



## Loretto School Admissions Policy

### Introduction

Loretto School, Musselburgh, is a co-educational, boarding and day school for 3 – 18 year olds on two campuses, the Junior and Senior school. Both offer a selective, academic (all-round) education to prospective pupils. The School will select for entry children who, in the School's opinion, have the potential to benefit from the education the School offers.

Details of the assessment process and deadlines for application are available from the Admissions Department. They are also usually published in the local press at appropriate times throughout the year and are readily available to view at [www.loretto.com](http://www.loretto.com). Parents are encouraged to visit the School all year round and Open Mornings are usually held for both the Junior and Senior Schools, once in the Autumn Term, once in the Spring Term, and in the Junior School also in the Summer Term.

The object of the Admissions Policy is to ensure that the admissions process is consistent and fair to all applicants. The Headmaster of the School has overall responsibility for admissions and the operation of the policy. The selection criteria and interview procedure are reviewed regularly and adjusted as appropriate and may be reviewed again during Session 2008-2009 after the commencement of the new Headmaster. In each case, the policy may be subject to change.

- An application may be made on behalf of any person of school age or pre-school age.
- Every application for entry to the School will be given the same and equal consideration, regardless of any circumstances of the applicant or the applicant's family.
- Applications are accepted for entry to most years in the School except U6 (Year 13 where pupils are usually 17 year of age or older).

### Criteria for entry

Admission to Loretto will be granted, providing spaces are available, when the following criteria can be met:

- The applicant achieves a result in the entrance assessments which, in the professional judgement of the Headmaster and his senior colleagues indicates that he/she possesses aptitude and ability that are consistent with the academic requirements of the School.
- Loretto School is fully able to meet the educational and welfare needs (especially if the applicant wishes to be a full boarder) of the applicant and any other relevant needs.
- In the view of the Headmaster and senior colleagues admission to Loretto is in the best interests of both the applicant, and of the School community as a whole.

Loretto School, Linkfield Road, Musselburgh, East Lothian, Scotland EH21 7RE

T +44 (0)131 653 4444 F +44 (0)131 653 4445 [www.loretto.com](http://www.loretto.com)

Registered Office, 16 Heriot Row, Edinburgh EH3 6HR Reg. No. SCO59500 Educational Charity No. SCO13978



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- The cost of the school fees and other expenses can be met on the applicant's behalf, including any portion of the fees not covered by any scholarship and/or bursary award.
- There is a place for the applicant (although generally speaking the School would not usually start the Admissions process unless a place was available or at least notify parents if a waiting list will be in operation).
- A report from the applicant's current school is received, providing suitable and relevant background information.
- A reference from the applicant's current school is requested by the Admissions Department and received, providing suitable and relevant background information. The reference can be supplied in writing (by email or fax or letter) or by telephone call followed up by letter.

## Application for Entry

- An application form should be completed and submitted, together with a registration fee (currently £50) to the appropriate admissions department (either Junior or Senior School).
- Applications for the Junior School are welcome throughout the year and there are no set dates for entrance assessment exams. Applications for the Senior School are also welcome throughout the year. There are a variety of set dates for scholarship exams and further information is available at [www.loretto.com](http://www.loretto.com) or by contacting the Admissions Department.
- Bursaries are available and bursary application forms can be obtained from the Bursar's office.
- Scholarships are available and application forms can be obtained from the Admissions Department.
- Information on the application form is used (i) to assist in processing the application as smoothly as possible; (ii) to provide the School with information to help inform its decision; (iii) to alert the School to any circumstance on which it may need to offer additional advice to the applicant; and (iv) to allow the School to gather statistical data, which is used to track trends, inform the marketing strategy, and sending appropriate information to those on our database. Individual details are never released to any third party and all details of every application are kept entirely confidential. The data is used only within the Schools admissions system, and is not divulged to any third party outside the School, in accordance with current data protection legislation.

## Assessment

- Junior School entry (3 – 12 years) generally consists of an informal interview (Nursery - Y4) and thereafter if aged 8 years 6 months or above (Years 5 - 7), a verbal reasoning test and papers in Maths and English.
- Senior School Entry usually consists of written papers in Maths, English and Verbal Reasoning generally in Years 8 - 11 (12 – 15 years old) ,

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though subject-specific papers may be offered for entry at Year 9 (13 years of age) and Year 12 (16 years of age). All applicants will have an interview with the Headmaster or senior member of staff and any relevant Head of Department.

- If the applicant has any specific learning needs or difficulties, or any medical condition or disability, parents must notify the School in writing prior to the assessment day and provide a copy of all reports prepared by an Educational Psychologist or other where available. The School will determine whether special conditions will apply to the applicant in the assessments, based on the information provided.
- The School will make every effort on the day of assessment to accommodate any special needs or disabilities, so that the applicant is not disadvantaged during the assessment process.
- Once the criteria are met and assessment procedure implemented, the School would usually respond within two weeks. Were there to be any unavoidable delay, School would make contact to advise. Response times may be longer during holiday periods when staff are away from school.
- Where a place is not offered, the School will endeavour to explain why it is believed a Loretto School education is inappropriate or not in the applicant's best interest. All applications receive full consideration prior to a decision being reached.
- Some example assessment papers and topic lists for certain subjects are available, as well as general advice from the Admissions Department.

## The Selection Process

- If an applicant satisfies the conditions outlined in criteria for entry, a place will be offered, providing spaces are available. If no places are available, a waiting list will be compiled and places allocated as they become available.
- The performance in entrance assessment will be the prime criterion, but other factors may be taken into account:
  - Whether or not the applicant has a sibling already at the School
  - Whether or not the School is able to offer a place to a sibling in a different year, during the same admissions cycle.

## Acceptance of a Place

- All financial queries are dealt with by the Chief Operations Officer in the Bursary Department.
- A place is deemed to have been accepted once all required paperwork is received by the Admissions Department. This includes all forms and deposit (currently £300).
- Offers should be accepted or declined by the date of the offer and if no communication has been received by this date the School may deem the offer

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of a place to have been declined and withdraw the offer without further notification. Parents should contact the Admissions Department should they require an extension to the date as this may be possible.

- Parents applying for a bursary or pupils applying for a VISA overseas will usually have their offer date extended until decisions are known.
- Once a place has been accepted, the applicant and the person responsible for paying the tuition fees have entered into a legal contract with the School, and will be required to follow the usual processes for withdrawal, even if such withdrawal occurs before the applicant commences their education with the School.

*Policy Date: 27<sup>th</sup> November 2007*

*Review: Annual*

*Next review date: 27<sup>th</sup> November 2008*

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