



MERCHISTON

EDINBURGH

REGISTRATION FORM

Completion of this form reserves a place at the School, subject to entrance assessments, receipt of satisfactory report(s), and availability of places in the year group of entry. The form should be completed in full, signed by both parents/guardians, where appropriate, and returned to the Admissions Department together with non-refundable Registration Fee of £120 (inclusive of VAT) and a copy of your son's/ward's passport and where applicable, birth certificate (see Page 1, Section A). 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: _____

2. Date of Birth: _____ Place of Birth: _____

(For UK Nationals, please return a photocopy of your son's/ward's passport with this form. Non-UK residents, please provide a copy your son's/ward's passport AND a copy of his birth certificate)

3. Nationality: UK ☐ Other ☐ (please specify): _____

Do you hold dual nationality? Yes ☐ No ☐ If yes, please specify your preferred nationality _____

4. First Language: _____

5. Date of desired entry to Merchiston: Year 20____ As: Day Pupil ☐ Day Pupil Plus ☐ Flexi-Boarder ☐ Boarder ☐

6. Current School:

	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					

Merchiston will contact your son's/ward's current school to request recent school reports and references for entry to Merchiston, before a formal offer of placement is made, together with confirmation that fees have been paid in full.

7. Connection (if any) with Merchiston: _____

8. **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/ward'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/ward may have, and which could require specialist support, treatment or equipment.

Dyslexia ☐ Dyspraxia ☐ Dyscalculia ☐ Wellbeing & Child Protection ☐ Medical Condition ☐ Disability ☐ Financial Assistance ☐

(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. / etc.)	First Name(s)	Surname / Family Name	Relationship to Child
Parent/Guardian 1 <i>Key parent contact</i>				
Parent/Guardian 2				

2. Permanent Address: Parent/Guardian 1:

Where parents/guardians have different addresses, please state who your son/ward lives with: Parent/Guardian 1 ☐ Parent/Guardian 2 ☐

Permanent Address: Parent/Guardian 2: (If different from Parent/Guardian 1)

Are both parents/guardians jointly responsible for your son's/ward's education? If 'No' please supply details separately in confidence. Yes ☐ No ☐

3. Preferred Telephone No:

Parent/Guardian 1 _____

Parent/Guardian 2 _____

4. Email Address(es):

(Please tick box for preferred email)

Parent/Guardian 1 _____ ☐

Parent/Guardian 2 _____ ☐

(Where available, please supply an email address for each parent/guardian). Merchiston uses email as a means of communication with parents/guardians. By signing this form, you are agreeing to the use of your email address for this purpose.

5. Parents'/Guardians' Occupation(s)/Profession(s):

Parent/Guardian 1 _____

Parent/Guardian 2 _____

6. Other Children in Family:

Name: _____ Male ☐ Female ☐ Date of Birth _____ Current School _____

Name: _____ Male ☐ Female ☐ Date of Birth _____ Current School _____

Name: _____ Male ☐ Female ☐ Date of Birth _____ Current School _____

SECTION C: ADDITIONAL INFORMATION

1. **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 use the parental information on this form to advance the interests of the School and the boys (e.g. inviting parents/guardians 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. ☐
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/guardians 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/ward 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/guardians agree that a full term's notice shall be given of any desired alteration to day or boarding status, vi) that the parents/guardians agree that the Rules of the School, as published and amended from time to time, shall continue to apply to their son/ward 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 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) and enclose a cheque for the non-refundable Registration Fee of £120 (incl. VAT) made payable to 'Merchiston Castle School' and a copy of my/our son's/ward'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/guardian has sole custody of the child, this form should be signed by both parents/guardians.

Signed (Parent/Guardian 1): _____ Date: _____

Signed (Parent/Guardian 2): _____ Date: _____

Please return to the Admissions Department by emailing admissions@merchiston.co.uk

Bank details:

When making payments, please include your (or your son's/ward's) name as the payment reference.

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

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



MERCHISTON
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A BOARDING AND DAY SCHOOL FOR BOYS AGED 7-18

Merchiston Castle School, Colinton Road, Edinburgh, EH13 0PU
+44 (0) 131 312 2200 admissions@merchiston.co.uk

MERCHISTON.CO.UK



Charity number: SC016580