



Ministry  
of Defence

## Queen Victoria School

Website: <https://www.qvs.school/>



### Application for Admission

This form is available on our website and may be completed electronically. On completion, please print, provide the required signatures and return to:  
The Admissions Secretary, Queen Victoria School, Dunblane, Perthshire, FK15 0JY.

**Closing date for Admission applications is 15<sup>th</sup> January each year**

Information on the timetable for submission of this application form, and on the procedure which follows, is available on our website.

The Queen Victoria School (QVS) Admissions Policy is published on the School's website and is subject to revision and amendment from time to time. **Please note:** P7 is the main entry point to QVS, and whilst applications will be taken for other year groups, spaces are likely to be limited.

If unable to access any of the above information, or you require further clarification, please contact the Admissions Secretary at the address above, or by telephone (0131 310 2927) or e-mail ([QVS.Admissions@modschoools.org](mailto:QVS.Admissions@modschoools.org))

**This application for admission is comprised of three (3) key documents:**

- (1) this application form;
- (2) the QVS Admissions Policy, included with this application form or available to download from our website; and
- (3) the Privacy Notice for Admission to QVS, at Page 2 of this application form.

**If you have not received, or are unable to access, all of the above documents please do not complete this Application for Admission and contact the school to obtain any missing documentation.**

Please complete all Sections in Parts 1 and 2 and provide the appropriate additional documentation requested at Part 3 (Checklist). **Please ensure your Commanding Officer or the Officer in charge of Records, or equivalent, certifies, immediately after Section 20, the information provided at Sections 16-19.**

## **Admission to Queen Victoria School**

### **Privacy Notice**

#### **Why we are collecting your personal information**

We ask for certain information in order for us to be able to contact you, and also to consider your child(ren) for a place in the school. We do not ask for information that we do not need to complete this process.

#### **How your information will be used**

Your information, and that of your child(ren), will be used as part of the admissions process, in order to consider your application for entry to the school. It will not be used for any other purpose.

#### **How long your information will be kept**

If your child(ren) are successful in achieving a place at the school, your information will be kept up to the 26<sup>th</sup> birthday of the child(ren). If your child(ren) are not successful in gaining a place at the school, your information will be kept for a period of twelve (12) months from the Admissions selection date.

#### **How you can access the information we hold on you**

You can ask for a copy of the information we hold on you by submitting a written request to *Library and Information Manager, Queen Victoria School, Dunblane, Perthshire FK15 0JY.*

**OFFICIAL-SENSITIVE PERSONAL WHEN COMPLETED PART**

**1 – Applicant (Pupil) Information**

<b>1</b>	<p><i>For office use only:</i></p> <p>Application No:</p> <p>School No:</p> <p>Date Registered:</p> <p>Year for which Registered:</p>	<p><b>Please affix passport size photograph here</b></p>
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<b>2</b>	<b>Date of Proposed Entry:</b>	
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<b>3</b>	<b>Surname:</b>	
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<b>4</b>	<b>First and Middle Name(s):</b>	
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<b>5</b>	<b>Date of Birth:</b>	
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<b>6</b>	<b>Gender:</b>	
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<b>7</b>	<b>Nationality:</b>	
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<b>8</b>	<b>Requested Year Group:</b>	P7 <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 <input type="checkbox"/> S4 <input type="checkbox"/> S5 <input type="checkbox"/> S6 <input type="checkbox"/>
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**Boarding**

<b>9</b>	<p>If a boarding place is not available, would you be willing to consider a day pupil place? *</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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\* If yes, please note that it will be a parental responsibility for transport to and from QVS.



