



# ST BENEDICT'S SCHOOL

a minimis incipe

## Acceptance Form

Child's Full name:	
Child's Preferred Name:	
Date of Birth:	Date of Entry: <b>1 September 2025</b>

I / We accept the place which has been offered to us for my / our child (named above), on the terms of:

- the letter containing that offer
- this acceptance form
- the School's *Terms and Conditions*, as read in conjunction with the above documents

I / we have read and have drawn to my / our child's attention the information found in the Senior School Parental Handbook ([www.stbenedicts.org.uk/parentalportal](http://www.stbenedicts.org.uk/parentalportal)).

### Cancellation rights

I / We understand that we may cancel this agreement at any time within 14 calendar days of the date of acceptance only if the offer is made and accepted entirely at distance by means of post, fax or electronic communication.

### Declarations by the Parents / legal guardians

I / We declare as individuals and jointly that:

1. **Terms and conditions:** Before signing this acceptance form I / we have read and understood and I / we agree to the School's *Terms and Conditions* and, which will undergo reasonable change from time to time. I / We have retained a copy of the School's *Terms and Conditions* with our records.
2. **Disclosures:** I / We have already provided and will continue to provide details of any medical condition, health problem or allergy affecting my / our child; any learning difficulty, disability, or special educational need of my / our child, as well as any behavioural, emotional and / or social difficulty of my / our child (for example dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair). I / We attach in confidence details of any relevant information received since my / our previous disclosure.
3. **Medical matters:** I / We attach in confidence all relevant information about any medical condition, health problem, or allergy which affects my / our child and / or which may prevent my / our child from taking a full part in the School's academic and games or sports curriculum, and outdoor activities.
4. **Court orders:** Where I am / we are separated or divorced, I / we have informed the School of this. I / We have also disclosed all court orders or criminal proceedings in relation to my / our child and all court orders, criminal proceedings, statutory demands or bankruptcy petitions relating to either parent (including any court orders relating to financial matters). I / We will disclose any subsequent court orders, criminal proceedings, statutory demands or bankruptcy petitions to the School.
5. **Parental responsibility:** I / We both have parental responsibility (i.e. legal responsibility) for the child named above. I / We confirm that no other person's consent is required for the child to attend the School.
6. **Current and previous schools:** I / We confirm that fees payable to my / our child's current and any previous schools have been paid or will be paid in full before my / our child enters the School. Except as disclosed in a confidential letter attached to this acceptance form, my / our child has not been withdrawn from or been asked to leave another school as a result of misconduct and is not under investigation and has not been convicted of any criminal offence.

7. **Cancellation or Withdrawal:** Except where the cancellation rights described above apply I / we will not cancel my / our acceptance of this place or withdraw my/ our child from the School without first giving a Term's Written Notice or paying a Term's Fees in accordance with the School's *Terms and Conditions*. Please see Section 8 of the School's *Terms and Conditions* for further information about Notice, Cancellation and Withdrawal.
8. **Documents:** I / We confirm that before signing this acceptance form, I / we have seen or had an opportunity to see all the documents referred to in the School's *Terms and Conditions*, including the Senior School Parental Handbook.
9. **Confirmation of declarations:** I / We confirm that the declarations made on this acceptance form are true and that I / we have disclosed all information required in the declarations. I / we understand and agree that the School has the right to terminate this contract for educational services immediately if any declaration is found to be untrue.

**Authorities given by the Parents/ legal guardians**

I / We give the following express authorities on behalf of myself / ourselves and (so far as I am / we are entitled to do so) on behalf of my / our child.

10. **Commencement of services:** I / We consent to the School providing educational services to my / our child if s/he starts as a pupil at the School within 14 days of the date of this acceptance form.
11. **Data protection:** I / We have read and agree to the School's Data Protection Policy and Privacy Notices and I / we consent so far as is required to the School obtaining, using and holding personal data including sensitive personal data such as medical information, to be processed lawfully and fairly in accordance with the Data Protection Act and General Data Protection Regulations implemented in 2018, for the purposes of safeguarding and promoting the welfare of my / our child and ensuring that all relevant legal obligations of the School and ourselves are complied with.
12. **School fees:** I / We consent to the School at any time making enquiries of my / our child's current or previous schools for confirmation that all sums due and owing to such school(s) have been paid and I / we consent to the School informing any other school or educational establishment to which I / we propose sending my / our child if any Fees of this School are unpaid. I / We also consent to the School making reasonable enquiries of relevant third parties (for example credit reference agencies) about my / our financial means in appropriate circumstances.
13. **Educational visits and transport:** I / We consent to my / our child taking part in all educational visits while s/he is a pupil at the School. I / We also consent to the Pupil travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

**Signatures of Parents/ legal guardians**

I / We confirm that we have previously paid an Acceptance Deposit which will be held without payment of interest in the general account of the School in accordance with the School's *Terms and Conditions* referred to above.

