



**Warlingham School – DofE Operating Authority**  
**Application for Registration for participation in DofE Please**  
**complete ALL boxes**



**Personal details:**

First Name:  Last Name:

Home Address:

Post code:  Email:

Home Tel. No:  Mobile:

Date of Birth:  Male  Female  Tutor Group

**DofE HQ Information for Parents and Carers**

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Operating Authority and DofE centre to monitor and manage DofE participation and progress by young people and manage Leaders. All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively, or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system.

**Entry to DofE: Please see the registration process on part two of this form**

I would like to register for the: Bronze Award  Silver Award  Gold Award

**If you already have an eDofE account please note your ID number here:**

**AGREEMENT – PLEASE READ CAREFULLY**

I understand the general requirement of The DofE Award and that the information provided will be treated as confidential. I am also aware that refunds cannot be claimed if I decide/or have to cancel my application.

**Participant's signature:**

I have read the "DofE Guide to Parents/Carers" seen on the website/given to me by the centre coordinator and agree that my son/daughter can take part in activities to gain the DofE Award. **Please confirm by ticking this box**

**Parent/Carer signature:** (if young person is under 18 years of age)

**Please print name:**

**Date:**

## Process for Registering

Warlingham School is delegated under licence as an Operating Authority by The Duke of Edinburgh's Award and promotes, through the activities, the education, welfare and training of young people. It has the responsibility to ensure all those involved under its authorisation work in accordance with the DofE requirements.

1. For information regarding the operation and general insurance details, please read the ***DofE Guide to Parents/Carers*** publication. A copy is available to you from the school website.
2. To register you will need to complete this application form to purchase the Participant Handbook for the appropriate level of your DofE programme. Progression to the next level of the DofE is dependent on the age of the participant (please see the ***DofE Guide to Parents/Carers***).
3. All participants must be registered to a nominated DofE Centre. A DofE Centre may be a school, college, voluntary/uniformed organisation, project or youth centre, this will be Warlingham School.
4. The young person must record their progression via the online recording system (eDofE), or in the Participant Handbook, which must then in turn be uploaded onto eDofE. The *eDofE* recording system has its own set of terms & conditions that you must agree to.
5. Once you have completed the application form (which must also be approved by your parent/guardian if you are less than 18 years of age) you are able to commence your DofE. You must make sure you have discussed your DofE programme and your eDofE participation with your group leader or Mr Hellier.
6. Please return the original of this form to Mr Hellier and retain a copy for your records.
7. You will receive a message on the register when your handbook is available to collect.
8. Please become familiar with all sections of your Handbook and open and activate the online eDofE recording system as soon as possible. Please complete your personal details such name, DofE Centre etc. in your handbook in case of loss.
9. Presentations are arranged locally for you to receive your certificate on completion of your DofE

*If you have any problems concerning your application form, please contact Mr Hellier at [n.hellier@warlinghamschool.co.uk](mailto:n.hellier@warlinghamschool.co.uk)*