

JOIN US
Academic Year 2020/21

Admissions process
Fees and charges
Registration form
Scholarship application form



Loretto

Admissions process

- Step 1** Contact Loretto Admissions Team to **request a visit** – either individual or at an Open Day:
T: +44 (0)131 653 4455, E: admissions@loretto.com
- Step 2** **Complete a registration form** and return to Loretto Admissions Team with the registration fee, a copy of a recent school report (where applicable), a copy of the photo page of the child's passport and a 'head and shoulders' photograph.
- Step 3** With parental permission, Loretto **requests a reference** from the applicant's current school.
- Step 4** An **assessment and/or interview** will usually be arranged depending on year of entry.
- Step 5** Applicants are **offered a place**, placed on a waiting list or their application is unsuccessful.
- Step 6** Parents **accept the place** offered, or decline it, by the stated deadline date. A deposit is required when accepting a place.
- Step 7** A variety of **induction events** take place for pupils joining at the start of a new session and welcome packs are sent to all new families.
- Step 8** The **pupil starts** at Loretto Junior or Senior School.

Methods of Payment to School Account

Payment by Bank Transfer

Bank: Clydesdale Bank plc
Branch: 140 High Street, Musselburgh EH21 7DZ
Account No: 50011318
Sort Code: 82-70-09
IBAN Code: GB51 CLYD 82700950011318
BIC Code: CLYDGB2S

Please note that all bank transfers should state clearly in the reference the name of the pupil.

Payment by Credit Card

If you would prefer to pay by credit card, please contact Mrs Carolyn Crichton, Fees Administrator on +44 (0)131 653 4402.

Payment by Debit Card (for holders of a UK bank account only):

If you would prefer to pay by debit card, please contact Mrs Carolyn Crichton, Fees Administrator on +44 (0)131 653 4402.

Optional payment for International pupils only

Flywire – pay in your Home Currency: <https://www.flywire.com/pay/loretto/>

Fees and charges (Academic Year 2020/21)

Loretto School fees are as inclusive as possible and extras are kept to a minimum. The day fee includes tuition, numerous activities at School, three-course lunch, tea for pupils staying for activities, games and preps, and internet access. The boarding fee includes all of the above plus supper, breakfast, healthcare and laundry.

Fees are charged termly, in advance, chargeable extras in arrears. Terms- Autumn (September), Spring (December), Summer (April). Please note that fees are reviewed annually in the Spring Term and may be subject to change.

Fees Per Term			
Senior School	Day	Flexi (3 nights/week)	Boarding
Form 3 to Upper 6th	£8,100.00	£9,875.00	£11,900.00
House Subscriptions	£15.00	£25.00	£25.00
Overnighting- Leave Weekend			£140.00
Additional in house per Night		£55.00	
Form 2	£5,900.00	£6,600.00	£7,750.00
House Subscriptions	£15.00	£25.00	£25.00
Overnighting- Leave Weekend			£140.00
Additional in house per Night		£55.00	
Junior School	Day	Flexi (3 nights/week)	Boarding
Year 4 to 7 (Boarding / Flexi Y7 only)	£5,525.00	£6,600.00	£7,750.00
Overnighting- Leave Weekend			£140.00
Additional in house per Night		£55.00	
House Subscriptions		£25.00	£25.00
Year 1 to 3	£3,200.00	Not Offered	Not Offered
Pre-School	Day		
School Day	£2,833.34	*Requirements for optional sessions must be confirmed by the last week of the previous term. **During the Holiday Club children will bring their own packed lunches.	
Breakfast Club*	£285.00		
Twilight session 1*	£400.00		
Twilight sessions 1 and 2*	£795.00		
Holiday Club* / **	£170 per week, payable termly in advance		
Registration Fees and Acceptance Fees			
Registration Fee			£100.00
Acceptance Deposit			per offer letter
Golf Academy - Annual Fees			
Senior Squad (Form 5 and 6)			£2,250.00
Junior Squad (Up to Form 4)			£1,250.00
ESL Fees - Time Allocation	Cost Autumn Term	Cost Spring Term	Cost Summer Term
5 Lessons per week	£730.00	£617.00	£560.00
4 Lessons per week	£580.00	£495.00	£450.00
3 Lessons per week	£438.00	£370.00	£338.00
2 Lessons per week	£290.00	£245.00	£224.00
1 Lessons per week	£145.00	£125.00	£115.00
One to One Tuition	£31 per lesson	£31 per lesson	£31 per lesson

