



Application Form

2019 - 2020

Photographs

Applications will not be accepted without photographs

For **Dance Applicants**, please enclose the following photographs (in leotard/ vest and shorts):

(Max size: 6 x 4 inches/ 15 x 10 cm)

1. Full length, front view, feet together, arms by side.
2. Full length, back view, feet together, arms by side.
3. Full length, *demi pli  * in 1st position, *en face*.
4. Full length, leg in 2nd position *en l'air, en face* (entry S2 and above).
5. Full length, 1st *arabesque en l'air, de c  t  * (entry S2 and above).
6. One passport sized photograph, head and shoulders.

For **PTC and MTC Applicants**, please enclose the following photograph:

1. One passport sized photograph, head and shoulders.

Course applying for:

(If applying for two courses, please complete a separate application form for each course)

S1 Dance Course

Dance Course other* (please state year) S.....

*See back page

S3 Preparatory Theatre Course

S5 Musical Theatre Course

- Have you applied to the Dance School before?

No

Yes (State course & year of application):

.....

- Are you, or were you a member of any associate ballet scheme? E.g. Scottish Ballet, Ballet West.

Yes, currently Yes, formerly

If so, which?

Personal Details:

First Name(s):	Surname:
Date of Birth:	Current School Year:
Address:	
Post Code:	
Parent Name(s):	
Home phone:	Parent mobile:
Parent email:	

Applicant's Present Dance/Drama/ Singing Teacher(s):

1.	School Name:	Phone:
	Teacher's Name(s):	Class(es) taken:
	Address:	
		Post Code:

2.	School Name:	Phone:
	Teacher's Name(s):	Class (es) taken:
	Address:	
		Post Code:

Continue on separate sheet if necessary.

Please give details of training to date and/or involvement in performances:

Continue on separate sheet if necessary.

Applicant's Academic Education:

Name of School:	
Class:	Head Teacher:
Address:	
Post Code:	
Phone:	Scottish Candidate Number (if known):
Previous School:	
Dates Attended:	

Medical Information:

Doctor's Name:	Surgery Name:
Address:	
Post Code:	
Phone:	

Have you ever had or suffered from any of the following? (Please tick)

	Yes	No
Serious illness in the last three years, e.g. glandular fever		
Broken/fractured bones		
Eye/ear problems		
Asthma		
Migraines		
Any major operations		
An injury or condition that has required treatment by a physiotherapist or osteopath		
Allergies		

(Medical Information Continued)	Yes	No
Blood conditions e.g. diabetes or anaemia		
Do you wear glasses?		
Any additional support needs e.g. dyslexia, dyspraxia, ADHD?		
Any links to Psychological Services or Social Work Department?		

If you have answered yes to any of the above questions , please give further details below, including dates, treatment received and the name of the doctor where applicable:

Declaration:

I the undersigned, make the above application on behalf of my child. I understand that a current Head Teacher's report or a report from another appropriate person from the applicant's school will be requested during the audition process.

Signature of Applicant: _____

Signature of Parent: _____

Date: _____

Please return form to: Jo Di Lieto, Administration Assistant

The Dance School of Scotland,
Knightswood Secondary School,
60 Knightswood Road,
Glasgow.
G13 2XD.

Please ensure you use a 'Large' stamp if you are not folding your application. Unfortunately items with insufficient postage are not received.

Closing Date: Friday 25th January 2019. (Details of audition dates and processes will be posted to you after this date.)

***For entry into Dance Course S2 and above:**

(Applicants will be considered on an individual basis)

We suggest that applicants for S2 and S3 should be working at the following levels in their ballet:

- Applicants for S2 should be currently working at RAD Intermediate Foundation level (or equivalent)
- Applicants for S3 should be currently working at RAD Intermediate level (or equivalent)

Applicants for S4 and S5 must be working on the following ballet exams which must be sat by the end of the current school year:

- Applicants for S4 should be currently working on RAD Advanced Foundation level
- Applicants for S5 should be currently working on RAD Advanced 1 level

Privacy statement for the Dance School of Scotland

Who we are:

The Dance School of Scotland is operated by Glasgow City Council and funded by the Scottish Government. Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application and potentially enrol your child in the Dance School. We require to process photographic data to assess your child's suitability for their chosen course. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council. We may also need to process more sensitive personal information about you in order to protect your vital interests/the vital interests of others [delete as appropriate] in circumstances where we will not be able to seek your consent."

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011. We will also share information with the Scottish Government, the Scottish Qualifications Agency, health and wellbeing services and external parties who participate in the audition process. We may also share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - III. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people in the event of an emergency or to assess your child's suitability for the course. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.