

# SOUTHEND HIGH SCHOOL FOR BOYS

## In-year Application Form

### Part 1

(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 Mathematics, English, Science and French/German/Spanish (4 hours approx).
- 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.shsb.org.uk](http://www.shsb.org.uk))

#### Part 1, Section 1

#### CHILD'S DETAILS

Surname														
Forename (s)														
Date of birth	DD	MM	YYYY	Male	<input type="checkbox"/>	Current Year Group	<input type="text"/>							
Home address														
												Postcode	<input type="text"/>	
Current or most recent school and address of school														
												Postcode	<input type="text"/>	
If child is not in school what educational arrangements are in place?														
	Please provide additional notes if required													
What was the last date of attendance at a school?	D	D	M	M	Y	Y	Y	Y						
Did your child take the 11+ (selective) entry test to enable them to be offered a place at this school?	YES/ NO													

#### Part 1, 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"/>													
Email address	<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.

Part 1, 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

Part 1, 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.

Part1, Section 5

## DECLARATION

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 [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk)**

**PLEASE NOTE THAT YOUR FORM WILL NOT BE PROCESSED (AND THEREFORE YOUR SON WILL NOT BE PLACED ON THE WAITING LIST) UNTIL PART 2 (BELOW) HAS BEEN RECEIVED FROM YOUR SON'S CURRENT SCHOOL.**

**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.

# SOUTHEND HIGH SCHOOL FOR BOYS

## In-year Application Form

### Part 2

(To be completed by the current school)

**Part 2, Section 1**

**CHILD'S DETAILS** Please print

Surname														
Forename (s)														
Date of birth	DD	MM	YYYY	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Year Group	<input type="checkbox"/>					
Name of Parent														

**Part 2, Section 2**

**To the current school:** In relation to the above pupil it would be appreciated if the following information could be provided and the form emailed or posted to the Admissions Officer with the minimum of delay. This information is only used to facilitate the placement and not as part of the decision to admit.

Is the pupil still on the school roll? YES/ NO

If no, when was the pupil removed from the roll? DD MM YYYY

- |   |      |    |
|---|------|----|
| Does the child have a statement of Special Educational Needs?                         | YES/ | NO |
| Is the child currently being supported at either School Action or School Action Plus? | YES/ | NO |
| Does the child have an Individual Education Plan (IEP)?                               | YES/ | NO |
| Does the child have a Common Assessment Form (CAF)?                                   | YES/ | NO |
| If NO has a CAF been initiated?   | YES/ | NO |
| Is the child registered as disabled?  | YES/ | NO |

If you have answered YES to any of the questions in above section please give details below:

- |   |      |    |
|---|------|----|
| Have any of the following services been involved with this child in the last 3 years? |      |    |
| School Attendance   | YES/ | NO |
| Educational Psychologist  | YES/ | NO |
| Social Worker   | YES/ | NO |
| Child & Family Services   | YES/ | NO |
| Home Education  | YES/ | NO |

If you have answered YES to any of the questions in above section please give details below (including a contact name and telephone number):

**Attainment:**

Please indicate the subjects currently being studied and the latest report level/grade for each one, alternatively please attach a copy of the student's latest report.

English:	Maths:	Science:
French:	Spanish:	Other MFL:
Geography:	History:	Religious Education:
Art:	Drama:	Music:
Technology:	ICT:	Physical Education:
Any other information you feel may be useful		

**Attendance and Exclusions**

Attendance % (previous year group)	Attendance % (current year group)
%	%

<b>Fixed period exclusion(s):</b>		
Date	Number of days	Reason for exclusion

<b>Permanent exclusion(s):</b>	
Date	Reason for exclusion

If you have any further information that you believe will be relevant to this application please attach to this form. Please provide contact details of the school representative completing this form:

<b>Name</b>	<input type="text"/>	<b>School Address</b>	<input type="text"/>
<b>Designation</b>			
<b>School name</b>			
<b>Telephone no.</b>			

<b>Email address</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Signature** \_\_\_\_\_

Once completed this form with supporting documents must be returned to the parent or to:

Admissions Officer  
Southend High School for Boys  
Pittlewell Chase  
Southend on Sea  
Essex  
SS0 0RG  
It can also be emailed to [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk)