



# Queen Victoria School Admissions Policy

## 1. The Queen Victoria School Royal Warrant

1.1 The Queen Victoria School (QVS) Admissions Policy is largely driven by the rules laid down in the Royal Warrant, which states that: “Admission to the School shall be open to the children of Service personnel in any regular branch of the Armed Services who are serving or have served in Scottish Regiments or at Service bases in Scotland on regular engagements, of Scotsmen and Scotswomen who are serving or have served in any regular branch of the Armed forces”.

1.2 The children of permanent members of staff of the School may be admitted to the School where it is deemed by the Admissions Board to be in the interests of the School, on payment of charges agreed by the Ministry of Defence (MOD). The Board will have complete discretion on the numbers so admitted and on their conditions of entry.

1.3 The Admissions Board set out to give priority to those children who have a serving parent with whom they would normally live. The School will not usually accept children where home is with a parent or guardian neither of whom qualify in terms of current or previous service in a regular branch of the Armed Forces. In selection of pupils for admission, preference in general shall be given:

- 1st To orphans.
- 2nd To those whose fathers or mothers have been killed in action or died in service.
- 3rd To those who have lost either a father or mother but whose other parent is still serving.
- 4th To other eligible compassionate cases.
- 5th To those whose fathers or mothers are still serving and are liable for foreign service.
- 6th To other eligible children.
- 7th To any other children that may become eligible.

8th Notwithstanding the eligibility criteria at Paragraph 1.2 above, to any other children of a serving parent, should the School otherwise be undersubscribed.

1.4 In order to ensure that there are sufficient pupils at the School to form adequate classes for senior education, up to 20% of the intake in any one year may be selected on the results of an educational test rather than solely on parents' service, provided that they are otherwise eligible and acceptable.

## 2. Current Practice

2.1 If an eligible child is likely to benefit from a place at QVS and can be adequately supported by the School, places are offered according to the following criteria:

- Number of years that the Serving parent has left to serve.
- Likelihood of frequent family relocations for Service reasons and previous experience of these.
- Likelihood of Serving parent being posted accompanied overseas.
- Whether or not the child could be offered a stable education elsewhere.
- Number of places available at QVS in each year-group and House.

## 3. Procedure

3.1 Applications, which must be received no later than 15 January of the intended year of entry, are checked for eligibility by the QVS Admissions Secretary. Eligible applicants are invited to the Admissions Board in February/March.

3.2 Although the children of retired Service personnel are eligible to apply, it should be noted that places are **very** unlikely to be available to them.

3.3 The Admissions process is based on a 75 minute classroom experience - a taught lesson, a multiple choice assessment based on CATS (Cognitive Abilities Tests) and a written section. This will be followed by some observed playtime. Finally, there will be up to 45 minutes of group discussion with two senior members of staff and a member of Her Majesty's Commissioners (HMC). Interviews with parents to go over any parental responsibilities, financial matters, length of service issues, etc., will be conducted separately by the School Business Manager.

3.4 If the School cannot provide adequate support for an eligible child, either pastorally or academically, a place will not be offered. QVS is a very small school with a small Support for Learning Department, a fully boarding population and some preserved older buildings used for residential purposes. Decisions on whether or not the School can adequately support an applicant are based on the assessments and observations at paragraph 3.3 above, which will include the child's suitability for boarding, as well as a report from the applicant's current school.

## 4. Appeal Process

4.1 There is a two-stage process should your child be declined admission to QVS.

### Stage 1

This should be informal, by contacting the Headmaster by telephone, e-mail or making an appointment to discuss the matter face-to-face.

### Stage 2

A formal appeal against decisions made by the Admissions Board must be made in writing to the Chairman of the Board of HMC. An Appeals Board will normally be convened by the Chairman with at least three HMC to consider any appeal.

4.2 It should be noted that an appeal will only be considered against a failure of process that led to the decision to decline admission to QVS. **The decision of the Appeals Board is final.**

## 5. Points of Contact

- a. The Headmaster  
Queen Victoria School  
Perth Road  
DUNBLANE  
FK15 0JY  
Tel: 0131 310 2901  
E-mail: [donald.shaw@qvs.org.uk](mailto:donald.shaw@qvs.org.uk)
  
- b. The Chair of Her Majesty's Commissioners  
c/o The Secretary to the Board of Her Majesty's Commissioners  
Queen Victoria School  
Perth Road  
DUNBLANE  
FK15 0JY  
Tel: 0131 310 2902  
E-mail: [nigel.cunningham@qvs.org.uk](mailto:nigel.cunningham@qvs.org.uk)

### Points to note

Queen Victoria School is open to the children of serving parents of any rank

The main point of entry is Primary 7 in the Scottish system; this is where most places are available. Some places are offered each year in S1. Vacancies arise from time to time in other year-groups but they are few in number