



Applying for a place at Loretto School, Musselburgh

Thank you for your interest in Loretto School. This information will help you apply for a place for a child, and explains what will happen once you have.

How can I find out more about Loretto before I make an application?

Choosing the right school for your child is an extremely important decision and we strongly advise that you visit Loretto School so that you meet staff and pupils and see the facilities. Below are three possible pathways.

Arrange a visit to the School – parent only, or parent and child to meet Headmaster.

- Prospective parents and pupils are strongly encouraged to visit Loretto and see “the School in action”. You can visit the School throughout the year but to get a proper idea of the School we would encourage you to visit during term time when you will see a normal working day. Morning visits during the week are the best time to visit although visits can also be arranged for a Saturday morning. This can either be an individual visit or at one of our Open Mornings.
- Each visit is tailored to your specific needs, however, the usual format is a meeting with the Headmaster, a housemaster or mistress and a tour of the campus with pupil tour guides. You should allow two and a half hours for a visit. We would also be delighted to arrange meetings with other staff members during your visit e.g. Director of Academic Studies, Music, or Sport – perhaps over lunch - so you could sample daily life at School.
- On Open mornings you have an opportunity to meet parents of other prospective pupils, to see some classes taking place, observe some activities and tour the campus. There will be a presentation from senior members of staff and an opportunity to ask questions and talk to school representatives, both staff and pupils.

Experience a day and night in the “Life of a Lorettonian”

- To help your son/daughter decide whether Loretto is the school for him/her, we can arrange a 'taster' day or an overnight visit at Loretto. We would suggest that you child is 8 years of age or over to take part in this.
- Your child would be met by the Admissions staff on arrival and then introduced to their 'pupil shadows' who will be of similar age to your child. The shadows will look after your child during their visit and your child will get an insight into every day life at Loretto. This will include attending lessons, meeting staff, staying either in the day house or boarding house with their year group, and meeting the Headmaster.
- If your child is going to spend a day with us or an overnight, he or she should wear smart, casual clothes or his or her own school uniform. They should bring a pencil case and notepad with them and a book to read. We will advise you if trainers and some games clothes will also be needed. Towel and washing kit are both needed for an overnight but all bedding will be provided. The Senior School

Admissions Office will always write to you clearly stating the itinerary for the visit and what your child should bring. We request you notify us of any allergies and any medical complaints so our catering and medical staff are kept informed in case of emergencies.

Other opportunities to visit

In addition to formal tours, parents and their families are also welcome to visit us at School events. These include concerts; some chapel services; theatrical productions, music concerts. Further details of these events can be found on our website www.loretto.com. Should you wish to receive email communication about these please subscribe to our weekly e-news via our website or contact the Admissions Department who will arrange for you to be added to the email distribution list.

How do I apply for a place?

To apply for a place you should complete a registration form. The registration form is available from the Junior and Senior School Admissions Departments and can also be downloaded from the admissions section of the School website www.loretto.com. Contact details for the Admissions Departments are:

Senior School (12 – 18 yrs)

Jennifer Shooter
Admissions
Loretto School
Linkfield Road
Musselburgh
Edinburgh
EH21 7RE
Tel: + 44 (0)131 653 4455
Email: admissions@loretto.com

Junior School (3 – 11/12 yrs)

Mairi Gillies
Loretto Junior School
North Esk Lodge
North High Street
Musselburgh
East Lothian
EH21 6JA
Tel: + 44 (0)131 653 4570
Email: juniorschool@loretto.com

Once you have filled in the registration form, you should return it, together with the registration fee to the appropriate Admissions Department. The registration fee, non-refundable (£50) may be paid by cheque, bank draft or electronic fund transfer. The registration fee helps to cover the cost of processing your initial application, and forms received without the necessary fee will not reserve a place.

What will happen next?

On receipt of a pupil registration form and fee the School invites parents to arrange a date with the admissions department to bring their child into School for an assessment.

What happens at an assessment?

The purpose of the assessment is to find out whether your child would be happy at Loretto and whether the School can meet his/her educational needs. The actual assessment is different for each age. There is always an opportunity for you and your child to ask questions about the school.

Junior School (Nursery 3 - 5 years, Junior School 5 - 12 years)

- For all applicants, there will be an informal interview with the Headmaster of the Junior School.
- For entry to the Nursery (3-5 years) there is an informal interview with parents and children.
- For entry to Years 1, 2, 3 and 4 (5 to 8 years), children have an informal interview. Parents may or may not be present depending on parents' wishes.

