



Registration Form

Completion of this form reserves a place at the School, subject to entrance assessments, receipt of satisfactory school report(s), and availability of places in the year group of entry. The form should be completed in full, signed by both parents where appropriate, and returned to the Admissions Department together with the **non-refundable Registration Fee of £100** and a copy of your son's **birth certificate and passport photo page**. We regret that places cannot be reserved without payment of the fee, and that the School cannot guarantee places until a formal offer is made.

Section A: Boy's Details

- Surname/ Family Name:** _____ **First Name(s) in full:** _____
- Date of Birth:** _____ **Place of Birth:** _____
(Please return a photocopy of your son's birth certificate with this form and/or the photo page of his passport.)
- Nationality:** UK Other (please specify) _____
If UK National please specify: Scottish English Welsh N. Irish
- First Language:** _____
- Date of entry to Merchiston desired:** Year 20__ Term: Autumn Lent Summer
as: Boarder Day Pupil
- Current and Previous School History** (Please provide details of two previous schools where applicable.)

	Name of School, and Town (or City)	Type of School (eg Prep, Primary, Independent etc)	Date of Entry	Date of Leaving	Year group(s) or class(es)
Current				n/a	
Previous (1)					
Previous (2)					

Unless you request otherwise, Merchiston will contact your son's current and (on occasion) his previous school(s) to request confidential reports at time of assessment for entry to Merchiston, together with confirmation (where appropriate) that fees have been paid in full.

7. Is entry to other school(s) being applied for?

Yes / No * (* please circle)

Name of schools(s) applied to:

(This information is entirely optional & confidential)

8. Connection (if any) with Merchiston:

9. Guardianship: If resident outside the UK, please give the name, address and telephone number of a friend or relative, resident in the UK, and over the age of 25, who will act as emergency contact or educational guardian for your son:

Relationship to your son: _____

10. Equal Opportunity & Access

Merchiston strives to offer equal opportunities to all its pupils. In order that we may determine whether the School is able to meet your son's needs, please indicate below, whether you require financial assistance and/or give brief details of any specific learning support need, medical condition or disability, which your son may have, and which could require specialist support, treatment or equipment.

Specific Learning Difficulty: _____

Medical Condition: _____

Disability: _____

Financial Assistance: _____

Other relevant information: _____

*(The information disclosed in this section is essential to assist in any pre-screening interview, prior to our entrance days. Any disclosure made here is **not** used to deny access to the School. However non-disclosure of known information may be a breach of parental obligations to the School. Pupils may be screened for specific learning difficulties on entry. A medical examination is also required on entry to the School. Financial assistance may be applied for through the School's means-tested Bursary process.)*

Section B: Family Details

1. Name(s) of Parent(s) or Guardian(s):

	Title (Mr / Mrs / Dr / Other / etc)	First Name(s)	Surname / Family name	Relationship to child
Parent 1: <i>Key parent contact</i>				
Parent 2:				

2. Permanent Address: Parent 1:

Permanent Address: Parent 2: (if different from Parent 1)

Where parents have different addresses please indicate who son lives with. **Parent 1** **Parent 2**

Are parents jointly responsible for son's education? If 'No' please supply details separately in confidence. **Yes** **No**

3. Home Telephone No: Parent 1: _____ Parent 2: _____

4. Mobile Phone number(s): Parent 1: _____ Parent 2: _____

5. E-mail address(es): Parent 1: _____

Please tick box for preferred email.

Parent 2: _____

(Where available, please supply an email address for each parent). Merchiston uses email as a means of communication with parents. By signing this form, you are agreeing to the use of your email address for this purpose. Please keep us informed of any changes to your email address(es).

6. Parents' occupation(s)/profession(s): Parent 1: _____ Parent 2: _____

7. Parents' employers: Parent 1: _____ Parent 2: _____

(This information is entirely optional & confidential.)