First Signature	Second Signature
<b>Signature:</b>	<b>Signature:</b>
<b>Title (e.g. Mr/Mrs/Ms):</b>	<b>Title (e.g. Mr/Mrs/Ms):</b>
<b>Name in Full:</b> (please include all names)	<b>Name in Full:</b> (please include all names)
<b>Relationship to the Child:</b>	<b>Relationship to the Child:</b>
<b>Date of Birth:</b>	<b>Date of Birth:</b>
<b>Contact Telephone No:</b>	<b>Contact Telephone No:</b>
<b>E-mail Address:</b>	<b>E-mail Address:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Postcode:</b>
<b>Date:</b>	<b>Date:</b>

Please return this form to the Head of Admissions together with a confidential letter addressed to the Head Teacher if there are any matters of which we ought to be aware before your child enters the School, or once here.



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USE OF PUPIL IMAGES  
CONSENT FORM

Pupil's Full name:

Pupil's Preferred name:

Date of Birth:

Date of Entry: **1 September 2025**

The School makes various uses of images of pupils during their time at school.

Some of these are necessary for administration and the safety of pupils, such as CCTV. Additionally the School may wish to use photos of pupils to promote the School internally and externally, for example on the School website, as part of a School prospectus, magazine, advertising, or, other Media, or for any other purpose deemed suitable by the Senior Executive Team

The School's **Taking, Storing and Using Images of Children Policy** provides further detail on our approach to the use of pupil images ([www.stbenedicts.org.uk/policies](http://www.stbenedicts.org.uk/policies)).

We will endeavour to inform you where we will be publishing any image where that pupil is a particular focus of the shot, or identified by name, but not usually when included as part of a group or team shot.

The School reserves the right to continue to use any photo or image which includes a pupil in either individual or groups once a pupil ceases to be at the School.

**Parental consent to use of Pupil Image**

Please indicate below if you understand and agree to the above and having read and understood the **Taking, Storing and Using Images of Children Policy** consent to your child's image being used. You may withdraw consent at any time in the future, subject to the notice at the bottom of this form, by contacting the Headmaster in writing.

*I understand and consent to the above*

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

Name of parent / guardian \_\_\_\_\_

P.T.O

**OR:**

*I do not consent to my child's image being used for anything but essential purposes i.e. identification on the School database, teaching and learning requirements, including the recording of class activities for assessment and attainment purposes, and any legal requirements. I am aware that this will impact how my child is included in plays, concerts and activities such as book week, school trips and class or sports photographs as these are photographed and recorded.*

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

Name of parent / guardian \_\_\_\_\_

**Please be aware** that objecting as above will not necessarily mean that the School will not continue to process images of your child that are either necessary for administration of the School. It may not be possible to change printed publications, such as the school magazine or prospectus, or third party publications (for example where we have placed an advert or provided an image to a newspaper). Please see our **Data Protection and Privacy Notice** for further details, or enquire with the Bursar.



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**USE OF PUPIL BIOMETRIC DATA**

**CONSENT FORM**

Pupil's Full name:

Pupil's Preferred name:

Date of Birth:

Date of Entry: **1 September 2025**

In accordance with the Protection of Freedoms Act 2012, the School requires your consent to take and use information from your child's fingerprint as part of automated biometric recognition system. This biometric information will be used by the School for some or all of the following purposes, please note this is not an exhaustive list.

- To gain access to parts of the School
- To register 6<sup>th</sup> Form students for late entry or early exit
- To enable a pupil to pay for lunch and/or other items of food or drink
- To gain access to School lockers
- To use the School library services
- To obtain stationery from the School Office

The data that is held will not be used by any other organisation for any other purpose, except solely as necessary for the purposes stated above (for example, if the School's IT or security providers need to process the information) and the School will not use the biometric information for any reason other those stated above.

Please see the School's **Data Protection Policy** and **Privacy Notices**, for further information about how the School uses your child's personal data generally ([www.stbenedicts.org.uk/policies](http://www.stbenedicts.org.uk/policies)).

If you object to the use of your child's biometric data in this way, the School will endeavour to provide a workaround to the system without using biometrics, however this will not always be possible, for example, the purchase of lunch and or other food or drink is only available through finger-tip recognition, however the pupil may bring a packed lunch. Should a pupil decide to cease to use the biometric recognition system, or when they cease to be a pupil at the School, his or her biometric information will be securely deleted by the School in accordance with the Information Commissioner's guidance.

**P.T.O**

**Parental consent to use of Biometric Data**

Please indicate below if you understand and agree to the above and consent to your child’s biometric data being used by the School. You may withdraw consent at any time in the future by contacting the Bursar in writing.

Your consent will continue until your child either leaves the School or stops using the system.

*I understand and consent to the above*

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

Name of parent / guardian \_\_\_\_\_

**OR:**

If you object to such uses until further notice, please indicate below. In ensuring we can give effect to your wishes, it will also assist us if you are able to give reasons.

*I do not consent to the above*

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

Name of parent / guardian \_\_\_\_\_

**Please return this form to the Admissions Department**

[admissions@stbenedicts.org.uk](mailto:admissions@stbenedicts.org.uk)

