



SOUTHEND HIGH SCHOOL FOR GIRLS
An Academy Grammar School and Language College
Headteacher: Ms F J Brierley MA

In-year Secondary School Application Form

Refer to Southend High School for Girls In-year Admissions Policy before completing on <http://southendgirls.school-site5.net>

CHILDS DETAILS

Please print

Surname		Forename	
Date of Birth	DD	MM	YYYY
Home Address	Current School Year Group		
Postcode			
Current or most recent School Address			
Postcode			
Telephone Number			
Headteacher			
Did your child take the 11+ (selective) entry test to enable them to be offered a place at this school? If so, please give details and outcome	YES	NO	
Has your child taken SHSG post-11 entry tests before? If so, please indicate which year	YES	NO	

PARENT/CARER DETAILS

Mr/Mrs/Miss/Ms (or other)		Forename	
Surname			
Home Address (if different from above)			
Home Telephone No.		Mobile Telephone No.	
Email Address			
Do you have parental responsibility for this Child?	YES	NO	



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CHILD'S SIBLINGS

Does your child have sister/s or brother/s attending SHSG				YES	NO
Name	Date of Birth			Year Group	
	DD	MM	YYYY		
	DD	MM	YYYY		
	DD	MM	YYYY		
	DD	MM	YYYY		

REASONS FOR APPLICATION

You must select one of the reasons below and provide supporting documents. Incomplete forms will be returned

a) Moving into the Southend area?	YES/NO	Moving Date: DD/MM/YYYY
b) Moving to a different address in the Southend area?	YES/NO	Moving Date: DD/MM/YYYY
c) Moving to Southend from overseas?	YES/NO (If yes, which country?)	
d) Not moving but wanting a new school?	YES/NO	

For a), b) or c) **please give your address, your intended date of moving and attach to this form a copy of either a letter confirming exchange of contracts or a tenancy agreement (tenancies for a period of less than 6 months will not be accepted).**

For d) **please give the reasons why you are seeking a transfer**

You will need to attach proof of address and a copy of the Child's passport (if you are moving from overseas) as applicable before we can process this application.

Please note changing schools is a serious step to take and you must not remove your child from their current school before you have an offer of another school place.

DECLARATION

Please read carefully and sign.

1. I have read the school admission criteria on the School's website and am aware of the admission criteria for the school;
2. I am aware that the School may conduct an internal check to verify residency data that I have provided against Council Tax records;
3. The information I have given on this form is true and correct;
4. I understand that if it is established that I have provided false or misleading information in order to gain a place at SHSG, the School will withdraw any school place offered.

Signed		Name (please print)	
Relationship to Child		Date	



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Fair Processing Notice

The information provided by you will be held and processed by SHSG in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detention of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, the School requires any third parties to abide by the Data Protection Act 1998 when they process your data on behalf of and to follow our procedures and instructions. You are entitled to copies of any information that the School holds about you. This can be obtained by making a request in writing to the School.

Once Completed this form with the supporting documents must be returned to:

**Southend High School for Girls
Southchurch Boulevard
Southend on Sea
Essex SS2 4UZ**

It can also be emailed to office@shsg.org