8. Other children in family

Name: _____ M / F * Date of Birth: _____ Current School: _____

Name: _____ M / F * Date of Birth: _____ Current School: _____

Name: _____ M / F * Date of Birth: _____ Current School: _____

(* Please circle as appropriate)

Section C: Additional Information

We would be grateful if you would provide the following additional information about your son. Some items may be required in the data which the School is required to provide to the Scottish Executive Independent Schools Information Service (ISIS)

1. Religious Affiliation

Buddhist Ch. of Scotland/Presbyterian Episcopalian/Ch. of England Hindu Jewish Muslim Roman Catholic
No Religion Other Christian Other (please specify) _____

2. Ethnicity

(Categories as defined by The General Register Office for Scotland. This information is required for ISIS returns, but is not used to discriminate regarding entry to the School.)

White Indian Pakistani Bangladeshi Chinese Other Asian Background Black British Black Caribbean
Black African Other Black Background White and Black Caribbean White and Black African White and Asian
Other Mixed Background Any other ethnic background: (please give details) _____ Ethnic background unknown

3. Data Protection and Disclosure

Merchiston Castle School is registered as a data controller under the terms of the Data Protection Act 1998, and data held by the School is subject to that legislation. From time to time we make family telephone/address lists available to the parents of other boys. Please indicate here whether you are happy for your details (name, address, telephone) to be included for distribution.

From time to time we use the parental information on this form to advance the interests of the School and the boys (e.g. inviting parents to provide careers talks to the boys or otherwise contribute to the functioning and development of the School and our activities).

By signing this form you are agreeing to the use of your information for this purpose. Please keep us informed of any changes to your profession or employment information.

Your information is never shared with third parties to use for commercial purposes.

I / We give permission for my/our details to be included. I / We do not wish my/our details to be included.

4. Boys are admitted to the School on the following conditions:

- i. that they satisfy the examiners in the Entrance Examination, that they are in good health and bear a good character; and that a place is available at the time of assessment,
- ii. that the parents agree the fees are payable termly in advance,
- iii. that a place, once offered, must be accepted by the date specified. Otherwise, the place will be deemed to have been declined,
- iv. that the education of their son at the School may be terminated by giving a full term's notice in writing, or by payment of an amount equal to a full term's fees should such a period of notice not be given; this sum to be payable at the commencement of the next term after withdrawal,
- v. that the parents agree that a full term's notice shall be given of any desired alteration to day or boarding status,
- vi. that the parents agree that the Rules of the School, as published and amended from time to time, shall continue to apply to their son during the whole period of his attendance at Merchiston, irrespective of his age; and that
- vii. the Headmaster shall have the right at any time to refuse to admit or to require the withdrawal of any boy if, in his opinion, such a course is necessary in the interests of the School or the boy.

A full version of our Terms & Conditions of Entry is provided when a place is offered, or can be downloaded, together with the School's Admissions Policy, from our website at www.merchiston.co.uk. Copies can also be obtained on request to the Admissions Department.

I/We agree to these conditions, as parent(s) / guardian(s) of the above boy, and enclose a cheque for the non-refundable Registration Fee of £100 (made payable to 'Merchiston Castle School') and a copy of my/our son's birth certificate and passport photo page.

If you wish to pay the registration fee by bank transfer, please tick here *See below for bank details.*

Except in the case where a parent has sole custody of the child, this form should be signed by both parents.

Signed (Parent1) _____ Date _____

Signed (Parent2) _____ Date _____

Please return to: The Admissions Department, Merchiston Castle School, 294 Colinton Road, Colinton, Edinburgh EH13 0PU

Bank details:

Name: Accounts Office, Merchiston Castle School
Sort Code: 80 -11-00
IBAN Code (Swift): GB92BOFS80110000469605

Bank: The Bank of Scotland, St Andrew's Square, Edinburgh
Account Number: 00469605
BIC Code: BOFSGB21012

When making payments, please ask your bank to include your (or your son's) name in the documentation, so that we will know which account to credit.