



**LOYOLA**  
Preparatory School  
Ad Majorem Dei Gloriam

Registered as a Charity No. 1085079

103 Palmerston Road  
Buckhurst Hill  
Essex IG9 5NH

Telephone: 020 8504 7372  
Web: www.loyola.essex.sch.uk  
Email: office@loyola.essex.sch.uk

**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: _____	
Occupation: _____	Day Tel. No: _____

Mother's Name: _____	
Occupation: _____	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: _____	

Briefly tell us how you heard about Loyola: _____
---

I wish my son to be considered for a place in Kindergarten? (yes or no): _____
--

*Please complete and sign overleaf and return this form to the Loyola school office with your registration fee.*

For office use only:				
		Proposed entry date		
Date Received: _____	Reg. Fee: £25.00	Kinder: _____	Main: _____	Admission No: _____

# 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 is 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.
- 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 headmaster 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 Headmaster (or his 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 Headmaster (or his 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.

## 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 not 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 Headmaster 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 first term's fees. If an accepted school place is not taken up, I understand that the whole £1,000 will be retained in full by the school.

Name of pupil: ..... Date: .....

Signature of Father: ..... Signature of Mother: .....