



LOYOLA
Preparatory School
Ad Majorem Dei Gloriam

103 Palmerston Road
Buckhurst Hill
Essex IG9 5NH

Telephone 020 8504 7372

Web: www.loyola.essex.sch.uk

Email: office@loyolaprepschool.co.uk

Registered as a Charity No. 1085079

Please write in block letters

Application Form

| | |
|-------------------------|----------------------|
| Surname of Child: _____ | Date of Birth: _____ |
| Forename (s): _____ | |
| Home Address: _____ | |
| _____ | |
| Post Code: _____ | Home Tel. No: _____ |

| | |
|----------------------|--------------------|
| Father's Name: _____ | Mr / Dr / Other |
| Occupation: _____ | |
| Email: _____ | Day Tel. No: _____ |

| | |
|----------------------|-----------------------------|
| Mother's Name: _____ | Miss / Mrs / Ms / Dr/ Other |
| Occupation: _____ | |
| Email: _____ | Day Tel. No: _____ |

| | |
|--|-------|
| Denomination or Religion of Child: _____ | _____ |
| If Roman Catholic, please state which Parish you belong: _____ | |
| Name of Parish Priest: _____ | |

| | |
|--|-------|
| Present School/Nursery of Child <i>(if applicable)</i> _____ | _____ |
| Address: _____ | |
| _____ | |
| Name of Head Teacher: _____ | |

| | |
|---|-------|
| Have any of the child's brothers been educated at Loyola? (yes or no) | _____ |
| If 'yes' please give names: _____ | |
| _____ | |
| Name of siblings and schools attended: _____ | |
| _____ | |

Please complete and sign overleaf and return this form to the Loyola school office with your application fee. BACs details overleaf.

| | |
|----------------------|---|
| For office use only: | Proposed entry date: |
| Date Received: _____ | App. Fee: £50.00 Kinder: _____ Main _____ |

Conditions of Admission to Loyola Preparatory School

- 1 Each term's fees are payable in advance on or before the first day of term for which they are due. An administrative charge will be levied on overdue accounts at a rate to be advised from time to time and a boy may be refused admittance where any part of the previous term's fees are outstanding.
- 2 Fees may be adjusted from time to time. Apart from exceptional cases, notice of any alteration will not be given later than one month before the first day of the term for which they are payable. Whether or not it is appropriate to levy any further fees for additional support for individual pupils will be considered on a case-by-case basis, on the basis of what is reasonable.
- 3 A full term's notice in writing is required if a boy is to leave the school prior to the end of the Rudiments' year. Failure to provide such notice will render a full term's fee payable.
- 4 The Governors may at their absolute discretion require the removal of a pupil without a term's notice if they consider that circumstances warrant such an action. In this event no claim shall arise for the remission or return of any portion of the fees payable for that term.
- 5 No reduction or remission of fees is given in case of absence or for any other reason.
- 6 Full compensation is payable by parents for loss or damage to school property caused by the negligence or carelessness of pupils.
- 7 Parents should note that in the event of prolonged absence or irregular attendance, the Headmistress is legally obliged to inform the Local Education Authority.
- 8 In case of illness or accident, parents must be prepared to collect their son from school. An emergency number should be available to the school in case of need. In extreme cases, following all reasonable attempts to contact parents or guardians for consent for emergency medical treatment, the Headmistress (or her Deputies) acting in loco parentis, is authorised to give valid consent to any such treatment (including anaesthesia or surgery) recommended by any qualified medical practitioner
- 9 The school cannot accept liability for any theft, loss or damage to property belonging to the parents or the child howsoever caused.
- 10 The Headmistress (or her Deputies) shall have full disciplinary powers over pupils in the school. All pupils must comply with the school procedures and regulations currently in force.
- 11 Boys must attend regularly and punctually on all days on which the school is open. The Governors cannot take responsibility for any boys on the school premises outside school hours as reviewed from time to time, unless they are taking part in an official supervised school activity.
- 12 **Parents wishing to make application for their son are asked to read and sign the following:**

We wish that our son be registered as a candidate for Loyola Preparatory School and enclose a Registration Fee (payable to 'Loyola Preparatory School') which we understand is non-refundable. We understand that this application does not guarantee a place at the school. In the event of our son's admission to the school we agree for ourselves and on behalf of our son to conform to all the Rules laid down by the Headmistress from time to time and to the Conditions of Admission set down heretofore.

If I decide to accept an offered place at Loyola Preparatory School, I understand that I will be required to pay a £1,000 entrance fee. This represents a £250 non-refundable payment (which covers set up administration costs) and £750 which will be deducted from my son's last term's fees in Rudiments (year 6). I understand that if my son leaves Loyola Preparatory School prior to year 6, this amount will not be refundable. If an accepted school place is not taken up, I understand that the whole £1,000 will be retained in full by the school. BACs payments to: Sort Code: 30-16-07 Account No: 21754098

Name of pupil: Date:

Signature of Father: Signature of Mother: