

LORETO CONVENT SCHOOL

ADMISSIONS 2023



Thank you for considering Loreto Convent School as a path to your child's best future. We have been providing the very best Catholic education for Grade RRR to Grade 12 learners for the last 143 years. By setting high educational and moral standards, we aim to produce well-educated, mature, self-disciplined citizens, who will serve their community and Country. The School caters for boys and girls from Grade RRR to 3, and then ONLY girls from Grade 4 to 12.

We request that you follow the process outlined below:

1. Please prepare and then **Email CERTIFIED copies** of the following documentation to Ms Kekana to begin the admissions process (admissions@loreto.co.za):
 - 2 x Copies of the Learner's Unabridged Birth Certificate
 - 2 x Recent ID photos of the Learner
 - Copies of the ID Document of both Parents of the Learner
 - The most recent School Report from the current school
 - Parent(s) Proof of Residence (Municipal Account is preferred)
 - Proof of Income for both Parents
 - Financial Clearance Letter from the current school
 - If SELF-EMPLOYED: Please also send the most recent bank statements for the previous three months.
 - If NOT A SOUTH-AFRICAN CITIZEN: Please provide the following in addition to the above documents:
 - Certified Copies of the Passports of both the Parents and the Learner
 - Certified Copies of a Valid Student Visa and/or Study Permit for the Learner
 - Certified Copies of the Residence Permits of both the Learner and Parents
 - The most recent bank statements for the previous three months

Please ensure that you retain the original copies of all documents submitted, as you will need to bring them with you to School in January 2023, along with a certified copy of your child's 2022 Term 4 report card and a transfer card from the previous School.

2. A confidential **Testimonial Form** (attached) needs to be completed in full by the current School and must be Emailed to Loreto Convent School at admissions@loreto.co.za to facilitate the admissions process.
3. Please complete the **Interview Sheet** (attached) and return it with the above mentioned documents, in the same Email. We encourage parents to answer the questions honestly and without fear of prejudice. You will also find that we have added a version of this document to

our Admissions page on the website that is still in Word format. You are most welcome to download the form, type your answers and then save as a .pdf document to send back to us in your application Email.

4. Once we have received ALL of the required documentation, we will proceed with a **means test and a process of screening for admission** to the School in 2023. The Interview Sheet, School Testimonial and your child's marks will be some of the factors that we will take into account when making this decision. Please do provide your contact details in your Email, so that we are able to make contact with you, should we have any questions or require further information.
5. You will be **notified** about the progress of your application by email and/or telephone call by our Admissions Officer, Ms Kekana.
6. Mrs Kekana will schedule an **entrance test** for your child. A booking fee of R250 is payable to secure the appointment. You may pay this fee on the day that your child attends the entrance test.
7. Should your child be accepted at Loreto Convent School for the 2023 academic year, a **non-refundable** registration fee of **R4 500** will become payable, within **14 days** of the notification of acceptance, in order to secure a place for your child at the School and to finalise the admissions process. Please note that your child's place in the School is not secured until the payment and finalisation of the admissions process – in the event that we do not receive your registration fee in the allocated time-frame, your child's place will be forfeited.
8. Parents are advised that they will be responsible for the cost of all **textbooks, stationery and uniform items** for their children. If your child will be attending our Foundation and Senior Primary Phases (Grade 1 to 7) their stationery will be purchased from and supplied at the School. A cash payment must be made to the School for stationery by mid-October 2022. A **once-off extra fee** is charged to each learner in January 2023, which covers the costs of items such as camps, outings, school diaries, the yearbook, and other expenses that may be incurred by the School during the year. Every family is also charged a once-off **building levy** every year in January. Parents will receive details of these payments from the School upon the acceptance of their child.

Thank you for your interest in our School, we look forward to hearing from you, to meeting your child and to making you a part of our Loreto Community.

For any questions or assistance, please contact Ms Kekana on 012 326 6342 or by email at admissions@loreto.co.za.

Kind regards and best of luck with your application,



Mrs Suzette Truter
Executive Principal - Loreto Convent School

LORETO CONVENT SCHOOL LEARNER TESTIMONIAL

PLEASE COMPLETE THIS CONFIDENTIAL TESTIMONIAL AND EMAIL TO admissions@loreto.co.za

Name of Learner: _____

Grade: _____

Year: _____

Highest Grade Passed to Date: _____

Number of Years in Grade: _____

SCHOLASTIC ACHIEVEMENT:

(tick appropriate block)

EXCELLENT

VERY
GOOD

GOOD

SATISFACTORY

NOT
COMPETENT

RELATIONSHIP TO PEERS AND TEACHERS:

EXCELLENT

VERY
GOOD

GOOD

SATISFACTORY

NOT
ESTABLISHED

BEHAVIOUR IN CLASS:

EXCELLENT

VERY
GOOD

GOOD

SATISFACTORY

NOT
ACCEPTABLE

BEHAVIOUR ON THE SPORTS FIELD:

EXCELLENT

VERY
GOOD

GOOD

SATISFACTORY

NOT
ACCEPTABLE

POSITIONS OF LEADERSHIP HELD:

NO _____ YES _____ SPECIFY: _____

ANY BEHAVIOURAL PROBLEMS:

ARE THESE BEHAVIOURAL PROBLEMS BEING ADDRESSED? (PLEASE SUPPLY DETAILS)

PARENTAL INVOLVEMENT IN THE SCHOOL: _____

PAYMENT HISTORY: (MARK APPROPRIATE)

PAID UP TO DATE

NOT PAID AT ALL

LARGELY NOT PAID

HANDED TO LAWYERS

ANY ADDITIONAL INFORMATION THAT WILL BE OF ASSISTANCE TO THE SCHOOL IN OUR CONSIDERATION OF THIS LEARNER:

DATE: _____

SIGNATURE: _____

SCHOOL STAMP:

Loreto Convent School
135 Nana Sita Street
Pretoria Central
www.loreto.co.za
admissions@loreto.co.za
012 326 6342

Learning and Leading in Love and Justice



LORETO CONVENT SCHOOL

PARENT INTERVIEW FORM 2023

Please complete this form honestly and openly, and Email to us (admissions@loreto.co.za) along with your additional paperwork that is required by the School in order to process your application.

Learner name and surname	
Parent / guardian name and surname	
Grade applying for	
Cell number	
Email address	

1. What do you know about this school and why do you wish to enrol your child?

2. What language do you speak at home?

3. What religious denomination do you belong to?

4. Child's date of birth. DD/MM/YYYY

5. Which schools has your child attended?

6. What is the Home Language offered in the current grade?

What is the First Additional Language offered in the current grade?

7. Did your child repeat any grades?

8. How is your child's homework supervised?

9. What is your child's weakest subject?

10. What is your child's strongest subject?

11. Has your child received any awards for sporting or cultural activities?

12. Comment on your child's school attendance e.g. absent less than 5 days a year / 6-12 days per year / more than 12 days a year. Reasons for being absent?

13. Does your child have any underlying health issues e.g. asthma, diabetes?

14. Has your child had therapy or any recommendation for therapy e.g. speech, occupational or psychological therapy?

15. With whom does your child live? How will your child be transported to and from school?

16. Occupation and work address of father.

17. Occupation and work address of mother.

18. Method of payment: Once off before February with 2.5% discount or monthly debit order?

If you are applying for Grade 1 or Grade R please answer these additional questions:

19. At which age were the following milestones achieved?

Crawling:

Walking:

Talking:

Understanding of language:

20. Do you read to your child in English?

If you are applying for Grade 10 please complete the following:

Please be advised that depending on numbers, the school might not be able to accommodate your subject preference. It is also advisable that you go on our website and read the High School Subject Requirement Policy before completing the table below.

Compulsory Subjects

English Home Language
Afrikaans First Additional Language
Life Orientation

Subject Choices that Loreto offers:

Subject choices you wish to enrol (select 1 subject from every row (do not duplicate subjects):

Accounting / Business Studies / Life Science /
Geography

Accounting / Business Studies / Life Science / Consumer
Studies

Computer Applications Technology / Dramatic Arts /
History / Physical Science

Mathematics

Mathematical Literacy