Sibling Discounts	
Sibling discounts are available, as below, providing all children are attending Loretto at the same time.	
1st Child	Nil
2nd Child	5%
3rd Child	20%
4th Child	50%
Chargeable Extras	
Music Standard Charge Per Half Hour Lesson	£19.00
Hire of School Instruments where available (Including Piano Usage) Per Term	£20.00
School Bus Run Fee per Term	£300.00
School Bus Run Fee for Saturdays	£67.50
School Bus Run Ad Hoc per trip	£10.50
Ad Hoc night in boarding house for day pupils	£55.00
Public Examinations as charged by relevant examination board. School trips will be paid in advance of the trip taking place.	
Notes	
Flexi boarding means any 3 nights in any given week during term time. These nights are not accumulative. Meals are included in fees. Pupils' personal effects Insurance is included in fees. Pupils' travel insurance is included in fees. Life membership of The Lorettonian Society is included in the Senior School Fees.	
Methods of Payment	
Option 1	Cheque/Bank Transfer – Termly Due before the 1st day of new term
Option 2	Direct Debit – Termly Due on 1st day of new term
Option 3	Direct Debit – Monthly Due over 9 months commencing 1st day of new term (September-November, January-March, April-June)
Option 4	School Fee Plan – (Premium Credit) Due by Direct Debit over 12 months (2.99% transaction fee) http://www.premiumcredit.co.uk/school-fees/
Option 5	Flywire – International Pupils Only Due 1st day of new term; Pay in your Home Currency https://www.flywire.com/pay/loretto/

LORETTO SCHOOL REGISTRATION FORM

CHILD'S DETAILS

(Please complete in BLOCK CAPITALS)

Surname	Please indicate which country you hold a passport for (if not the UK)
First name(s)	
Male <input type="checkbox"/> Female <input type="checkbox"/>	Year group of entry
Date of birth	Proposed date of entry
First language spoken	Boarding <input type="checkbox"/> Flexi Boarding <input type="checkbox"/> Day Pupil <input type="checkbox"/>
	All applicants must supply a copy of their passport

Father's title	Mother's title
Father's surname	Mother's surname
Father's first name	Mother's first name
Occupation	Occupation
Nationality	Nationality
Home address	Home address
Postcode / zipcode	Postcode / zipcode
Home tel	Home tel
Work tel	Work tel
Mobile tel	Mobile tel
Parental contact email	Parental contact email

If two addresses are shown above, please indicate at which address the child resides: Mother Father

Present school	(If your child changes school then please let us know)
Address of school	Current school year
Postcode / zipcode	Independent <input type="checkbox"/> Day/Boarding <input type="checkbox"/> Grant maintained <input type="checkbox"/>
Tel	Date of admission
Email	Proposed date of leaving
Name of Head	As part of the admission process we require a reference from your child's current school (if applicable)

I/we grant permission for Loretto School to contact the school for a reference: Yes No

Have you registered your child with any other school/s: Yes No

If yes, which school/s

Please supply the names and dates of birth of other siblings not at Loretto (if applicable)

How did you hear about Loretto? Local reputation / present school / friend / web search / social media / print or outdoor advertising / other

Did any family members attend Loretto? Yes No

Do you have a child/children currently attending Loretto? Yes No

GOLF ACADEMY

Should you wish for your child to be considered for a place in the Loretto Golf Academy you will be required to produce evidence of the following:

1. A current handicap certificate (or evidence of your current handicap). A maximum handicap of 18 for boys and 24 for girls is usually required
2. A reference letter from either a golf professional or a Club Junior Convenor or a Club Secretary

I wish my child to be considered for a place within the Golf Academy

Upon being offered a place within the school, you will also be notified if your application to the Golf Academy has been successful.

