

LOCHINVER
HOUSE

PREPARATORY SCHOOL



REGISTRATION

REGISTRATION AND ENTRY PROCEDURE

1. When you have read the Prospectus and the standard Terms and Conditions, which we enclose for your information (also available on our website), please complete and sign the Registration Form. This form must be signed by both parents and returned to the Registrar, together with a registration fee of £50. When we receive the completed form and the fee, we will place your son's name on the general waiting list for the term he is expecting to enter Lochinver House School, however this does not guarantee your son a place.
2. Once your son's name is on the general waiting list, he will be considered for a place and you will be asked to make an appointment to meet the Headmaster. If your son is registered for a place in Reception, we will write to his nursery or playgroup for a report.
3. If you are applying for a place in Reception (ie joining in the September after your son's fourth birthday) he will be invited to the school for a 'getting to know you' session in the October before he is due to join the school. He will spend approximately 40 minutes in school in groups of eight participating in a variety of tasks with three members of the school staff. If your application is after this date, he will be seen individually or in a small group at Lochinver House or the Head of Pre-Prep will visit his nursery school for an observation. A report will also be requested from his nursery school or playgroup.
4. If you are applying for a place in a year group other than Reception, your son will be invited to visit the school for either a half or whole day (depending on his age), when he will be assessed academically and socially. A report will also be requested from his current school.
5. Each term there is an Open Morning for parents of prospective pupils at which you are most welcome. You will be shown around school by the boys and have an opportunity to meet with the Headmaster. Parents on the general waiting list will be invited to attend. Alternatively, the Headmaster is very happy to meet parents on an individual basis to give them a tour of the school and an opportunity to ask any questions. Such appointments may be made at any time.
6. When we offer your son a place at Lochinver House, we will send a letter informing you of this, together with an Acceptance Form and a further copy of the Terms and Conditions. In order to confirm your son's place at the school, you will need to complete and sign both the Acceptance Form and the Terms and Conditions, and return these to us with a deposit (detailed below).
7. When we receive the signed Acceptance Form, the signed Terms and Conditions and your deposit, we will transfer your son's name to the Entry List for a definite place the following September.
8. A deposit of £500 is required, which will be refunded as a credit to the parents' fee account at the end of the pupils's final term at school. An additional payment of £500 is also required as a deposit, which will be deducted from the first term's invoice. The full amount of £1,000 will be forfeited if, for any reason, your son does not take up his place at school, and if you are unable to give a term's notice in writing to this effect, you will also be liable for a full term's fees. The school is unable to credit interest on the deposit to the parents' account.
9. Should your son not be offered a place at this stage, his name may remain on the waiting list if you so wish, in which case your son will be considered for a place if one becomes available.
10. The offer of a definite place is made on the understanding that you intend that your son remains at Lochinver House until he moves onto independent school at 13+ (usually through the Common Entrance examination to a Public School).
11. In registering your son for a place at school, you are agreeing to abide by the school's Regulations and Policies and to ensure, in so far as is reasonably practicable, that if your son is offered a place at the school, he will be both diligent in his studies and responsible in his attitude and behaviour. Should this become a problem we will make every effort to counsel your son and yourselves and encourage him to modify his behaviour. However, you must accept that it may become appropriate for your son's place at the school to be withdrawn and for him to be educated at a school which is more appropriate to his needs. The Headmaster's decision on this matter will be final.

REGISTRATION FORM

Please complete in block letters and return to the Registrar with the fee of £50 (cheques made payable to Lochinver House School).

1 THE CHILD

Surname _____

First names* _____

Date of birth _____ Nationality _____

Religion _____ Proposed term and year of entry _____

Have you registered your child at any other school/s and if so, which? _____

*please underline name generally used

2 FATHER

Title and full name _____

Address _____

postcode

Occupation _____

Tel. daytime _____ evening _____

mobile _____ email _____

3 MOTHER

Title and full name _____

Address (if different from above) _____

postcode

Occupation _____

Tel. daytime _____ evening _____

mobile _____ email _____

4 FAMILY

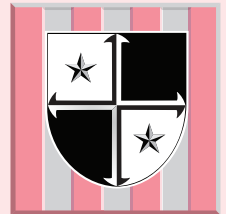
My child is 1st 2nd 3rd 4th child in the family. If other please state. _____

No. of brothers _____ No. of sisters _____

If any family members have attended Lochinver House, registered for entry, or have any connection with the school please state their names _____

5 HOW DID YOU HEAR ABOUT THE SCHOOL?

- By local reputation From promotions or advertisement
 Through present school From website/internet
 From friends Other (please state) _____



6 CURRENT SCHOOL

Please state the name and address of the present school, nursery or playgroup which your child attends (with dates)

Name of Head

tel

7 ABOUT YOUR CHILD

Please provide details if your child has any medical conditions, disabilities or learning difficulties. If so, please provide details of any related assessments undertaken

At what age will your child leave Lochinver House?

Please note that pupils are expected to remain at this school until they reach the age of 13 years.

Early registration is recommended. Offers of places are subject to availability and the admission requirements of the school at the time offers are made. A copy of the current Terms and Conditions will be supplied on request.

DECLARATION

We request that the name of our above-named child be registered as a prospective pupil. A cheque for the non-returnable registration fee of £50 is enclosed.

We understand that the Terms and Conditions of the school will undergo reasonable changes from time to time as circumstances require and will apply to all our dealings with the school. We understand also that the school (through the Head, as the person responsible) may obtain, process and hold personal information about our child, including sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

First signature

Name in full

Date

Second signature

Name in full

Date

Once completed and signed, please detach this form and send it to:

The Registrar, Lochinver House School, Heath Road, Potters Bar, Herts EN6 1LW.

