception, living and care in the UK. If we require the School to sponsor our child and issue a Certificate of Acceptance of Studies (**CAS**) to our child so that they may apply for relevant permission to stay in the UK as a student (for which the School may charge an administration fee), we have previously notified the School of this. Please note, if the School has made your child a conditional offer, then it will not be able to issue you with a CAS until the conditions of that offer have been met.

**IMPORTANT** – when you complete, sign and submit this Acceptance Form and pay the deposit, you and the School enter into a legally binding contract, upon the School's terms and conditions.

If you subsequently change your mind and decide to withdraw your child before they take up their place, you may lose your deposit and be responsible for paying us fees in lieu of notice – see Clause 3 of the terms and conditions for more information about this.

<p><b>Signed by:</b></p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p> <p><input type="checkbox"/> Tick here to confirm this signatory has parental responsibility for the child.</p> <p>..... ..... ..... (address)</p>	<p><b>Signed by:</b></p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p> <p><input type="checkbox"/> Tick here to confirm this signatory has parental responsibility for the child.</p> <p>..... ..... ..... (address) (if different from address for first signatory))</p>
<p>Address at which the child resides:</p> <p>.....</p>	

**PLEASE NOTE:**

*Each person with parental responsibility for the child is required to sign this Acceptance Form. The School is entitled to treat any instruction, authority, request or prohibition received from one signatory as having been given on behalf of all signatories and therefore on behalf of all those with parental responsibility for the child. An exception to this is with regard to a notice of withdrawal of the child from the School – such notice must be signed by all those with parental responsibility for the child (see Clause 9(i) of the terms and conditions).*

*Parental responsibility is defined in the Children Act 1989 as "all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. The child's mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he's either: (a) married to the child's mother; or (b) listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in). You can apply for parental responsibility if you don't automatically have it (for example in cases of adoption). If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice. Further information is also available here: <https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility>*

**[IMPORTANT INFORMATION IF A THIRD PARTY HAS AGREED TO PAY THE FEES AND SUPPLEMENTAL CHARGES UNDER THIS PARENT CONTRACT**

If a third party who does not have parental responsibility - for example grandparent(s), step-parent(s), another relative or employer - has agreed to pay the fees and supplemental charges (or part of them) under these terms and conditions, we may require that you and the third party enter into a separate letter agreement with the School confirming the arrangements regarding such payment arrangements.

If we do this, it is important that each of you who has signed the Acceptance Form understand that you remain liable for and must ensure that all of the fees and supplemental charges due are paid to the School. This means that if the fees and supplemental charges have not been paid to the School then, in order to recover the outstanding payments, the School can choose to seek payment of the full amount outstanding from either you as signatories to the Acceptance Form (or either of you), or the third party payer(s), or both.]