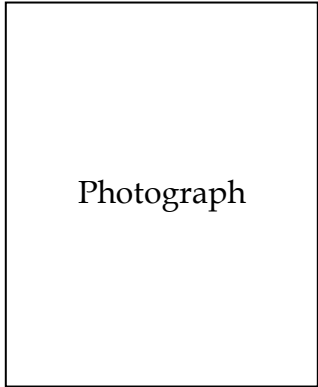


QUEEN'S COLLEGE PREPARATORY SCHOOL

Application form for entry in



FOR ADMISSION OFFICE USE ONLY	Interview:	Deposit:
Age:	Offer:	
Reg. Fee:	Acceptance:	Comp:

Daughter's surname		Date of Birth	
Daughter's forenames in full (underline the name by which she is known)			
Nationality		Religious Denomination	
FATHER/GUARDIAN (i.e. person with legal responsibility for this child)		MOTHER/GUARDIAN (i.e. person with legal responsibility for this child)	
Name (including title)		Name (including title)	
Address		Address (if different from father)	
Postcode		Postcode	
Telephone:Home		Telephone:Home	
Telephone:Work		Telephone:Work	
Mobile Number		Mobile Number	
Email		Email	
Profession		Profession	
PRESENT SCHOOL		PREVIOUS SCHOOLS	
Name of School			
Address			
Telephone			
Name of Head			
Any special circumstances which should be known in the interests of the pupil.			
Name and address of the person to whom the fee bill should be sent (if different from above)			

QUEEN'S COLLEGE PREPARATORY SCHOOL

1. The completed application form should be returned with the registration fee of £50 (cheque made payable to Queen's College), a passport-sized photograph and a copy of your daughter's birth certificate and passport to:-

The Admissions Secretary,
Queen's College Preparatory School,
61 Portland Place
London W1B 1QP

2. There is not normally an assessment for entry into Reception although a child whose mother tongue is not English will have to demonstrate sufficient command of English to be able to benefit from the curriculum. Entry into Reception will involve a parental interview with the Headmistress.
3. Forms I to VI inclusive – general information: entry to all other year groups (if places are available) involves an assessment of the child's academic achievement and potential, an evaluation of their social skills and consideration of their school reports. In all year groups and in all cases, parents whose children may be offered a place in the school are asked to attend an interview with the Headmistress before a final decision is made.
4. For admission to Forms I and II, your daughter will be asked to visit the school when she will be assessed for her suitability to join the appropriate age group. Admission to Forms III - V will be offered following a successful completion of written assessments: we do not normally accept girls into Form VI.
5. A deposit is payable upon acceptance of an offer of a place at QCPS. It will not be returned if the pupil does not subsequently take up the place offered. The deposit is credited against the extras account at the end of the final term, provided that a full term's notice has been given.
6. For girls joining Reception, an initial fee is also required which is payable in the December before the pupil takes up her place in the following September. This initial fee is credited against the first term's fees but is not returnable if the child does not take up the place.
7. A full term's written notice of the removal of a pupil from QCPS, or discontinuance of an extra subject, is required. If this notice is not received by the first day of the notice term then a full term's fees are payable in lieu of notice.

I wish my daughter/ward to be entered as a candidate for Queen's College Preparatory School in accordance with the admissions procedure stated above. I confirm that I/we have legal responsibility for this child.

Signed: **Date:**

Name in Full:

If you have any queries about the admissions procedure, please telephone the Admissions Secretary at Queen's College Preparatory School (020 7291 0660)