



SOUTHEND HIGH SCHOOL FOR GIRLS

In-year Application Form

(to be completed by parents/carers)

- This form is for application to the school for Years 7-11 only.
- Please note that candidates must be studying ONE Modern Foreign Language.
- The school will contact parents when a place in the appropriate Year group becomes available.
- Candidates will be invited to the school for testing in English, Mathematics, and Science.
- This form will be held on the school's files only until the end of the academic year for which you are applying.
- Please complete the form using BLOCK CAPITALS
- Please read our Privacy Notice (available at www.shsg.org)

Section 1

CHILD'S DETAILS

Surname

Forename (s)

Date of birth

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Year Group

Home address

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Current or most recent school and address of school

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

If child is not in school what educational arrangements are in place?

<input type="text"/>

Please provide additional notes if required

What was the last date of attendance at a school?

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Did your child take the 11+ (selective) entry test to enable them to be offered a place at this school? **YES/NO**

Section 2

PARENT/CARER'S DETAILS

Mr/Mrs/Miss/Ms (or other) Forename

Surname

Telephone no.

Home

Mobile number

Address (if different from child)

Email address



SOUTHEND HIGH SCHOOL FOR GIRLS

Do you have parental responsibility for this child? YES/NO

What is your relationship to the child?

Is the child looked after by a Local Authority?

YES/NO

If yes, which Local Authority?

Has the child been previously looked after and is now adopted or subject to a residence or special guardianship order?

YES/ NO

If YES, please attach relevant documentation to this form.

Is your child entitled to 'preferential consideration' under the school's Admissions Criteria Note A (children in receipt of Free School Meals, or identified as recipients of the Pupil Premium Grant)

YES/ NO

If YES, please attach relevant proof to this form (i.e., a letter from their current school or Local Authority)

Section 3

GCSE OPTIONS

(To be completed if applying for entry to *years 10 or 11 only*)

GCSE SUBJECT	EXAMINATION BOARD	DATE TO BE TAKEN

GCSE EXAMINATIONS ALREADY TAKEN: *(if any)*

GCSE SUBJECT	GRADE	DATE TAKEN



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Section 4

REASONS FOR APPLICATION

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

Reasons for Application:		
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	
<p>For a), b) or c) please give your new 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)</p> <p>For d) please give the reasons why you are seeking this transfer</p>		

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.

Section 5

DECLARATION

Please read carefully and sign.

I confirm that:

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

Signed

Name (please print)

Relationship to child

Date

Once completed this form and any supporting documents must be returned to:

The Examinations' Officer, Southend High School for Girls, Southchurch Boulevard, Southend on Sea, Essex SS2 4UZ

Or email to office@shsg.org



SOUTHEND HIGH SCHOOL FOR GIRLS

Privacy Notice: The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements. We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information.
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information) (England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

We will hold this information until the end of the current academic year, unless your daughter is offered a place, in which case the information will be held securely until she reaches the age of 25.