

# 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

1. Surname/  
Family Name: \_\_\_\_\_ First Name(s) in full: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(Please return a photocopy of your son's birth certificate with this form and/or the photo page of his passport.)

2. First Language: \_\_\_\_\_  
(We use this information to help us prepare suitable entrance assessments.)

3. Date of entry to Merchiston desired: Year 20\_\_ Term: Autumn  Lent  Summer   
as: Boarder  Day Pupil

4. Current School (Please provide details of your current school.)

	Name of School, and Town (or City)	Type of School (eg Prep, Primary, Independent etc)	Date of Entry	Year group(s) or class(es)
Current				

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

5. Connection (if any) with Merchiston: \_\_\_\_\_  
(This information helps us to personalise our communications with you.)

6. 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: \_\_\_\_\_

## 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: Key parent contact				
Parent 2:				

2. **Permanent Address: Parent 1:**

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

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

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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 No(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).

## 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. Data Protection and Disclosure

Merchiston Castle School is registered as a data controller under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (EU 2016/679), and data held by the School is subject to that legislation. Your information is never shared with third parties to use for commercial purposes. You can find our full Privacy Statement on our website at [www.merchiston.co.uk/admissions/privacy](http://www.merchiston.co.uk/admissions/privacy). Please tick the box to show you have read and understood our Privacy Statement.

I have read and understood the School's Pre-Admissions Privacy Statement

### 2. 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](http://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 **Bank:** The Bank of Scotland, St Andrew's Square, Edinburgh  
**Sort Code:** 80 -11-00 **Account Number:** 00469605 **IBAN Code (Swift):** GB92BOFS80110000469605 **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.*