**Applicant's Present and Past School Details**

<b>10</b>	<b>Current School – Name:</b>	
a	Year Group:	
b	Address:	
c	Phone Number:	
d	Name of Headteacher	

<b>11</b>	<b>Previous Schools:</b>	
	School name and location	Year(s) attended
1		
2		
3		
4		
5		
6		

**Family Details**

<b>12</b>	<b>Brothers and Sisters:</b>		
	Name	Date of Birth	School currently attended and location
1			
2			
3			
4			

OFFICIAL-SENSITIVE PERSONAL WHEN COMPLETED

13	<b>Additional family information:</b>
a	Does the Applicants family have any other existing or previous connections with QVS? Yes <input type="checkbox"/> No <input type="checkbox"/> (if "yes", please provide details below).
b	Is it intended that a brother or sister may follow the applicant to QVS? Yes <input type="checkbox"/> No <input type="checkbox"/> (if "yes", please provide details below).
<b>Details:</b>	

Other Information

14	<b>Special circumstances:</b>  We are committed to promoting equal opportunities in our admissions process. In order that we may fulfil our duties in this regard, <b>it is <u>essential</u> to advise the School of any disability, additional support need or medical condition, or of other circumstances</b> , for which the Applicant may require special assistance or reasonable adjustments at the School. Please give specific details below, in a separate letter or reports to accompany this form (see Checklist at Part 3).
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**Details:**

**Declaration**

I/We, being the parent/parents of or being the person/persons having parental rights in respect of the Applicant declare and:

- (1) hereby apply for a place at Queen Victoria School, Dunblane, for the Applicant to become a pupil at the School with effect from the Admission Date specified above;
- (2) accept that this application is subject to the School's admissions policy, current as at the date of this application as such policy is from time to time revised or amended;
- (3) recognise that there is no obligation on the School to offer a place at the School for the Applicant or to accept the Applicant as a pupil of the School;
- (4) authorise the Applicant's current school to (a) disclose to the School information on the Applicant (e.g. academic report and pupil profile); (b) confirm to the School whether all fees, if applicable, in respect of the Applicant have been paid to date; and (c) authorise the School to disclose my/our application and authorisation to the Applicant's current school;
- (5) confirm that I/we have enclosed information regarding any disability, additional support need or medical condition or other circumstances for which the Applicant may require special assistance or reasonable adjustments; and
- (6) accept that the School must be given any copies of court orders that relate to the Applicant.

If the School offers the Applicant a place at the School and it is not accepted by me/us within the time stipulated in the offer, then the offer shall be deemed to have been declined and refused.

**PART 2 – Parent/Guardian information**

15	Parent details:	Mother	Father
a	Full Name:		
b	Title/Designation: (Mr/Mrs/Ms/Miss/Dr, etc.)		
c	Relationship to Applicant: (if other than mother/father)		
d	Job Title:		
e	Address for correspondence:		



f	Postcode:		
g	Daytime telephone number:		
h	Evening telephone number:		
i	Mobile number:		
j	E-mail address:		
k	If parents divorced or separated, please provide details of Legal Custody and visiting rights:		

**Eligible parent details** (please refer to Admissions Policy)

<b>16</b>	<b>Eligible Parent/Guardian:</b>	Father <input type="checkbox"/> Mother <input type="checkbox"/> (as per Section 15)
<p><b>If eligible parent is deceased, please provide details of date and place of death:</b></p>		

<b>17</b>	<b>Claim to eligibility:</b>	Scottish by birth <input type="checkbox"/> Service in Scotland or a Scottish Regiment <input type="checkbox"/>
<p><b>Please provide specific details of Scottish Service/Regiment(s), including dates:</b></p>		

**OFFICIAL-SENSITIVE PERSONAL WHEN COMPLETED**

<b>18</b>	<b>Current Regular Service in HM Forces*</b>	* excludes FTRS and MPGS.
a	Service:	RN <input type="checkbox"/> RM <input type="checkbox"/> Army <input type="checkbox"/> RAF <input type="checkbox"/>
b	Date of joining:	
c	Service Number:	
d	Current Rank:	
e	Type of current engagement:	
f	Present Unit:	
g	Time left to serve:	Years:                  Months:                  Due Discharge Date:
h	Expectation of further service?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes", please provide details below:
i	Family accommodation:	SFA <input type="checkbox"/> Own home <input type="checkbox"/>
j	Likely frequency of whole family moves:	Every 3 years or less <input type="checkbox"/> Every 3-4 years <input type="checkbox"/> 5 years or more <input type="checkbox"/>

