

# SOUTHEND HIGH SCHOOL FOR BOYS

## In-year Application Form

- This form is for application to the school for Years 7 (after 31<sup>st</sup> December) to 11 only.
- Please note that candidates in Years 8-11 must be studying ONE Modern Foreign Language.
- Testing dates are published on the school's website. This form must be received at least 2 school weeks prior to the testing date.
- Candidates in Years 8-11 will be invited to the school for testing in Mathematics, English, Science and French/German/Spanish (4 hours approx). Those applying to Year 7 will *not* be asked to sit a test in a modern foreign language.
- 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** in black pen.
- Please read our Privacy Notice (available at [www.shsb.org.uk](http://www.shsb.org.uk))

### Section 1

#### CHILD'S DETAILS

Surname																	
Forename (s)																	
Date of birth	DD	MM	YYYY	Male	<input type="checkbox"/>	Current Year Group	<input type="checkbox"/>										
Home address																	
											Postcode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did your child take the 11+ (selective) entry tests?

YES/ NO

### Section 2

#### PARENT/CARER'S DETAILS

Mr/Mrs/Miss/Ms (or other)	<input type="text"/>	<b>Address</b> (if different from child)	<input type="text"/>
Forename	<input type="text"/>		
Surname	<input type="text"/>		
Telephone no. Home	<input type="text"/>		
Mobile number	<input type="text"/>		
<b>Email address</b>	<input type="text"/>		

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 (this may be a letter from their current school or Local Authority)

Please indicate whether your child has any medical circumstances, EHCP or other special needs, which will require specific arrangements for the day of the tests, for example, wheelchair access, enlarged type papers, supervision support etc. Please indicate briefly below the nature of your child's particular needs.

- 1. Does your child have an EHCP?
- 2. Is your child registered as disabled?
- 3. Does your child have any medical circumstances, which we would need to be aware of during the tests?

YES	NO
YES	NO
YES	NO

Please give details below:

## 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

## 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	

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 agreements (tenancies for a period of less than 6 months will not be accepted)**

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

**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**

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**Please read carefully and sign.**

I confirm that:

1. I am aware that SHSB 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 SHSB 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:**

**Admissions Officer, Southend High School for Boys, Prittlewell Chase,  
Southend on Sea, Essex SS0 0RG**

**It can also be emailed to [admissions@shsb.org.uk](mailto:admissions@shsb.org.uk)**

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**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 son is offered a place, in which case the information will be held securely until he reaches the age of 25.