



ELIZABETH COLLEGE

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Registration FAQ's

Our main points of entry are as follows, although registrations are accepted for entry into all year groups:

- Pre-School
- Reception
- Year 3
- Year 7

The pressure on places is most marked for entry into Reception and Year 7.

The entrance criteria are set out in our Standard Terms and Conditions. Section 3(c) states that:

"When registrations exceed available places, applications will be considered in the following order:

- a. *For Acorn House Pre-School those that have registered for Acorn House Pre-Prep. Those coming from Acorn House Pre-School to Acorn House Pre-Prep and from Acorn House Pre-Prep to Beechwood Prep or Beechwood Prep to the Upper School.*
- b. *Those who have brothers or sisters already attending the College.*
- c. *Children of staff employed at the College.*
- d. *Those who are sons or daughters of Old Elizabethans.*
- e. *Chronological order of application to the school."*

As general guidance you should register for the place/year that you are most likely to require for your child, eg: if you are most likely to want entry into Year 7, rather than in the Junior School, then you are best to register for Year 7 as then you will have the earliest Registration Date attached to your application.

The following FAQ's address how we deal with the Registration Process in practice:

1. When should I register my child?

You should register for your child's likely year of entry as soon as possible. The date of registration is recorded and will be used to establish the chronological order where places are over-subscribed.

2. There are no places available for the year in which I registered. What happens?

If you have registered and there are no spaces available for that given year group we will allow the Registration to be carried forward using the date of the original Registration. You will not need to re-register. We will ask you when you would like the Registration to be carried forward to. Note: If you are subsequently offered a place and decline it you would need to re-register again for subsequent years (which will have a later Registration Date) and therefore you should clearly specify your favoured year of entry.

3. I am offered a place but choose not to accept it. What happens to my Registration?

If your child is offered a place which you decline outright at the time then you will need to re-register again subsequently for a place in a later year should your plans change. If in declining the place you indicate that you wish to defer the child's registration to a specified year then we will carry the registration forward, but that registration will use the date of the deferral (not the original registration), meaning that you will be lower down the chronological list if places are oversubscribed. You will not have to pay a new registration charge for the first deferral but will be charged for subsequent deferrals.

4. My child was a pupil then left and joined another school. If I wish for them to come back at a later date do I need to register them again?

Yes, you will need to complete a new Registration Form for entry into a future year. You will be required to pay a new registration charge.

5. Can I register more than once for different year groups?

We cannot accept more than one registration for a child. You should therefore register for your most likely year group. In this way you will be registered with the earliest registration date.