<b>19</b>	<b>Ex. Regular Service in HM Forces</b>	
a	Service Number:	

b	Service history – summary with dates:	
c	Date of Discharge:	
d	Rank on Discharge:	

**Additional Information**

20	Reason for requesting admission of Applicant to QVS:	
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**BY COMMANDING OFFICER or OFFICER I/C RECORDS or EQUIVALENT**

I hereby certify Name: \_\_\_\_\_ No: \_\_\_\_\_ Rank: \_\_\_\_\_  
 is currently serving, or has served, as a Regular in HM Forces and that the details provided at Sections 16 to 19 above, are correct.

**OFFICIAL-SENSITIVE PERSONAL WHEN COMPLETED**

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Signature

Print Name

Date

**Personal Data Processing Statement**

I/We, being the parent/parents of or being the person/persons having parental rights in respect of the Applicant acknowledge that I/we have received a copy of Queen Victoria School Admissions Privacy Notice and have read and understood it and I/we consent to the School processing my/our personal data for the purposes of considering the Applicant's admission to the School.

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Signature of parent/guardian

Print name of parent/guardian

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Signature of parent/guardian

Print name of parent/guardian

**IF THE APPLICANT IS THIRTEEN (13) YEARS OR OLDER THEN THE SECTION BELOW MUST BE COMPLETED BY THE APPLICANT ON THEIR OWN. THE SCHOOL CANNOT PROCESS THIS APPLICATION WITHOUT THE APPLICANT'S CONSENT – THIS IS A LEGAL REQUIREMENT.**

I understand that as part of my application to the School my parent/parents must provide the School with certain types of personal data about me. I have been given an opportunity to read and understand Queen Victoria School's Admissions Privacy Notice and I am happy to consent for the time being for my information to be used in this way. I also understand that I may withdraw my consent at any time in the future by contacting the School.

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Signature of Applicant

Print Name of Applicant

Date of Birth

**Confirmation and Signature**

I/We, being the parent/parents of or being the person/persons having parental rights in respect of the Applicant hereby confirm and declare that:

**All Must Be  
Checked**

(1) I/We have fully completed this application form and the answers  given are, to the best of my/our knowledge, true;

(2) I/We have read and accept the QVS Admissions Policy;

(3) I/We have provided true copies of the relevant supporting  documents at Part 3 (Checklist); and

(4) I/We have read, understood, and consented to the use of our  personal data in accordance with the School's Admissions Privacy Notice and I/we confirm that, if the Applicant is thirteen (13) years or older, I/we have given the Applicant the opportunity to read, understand, and consent to the School processing the Applicant's personal data.

<b>Signature</b>	
<b>Full Name (Print)</b>	
<b>Date</b>	

**PART 3**

**1. Checklist**

**Photographs and copies of documents to be provided with this application form**

(Please tick last column):

1. Passport Photograph of Applicant – <b>Affix at Section 1</b>	<input type="checkbox"/>	
2. Applicant Birth Certificate (full)	<input type="checkbox"/>	
3. Eligible parent/guardian Birth Certificate (full)	<input type="checkbox"/>	
4. Marriage or Civil Partnership Certificate	<input type="checkbox"/>	
5. Formal custody documents, adoption papers, etc. – <b>in support of Section 15,k.</b>	<input type="checkbox"/>	
6. Support Needs and/or Medical Reports from relevant professionals – <b>in support of Section 14.</b>	<input checked="" type="checkbox"/>	
7. Current School Report for Applicant	<input checked="" type="checkbox"/>	

**2. Where did you hear about QVS?**

Friend/Colleague

Routine Orders/Notices

Publication/Flyer

HIVE

Website/Internet

Other (please specify below)