

**BISHOP WORDSWORTH'S CHURCH OF ENGLAND GRAMMAR SCHOOL
APPLICATION FORM FOR ENTRY INTO YEARS 7-11 FOR BOYS ALREADY AT
SECONDARY SCHOOL**

This form requests supplementary information required to administer the Governors' Admissions Policy and should be completed and returned to the Admissions Officer at Bishop Wordsworth's School, Exeter St, Salisbury SP1 2ED. Any queries – please email admissions@bws.wilts.sch.uk

Parent(s)' includes guardian(s) or any person who has parental responsibility for the boy or who has care of him.

School Year Entry.		
Surname:	Forename:	Date of Birth:
Permanent Home Address:		
Post Code:	Mobile Tel:	
Email Address:	Home Tel:	
Is this the above address where your son is registered with his GP? Yes/No [please delete]		
If different from above, please EITHER provide the address where your son is registered with his GP (please note that documentary evidence less than six months' old may be required)		
.....		
OR please state which parent is the Child Benefit recipient for your son?		Mother/Father

Parent's Information
Title (eg Mr/Mrs/Ms), and full name(s):
Address (if different from son's):
Contact daytime tel no for a parent the child resides with:
Contact email address for a parent the child resides with:

Are there any special access arrangements including special educational needs and disabilities regarding your son's application which you feel may affect your son's performance in the test (medical, educational, personal or language barrier). If yes, please contact the Admissions Officer for a Special Access Application form.	YES/NO
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Does your son have an EHCP (Education Health and Care Plan)? <i>(NB this does not include SEND support)</i>	YES/NO
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PRIORITY FOR ADMISSION

Please answer the questions below giving accurate information. The answers you give will help us to establish your son priority for admission in the event the School is oversubscribed. The full list of criteria in the Information Leaflet.

1	Is the child in Public Care eg fostered, in a residential home etc? Was the child previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence or special guardianship order?	YES / NO YES / NO
2	Does your child meet the eligibility criteria for free school meals at his current school or qualify for the Pupil Premium Grant(PPG)? If yes, please supply documentary evidence of the appropriate support payment entitling your son to free school meals or the PPG eg Income Support (IS) or Income Based Jobseekers Allowance (IBJSA).. Please note that verification checks may be made.	YES / NO
3	Does your child have an older brother or sister (including foster, step or half-brother/ sister or the child of the parent's partner) who lives at the same home address and will still be attending Bishop Wordsworth's in the academic year? If yes what is the name of the brother/ sister	YES / NO
4	Does the child named live at the same residence of at least one parent who is a contracted member of staff at Bishop Wordsworth's School and has been for two or more years on the date of the 11+ test. If yes, what is the name of the employee	YES / NO
5	Does the child named qualify for the Service Premium If so, please provide evidence that a parent is or has been a member of the Armed Forces (Regular or Full Time Reserve) at any time since January 2015, or evidence that the child is in receipt of an MOD child pension.	YES / NO

Have you read a copy of Information Leaflet Number 4? YES/NO

Have you applied to Wiltshire Council Secondary Application Form SAF from County hall at Trowbridge or applied online at www.wiltshire.gov.uk YES/NO

Have you read and do you agree with the conditions of the privacy notice? (if not we are not allowed to consider this application) 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

SIGNED: **DATE:**

PRINT NAME: **RELATIONSHIP TO CHILD:**

PRIVACY NOTICE
REGISTRATION AND APPLICATION FOR LATE ENTRY ADMISSION TO
BISHOP WORDSWORTH'S SCHOOL

1. **The Law.** Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations (GDPR) to inform parents and boys how information ('data') that they supply on the registration form or by any other means is used and processed.
2. **Definition of Parent.** 'Parent(s)' also refers to guardian(s) or any person who has parental responsibility for the boy or with whom the boy lives eg a foster carer. Additionally, where the applicant boy is old enough to understand his rights under the Data Protection Act and GDPR (often at 12 years of age), when the provisions of this notice refer to parents they also refer to the it also includes the applicant..
3. **Submission of Form.** Submission of the registration form by a parent will be taken as acknowledgement that the parent has noted the legal reasons below for the storage and processing of the information.
4. **Personal Data Held.** The data initially collected includes that on the form or later collected.
5. **Reason for Holding Personal Data.** 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 boys into the School. The data collected includes information used to determine a boy's priority for a place when there are more eligible applicants than places (see the Admissions Policy and in particular Annex E) and also includes details of any Special Educational Needs (SEN), Medical conditions or personal difficulties in order that the School can determine whether a boy qualifies for exam concessions.
6. **Legal Basis of & Purpose for Processing.** We only collect and use personal data when the law allows us to. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify our use of this data.
 - a. Most commonly, we process it where we need to:
 - (1) Comply with a legal obligation including education legislation..
 - (2) We need it to perform an official task in the public interest.
 - b. Less commonly, we may also process personal data in situations where we:
 - i. Have obtained consent to use it in a certain way.
 - ii. Need to protect the individual's vital interests (or someone else's interests).
7. **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. If required to be retained for statistical purposes it will be anonymised (ie all personal details removed that could identify individuals).
8. **Data Sharing.** 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 the Data Protection Act and the GDPR.
9. **Right to Access, Rectify or Erase.** Parents have the right to access or have, rectified or erased any of the personal data held (but not erased where the Law requires us to retain it) and ask: why we are holding/ processing the data, for how long we will keep it, where we obtained it (if not from them) and with whom it has been or will be shared.
10. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - a. Object to the use of personal data if it would cause, or is causing, damage or distress.
 - b. Prevent it being used to send direct marketing.
 - c. Claim compensation for damages caused by a breach of the data protection regulations.
11. **Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.
12. **Queries.** Any queries about this notice should be made to the Company Secretary by post or to djp@bws.wilts.sch.uk.

13. **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/concerns.