

SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS

TEST REGISTRATION FORM FOR 11+ TESTING (Hard copy format)

- Please note you can register online via our website: www.swgs.wilts.sch.uk > Admissions
- If you would prefer to complete a hard copy, please return this form to allow us to put the appropriate arrangements in place to test your daughter. This form also requests essential information for establishing priority for admission under the Governors' Admissions Policy.
- Please return this form to Mr J Evans, Admissions Officer, at South Wilts Grammar School (SWGS), Stratford Road, Salisbury SP1 3JJ **by Friday 31 August 2018**. Any queries – please telephone 01722 343747 or 01722 323326.

CHILD'S INFORMATION	Surname:	Date of Birth:
Forename:	Middle name(s) (if any):	
Normal Weekday Residence: House name (if any):		
House No & Street :		
Village (if any) :		
Town :		
County :		
Post Code :	Home Tel :	

(Proof of address may be requested at a later stage to establish oversubscription criteria. Please inform SWGS as soon as possible if the address above changes during the application process.)

PARENTS' INFORMATION <i>(Both parents or guardians as is applicable.)</i>
Parent Title (eg. Mr/Mrs/Ms) and Name(s) :
Parent Address (if different from daughter's) :
Which parent is the Child Benefit recipient for your daughter? (circle) MOTHER / FATHER
Please provide a contact daytime tel. no. for a parent the child resides with :
Please provide a contact email address for a parent the child resides with (an acknowledgement of registration will be sent to this email address) :

TESTING ARRANGEMENTS	
Would you like your daughter to be invited to take a practice 11+ Verbal Reasoning test at South Wilts Grammar School on Saturday 15 September 2018? (See point 7 of the SWGS 11+ Information Leaflet for further details.)	YES/NO
Do you want to request special access arrangements for your daughter? If "Yes", please complete the Special Access Arrangements form available from SWGS, giving details of her special educational needs and how they may impact on the 11+ test arrangements. On this other form, please also name your daughter's current school so we can contact them over this issue.	YES/NO

Please answer the questions below giving accurate information. The answers you give will help us to establish your daughter's priority for admission. The criteria which will be taken into consideration if the school is oversubscribed are listed in the Information Leaflet. Please note that passing the selection procedure does **not guarantee** a place.

PRIORITY FOR ADMISSION		
1	Is your daughter looked after by a Local Authority eg fostered, in a residential home etc? Or, was she previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order? (See point 17a of the SWGS 11+ Information Leaflet for further details.)	YES / NO
2	Is your daughter eligible for the Pupil Premium or the Service Premium? If yes, do you give your consent for SWGS to check with your Local Authority? (See point 17b of the SWGS 11+ Information Leaflet for further details.)	PLEASE TICK
	"Yes - Pupil Premium, and I give my consent for SWGS to check with my Local Authority."	
	"Yes - Service Premium, and I give my consent for SWGS to check with my Local Authority."	
	"Both Pupil and Service Premiums, and I give my consent for SWGS to check with my Local Authority."	
	No	
3	Does your daughter have an older sister (including foster, step or half-sister) who lives at the same home address and will still be attending SWGS in the academic year 2019-2020?	YES / NO
4	Do you intend to change address during the 2018-2019 academic year? If "Yes", please note the requirements for proof of address under points 17c, 34 and 35 of the 11+ Information Leaflet.	YES / NO

Have you read a copy of SWGS Information Leaflet for parents on the 11+ selection? **YES/NO**

To the best of my knowledge, the information I have given is correct and I will advise the School in writing of any changes of information to this form. I understand that providing incorrect or misleading information could lead to the withdrawal of the offer of a place. I have read and understood the Data Protection Statement for admission to South Wilts Grammar School (see next page) and understand that by completing this form I am giving my consent as defined in the Statement.

SIGNED : **DATE :**

PRINT NAME : **RELATIONSHIP TO CHILD :**

IMPORTANT – What happens next?

- *Parents who have registered for the 11+ Test using the Test Registration Form will receive details of the test arrangements approximately one week before the exam. The test will be held on the morning of Saturday 22 September 2018.*
- *Please note that the results of the test will be posted out on Monday 8 October 2018 but this is NOT an offer of a place. **Following the issue of results, parents wishing to apply for a place at SWGS for their daughter for entry into Year 7 in September 2019 must complete and return the County Secondary Application Form to their Local Authority by 31 October 2018.***

General Data Protection Regulation

- On 25th May 2018, General Data Protection Regulations (GDPR) came into force to protect citizens' data privacy. You are required to confirm you have read and understood the School's Data Protection Statement (set out below):

DATA PROTECTION STATEMENT REGISTRATION OR APPLICATION FOR ADMISSION TO SOUTH WILTS GRAMMAR SCHOOL

- **1: The Law** South Wilts Grammar School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform parents how information ('data') that they supply on the registration form or by any other means is then used and processed.
- **2: Definition of Parent** 'Parent(s)' refers to birth parent(s), guardian(s) or any person who has parental responsibility for the girl or with whom the girl lives eg a foster carer.
- **3: Consent and Consent Withdrawal** Submission of the registration form by a parent will be taken as consent for the storage and processing of the information. This consent may be withdrawn (by notifying the Admissions Officer) but, if it is, we are unlikely to be able to complete registration which will jeopardise a girl's chance of admission.
- **4: Legal Basis of & Purpose for Processing** All registration data is collected, and processed as necessary, in order that the School may comply with the Department of Education School Admissions' Code when considering the admission of girls into the School. The data collected includes information used to determine a girl's priority for a place when there are more eligible applicants than places (see the Admissions Policy and in particular point 6) and also includes details of any Special Educational Needs (SEN), medical conditions or personal difficulties in order that the School can determine whether a girl qualifies for exam concessions. Details of a girl's school is required for the 11+ test provider.
- **5: Data Retention** Unless otherwise noted in this statement, registration information will be retained for 24 months in case it is required for an admissions appeal. It will then be anonymised (ie all personal details removed that could identify individuals) so that other registration data can be retained for statistical purposes. Information required for the SEN/medical needs assessment for girls who are offered places at the School will be retained by the SEN Coordinator as long as it is relevant and required but not longer than the later of 6 years after the girl has left the School or when she reaches age 25.
- **6: Data Sharing - Legitimate Interests** Registration information will be shared with other data processors, test providers and admission authorities in order to safeguard the integrity of the testing process and the tests themselves. Any data processor, test provider or admission authority that we, as the data controller, share data with for this purpose will be required by us to comply with all of the requirements of GDPR.
- **7: Right to Access, Rectify or Erase** Parents have the right to access, rectify or erase any of the personal data held.
- **8: Identities** The Data Controller is South Wilts Grammar School and the Data Protection Officer is I West and is contactable at I – West, Audit West, Bath and North East Somerset Council, Guildhall, High Street, Bath, BA1 5AW or via email at i-west@bathnes.gov.uk or telephone 01225 477043.
- **9: Complaints** Parents may complain about the School's use of data to the Data Protection Officer and, if not satisfied then to the Information Commissioner's Office at: ico.org.uk