Please outline any of your child's artistic, dramatic, musical or sporting skills or experience (if applicable)

Please provide an outline of your child's other hobbies or interests (if applicable)

Does your child have any specific learning difficulties or additional support needs? Yes No if yes, please outline these: (This will not affect your child's application but will help staff prepare suitable assessment materials or allow extra time. Please enclose copies of reports eg Educational Psychologist report.)

(This section must be completed)

Has your child had any exam Access Arrangements or Additional Requirements previously, for example extra time in examinations, the use of a word processor or scribe? Yes No if yes, please provide details:

(This section must be completed)

Will you be applying for a Scholarship? (Please complete a Scholarship application form) Bursary? (You will be asked to complete a Bursary application form)

Notes: early registration is recommended. Registrations will be considered in the order they are received. This registration form does not give rise to a commitment by Loretto School or the parent/s. The offer of a place is subject to availability and the entry requirements of the Schools at the time of offer. Before signing, please ensure that you have read and understood the standard terms and conditions supplied with this registration form. Please refer to the website for our privacy notice. Two signatures on the registration form are required where appropriate.

DECLARATION

I/we request that the name of the above-named child be registered as a prospective pupil. I/we enclose a completed registration form; the £100 registration fee per child; a copy of a recent school report (if applicable) including any support for learning reports and/or Educational Psychologist report; a copy of our child's photo page of her/his passport (or birth certificate if passport is unavailable) and a head and shoulders photograph of our child (please email this to admissions@loretto.com). A receipt and an acknowledgment of the documents will be issued.

First signature

Name in full

Relationship to child

Date

(Two signatures are required where relevant)

Second signature

Name in full

Relationship to child

Date

On completion please return this form to:

LORETTO SCHOOL - ADMISSIONS TEAM

Pinkie House, Linkfield Road, Musselburgh, EH21 7AF, UK
E: admissions@loretto.com T: +44 (0)131 653 4455



Loretto

Data Protection Act: Loretto is registered under the Data Protection Act for holding personal data. Loretto has a duty to protect this information and to keep it up to date.

Loretto School Limited: A company limited by guarantee Registered in Scotland No: SC059500
Registered Office: Loretto School, Linkfield Road, Musselburgh, East Lothian EH21 7RE. Registered Charity No: SC013978

LORETTO SCHOLARSHIP APPLICATION FORM

(This form should be completed and submitted with a registration form)

CHILD'S DETAILS

(Please complete in BLOCK CAPITALS)

Surname	
First name(s) (Please underline the name generally used)	
Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of birth	
Proposed date of entry	Term

SENIOR SCHOOL SCHOLARSHIPS

Year group on entry:

12+ (Second Form)

Please indicate which type/s of scholarship you would like to apply for from the list below (candidates may apply for up to 3 categories):

Academic Golf Music Sport Piping

Year group on entry:

13+ (Third Form) 14+ (Fourth Form) 15+ (Fifth Form) 16+ (Lower Sixth Form)

Please indicate which type/s of scholarship you would like to apply for from the list below (candidates may apply for up to 3 categories):

Academic Art Drama Golf Music Sport Piping

If applying for a Sixth Form Academic Scholarship please select two potential A Level subjects for assessment, these should be chosen from the list below (please tick your chosen subjects)

Biology Chemistry Economics English French
Geography Politics History Mathematics Physics Spanish

Have you applied for a scholarship at any other school/s? Yes No

If yes, which school/s?	
Parent/s signature	Date

Please note that scholarships can only be awarded to successful candidates staying for two years or more.

On completion please return this form to:

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Registered Office: Loretto School, Linkfield Road, Musselburgh, East Lothian EH21 7RE. Registered Charity No: SC013978

Loretto School

Admissions Team

Pinkie House, Linkfield Road, Musselburgh, EH21 7AF, UK

e admissions@loretto.com

t +44(0)131 653 4455

w www.loretto.com

f @LorettoSchool t @LorettoHead



Loretto

A small school,
big on heart,
big on ambition