- For entry to Years 5, 6 and 7 (8/9 to 11/12 years). Children have an informal interview and also sit assessments in verbal reasoning, Maths and English. It is most helpful if parents bring in a copy of their child's most recent school report.

Senior School Entry (12 – 18 years)

- On receipt of a pupil registration form, fee and a recent school report to the Senior School Admissions Department, a letter of acknowledgement is sent detailing dates for entrance assessment and giving guidelines on how long the assessments will take.
- The Admissions Department often telephone the parents to confirm the arrangements and gain permission to contact the child's present school to request a confidential reference.
- If a child is moving from another Independent School, Loretto will notify that school of the application prior to the child sitting a test. The parents are advised to notify the school before Loretto contact them.

General Entrance Assessments - Second, Third, Fourth, Fifth Form entry (12 – 15 years)

- Assessment papers in English, Mathematics and verbal reasoning test.
- Lower Sixth Form entry (16 years)
- Assessment papers in English, verbal reasoning test and a critical thinking test. Thereafter, the minimum entry requirement for pupils joining Lower Sixth Form is 6 GCSE's at Grade C or above – and the subjects passed must include English and Mathematics where relevant.

Overseas Pupils (where English is not their first language) - Second, Third, Fourth, Fifth or Lower Sixth Form entry (12 – 16 years)

- Assessment papers vary depending on the age of the pupils and the level of English. Papers usually include an English written paper, an English speaking test (to be taped onto either an audio tape, video tape or DVD) and a Mathematics paper. Tests can be undertaken at the applicant's present school or via one of our overseas Agents. Overseas pupils do not have to sit their assessment papers at Loretto.

What do I need to bring with me to the assessments?

Pupils applying for entry to Senior School will be sent a letter outlining what to bring to their assessment, how long each assessment paper will last and any other relevant facts. Wherever possible, you should bring what is appropriate for your application. For the written tests, bring a pen that the candidate likes to use and some pencils. Anything necessary can, however, be provided. You should wear smart clothing.

What attainment levels are required for Entrance Assessments?

The attainment level that needs to be achieved is in general one that in the opinion of the Director of Studies and the Headmaster ensures that your son/daughter would be able to access the school and national curriculum without significant difficulty.

Does Loretto need any other information before making a decision?

- In most cases, we will already have asked the applicant's current school to send us a report on his/her current progress to date. You should notify your child's current school that we will be contacting them.
- Any educational assessments your child may have had done which could help us understand any learning support he/she may need should be made available so that we can be sure that we can meet your child's needs and that he/she is likely to be happy with us. If you have an Educational Psychologist's report which is over four years old, you may be requested, with the help of Loretto's Support for Learning Department, to have your child reassessed and a new report made available.
- Overseas candidates will be expected to provide details of a guardian resident in the UK with whom they can spend short and long school breaks. Overseas pupils are asked to have a guardian in the UK with whom they can spend overnight leave, half-term and if necessary, longer holidays as the boarding houses close during all vacations. Guardians are welcome to attend parents' evenings and school functions and we encourage them to take on the role of the absent parent. The School's Overseas Coordinator can recommend Guardian Agencies for families who have no friends or relations in the UK. This is a legal requirement in the UK.

When will I get a decision about a place?

We would normally expect to have a decision within two weeks of the assessment, though it may be sooner. You would usually be telephoned in the first instance and this would then be followed up by letter. Overseas applicants may also receive communication by email.

What will happen after my child is offered a place?

- If we are able to offer you a place, you will be asked to return a form stating whether or not you accept it – at this point you have signed a legal binding contract with the School. You will also be requested to send an acceptance deposit £300 for Junior School pupils (£600 for Senior School pupils and £1000 for overseas pupils). This deposit will be refunded to you when your child leaves school. If your child does not take up their place at the school the deposit will be retained by the School. This should be returned within the stated deadline, otherwise we may assume you do not wish to take it up and offer it to someone else. If you require more time to make a decision or to await a decision on a bursary, please contact the Admissions Department to discuss an alternative deadline.
- Unless you have applied very late in the school year, we will write to you inviting your child to attend an induction event at Loretto and there may also be an Information Evening for new parents and pupils.
- Early in the Summer Term you will receive an email with attachments such as uniform lists, term dates and fees. A few weeks later a new entrant's 'Welcome Pack' will be sent which will contain all the information you and your child will require for the start of the new session in September.

March 2009

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

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