



Jersey College Prep School  
 Claremont Road  
 St Saviour  
 Jersey  
 JE2 7RT

Email: [k.robertson@jcg.sch.je](mailto:k.robertson@jcg.sch.je)  
 Telephone for Office: 01534 516 111  
 Telephone for admissions: 01534 516 115

<b>For Office Use only</b>
Academic Year .....
Applying for Year: .....
Start Date: .....
Ack sent: .....
Sims entry: .....
Paid: .....

### JCP KS1 – APPLICATION FORM

<p><b>BLOCK CAPITALS PLEASE</b></p> <p>Surname, forenames and date of birth of the child to be written in full as per the birth certificate</p>	<p>Gender .....</p> <p>Surname .....</p> <p>Forenames .....</p> <p>Date of Birth .....</p>
<p>Names of both parents as per the birth certificate.</p> <p>Please advise us in writing of any change of address.</p>	<p>Mother's name .....</p> <p>Address .....</p> <p>.....</p> <p>Postcode .....</p> <p>Home Tel Number .....</p> <p>Mobile Tel Number .....</p> <p>Email address (please print clearly)</p> <p>.....</p> <p>Father's name .....</p> <p>Address .....</p> <p>.....</p> <p>Postcode .....</p> <p>Home Tel Number .....</p> <p>Mobile Tel Number .....</p> <p>Email address (please print clearly)</p> <p>.....</p>

**\*You must have Parental Responsibility (PR) to sign this form**

You have PR if you are the child's mother / have a custody order or residence order for the child / have responsibility under an emergency protection order for the child / are a guardian of the child / have adopted the child.

**If your child was born before 2 December 2016** - For births registered before 2 December 2016, an unmarried father **will not** have automatically PR for his child. In order to acquire PR, an unmarried father must enter into a parental responsibility agreement with the child's mother or apply to the court for a parental responsibility order.

**If your child was born on or after 2 December 2016** - If the unmarried father is registered as the child's father at the time of the child's birth (named on the birth certificate), the father will automatically have PR for his child.

If your child was born in Jersey the father also has PR if he is named on the birth certificate AND was **married** to the mother at the time of birth OR has subsequently married her OR has had PR subsequently given to him by a court or formal agreement with the mother.

If the child was born outside Jersey, the father has PR if he is named on the birth certificate.

Please refer this link for parental responsibility that outlines all eventualities.

<https://www.gov.je/LifeEvents/StartingFamily/AfterBirth/Pages/ParentalResponsibilityForUnmarriedFathers.aspx>

Does your child live with:-

Both parents  Mother  / Father  other ..... Please specify .....

I understand that the provision of incorrect information could lead to the withdrawal of the offer of any school place.

I confirm that I have sole  / joint  parental responsibility\* for the child named on this form and that all others with parental responsibility\* are in agreement with the information given.

Relationship to child: Mother  / Father  Step Parent  / Foster Carer  Guardian  / Other   
(Please specify) .....Date .....

Signed PRINT NAME .....

Signed PRINT NAME .....

A child is invited to commence school full time in the Autumn term of the academic year in which his/her fifth birthday falls. On acceptance of a place at JC Prep a deposit of £400 is required. This deposit will be deducted from the first term's fees and this is non-refundable.

A term's notice of the intention to withdraw a pupil from the school must be given in writing to the Headteacher. In default of such notice, a term's fees must be paid.

Alternatively you may pay the administration fee online by BACS payment. Please ensure you make reference to your daughter's or son's name and surname when making the payment.

Bank: HSBC, Library Place, St Helier, JE4 8NJ  
Account Name: SOJ Revenue/ Sort Code: 40.25.34/ Account Number: 71212222  
BIC MIDLGB22/ IBAN GB12MIDL40253471212222

Acknowledgement of your application and registration fee will be sent by email on receipt of this form and should be kept for future reference. Please note that the school office is open during term time only.

**It is the responsibility of the parent/guardian to notify the school of a change of address and failure to do so could result in your registration becoming valid. Please also ensure you notify Kate Robertson of any sibling priority prior to the ballot registration deadline.**

Please refer to our website for further reference to the Admissions Policy and dates for registration.  
[www.jcp.sch.je](http://www.jcp.sch.je)

Please refer to our Privacy Policy in reference to Data Protection  
<https://www.jerseycollegeforgirls.com/jc-privacy-policy/>