

Date received:

In Year Secondary School Application Form for Grammar Schools  
in the London Borough of Bexley

This form should only be completed if you wish to apply for one of the four grammar schools in the London Borough of Bexley: (alphabetically) **Beths Grammar School (boys)**, **Bexley Grammar School (mixed)**, **Chislehurst & Sidcup Grammar School (mixed)** and **Townley Grammar School (girls)**.

**You only need to complete one form**, listing up to three Bexley grammar schools in order of preference for which you wish to apply.

**Section 1 – Child’s Details.**

Surname: \_\_\_\_\_ First name (s): \_\_\_\_\_

Date of birth: (day/month/year) \_\_\_\_\_ Gender: M  F

Child’s home address:

\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

**Section 2 – Parent/Carer Details.**

Surname: \_\_\_\_\_ Forename(s) \_\_\_\_\_

Mr/Mrs/Miss/Ms/Other

If other please specify \_\_\_\_\_

What is your relationship to this child? Mother/Father/Foster Carer/Social Worker/Other (please delete as appropriate)

If other, please indicate relationship to the child: \_\_\_\_\_

If you do not have parental responsibility for the child named in section 1, please provide information on a separate sheet of paper about why you are submitting this application and attach it to the form.

Parent/Carer’s home address: \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

If this address is different to the child’s in Section 1, please explain the reason for this on a separate sheet of paper and attach it to the form.

Home telephone no: \_\_\_\_\_ Daytime or mobile telephone no: \_\_\_\_\_

Email address: \_\_\_\_\_

Is English your first language? Yes  No

### Section 3 – Why are you making this application?

Please tick the relevant box to indicate answer Yes or No

Have you recently moved? Yes:  No:  Child currently educated at Home? Yes:  No:   
(If yes, from where?)

Previous address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Are you requesting transfer from a local school?

Yes:  No:

Has your child been permanently excluded?

Yes  No:

If yes, briefly provide reason for transfer:

If yes, from which school(s) & Address

Reason for the exclusion:

Other reason for requesting the transfer if not covered in the section above:

### Section 4 – School History.

Please list the school (s) the child has attended beginning with the current or most recent school, including dates attended.

School:

Address:

Date Started:

Date Left:

Briefly, reason for leaving:

School:

Address:

Date Started:

Date Left:

Briefly, reason for leaving:

School:

Address:

Date Started:

Date Left:

Briefly, reason for leaving:

School:

Address:

Date Started:

Date Left:

Briefly, reason for leaving:

**Section 5 – Education Health Care Plan or Looked After Children.**

Please refer to the **Guidance Notes for Grammar Schools** before completing this section.

Does the child have an Education Health Care Plan (EHCP) or any other SEND issues? Yes:  No:   
Please provide supporting documentation.

Is the child subject to a Local Authority Care Order (i.e. a looked after child?) Yes:  No:

If yes, please specify school named in the EHCP:

If yes, please provide the name of the Local Authority:

Name of the Local Authority:

Social Worker's Name:

Case Officer's Name:

**Section 6 – Preferences.**

Before completing this section, please refer to the **Guidance Notes for Grammar Schools**.

You may list up to **three** grammar schools in **order of preference**; you should list all grammar schools you wish to apply to. **PLEASE NOTE** - your first preference school will share the application form with all preference schools listed and also with the grammar school who will be hosting the in year test.

**Oversubscription Criteria:** For information concerning the **oversubscription criteria** each school uses to prioritise applications, please refer to the current 'Admission to Secondary Schools' booklet - available to view from the London Borough of Bexley's website ([www.bexley.gov.uk](http://www.bexley.gov.uk)) or view each grammar schools 'Admissions Policy' available from the schools website.

**Sibling:** If the child has a sibling already attending one of your preferred schools, please provide details to enable consideration to be given to this priority.

**Preference 1**

**Reason for Preference**

School Name:  
Address:

Sibling's Name: Date of birth:

**Preference 2**

**Reason for Preference**

School Name:  
Address:

Sibling's Name: Date of birth:

**Preference 3**

**Reason for Preference**

School Name:  
Address:

Sibling's Name: Date of birth:

## Section 7 – Declaration:

### PLEASE READ CAREFULLY

- I wish to make an application to the school(s) named in section 6, which I have listed in order of my preference. I have taken into consideration the information contained in the current edition of 'Admission to Secondary Schools' booklet from the London Borough of Bexley and/or read the Admissions Policy for the school(s) of my choice.
- I confirm that I have parental responsibility for the child named in section 1.
- The information given on this form is correct and to the best of my knowledge and the address given in section 1 is the child's home address. I undertake to advise the Admission Authority (first preference school) of any change of address or circumstances between the date of application and when I am notified of the outcome. I understand that checks may be made against records held by my Local Authority to verify the details I have given on this form, and that I may be required to provide further documentary evidence in the event of discrepancies.
- I understand that if I have given any information that is incorrect, the Admission Authority reserves the right to withdraw any place offered, whether or not my child has started at the school.
- I understand that the information I have provided will be used for the defined purposes under the terms of the General Data Protection Regulations (GDPR) May 2018.
- In completing this application and signing the form you hereby grant permission for the four grammar schools within the London Borough of Bexley to share the data between themselves and with the London Borough of Bexley, to ensure your child is invited to the correct in year test session/ venue.
- **Please note** if your child is **deemed selective** your data will remain on the waiting list of your preferred school(s), either until a space becomes available or until the end of year 11, whichever comes first.
- **Please note** if your child is **not deemed selective** the data from the application form will remain on the In Year Test Register, include the venue of the test, date of the test and outcome of the test. This information will be shared between all the grammar schools within the London Borough of Bexley and for a duration of 3 years.
- In completing this application and signing the form you hereby grant permission for the four grammar schools within the London Borough of Bexley to share the data between themselves and with CEM the provider of the In Year Test.
- **Please note** CEM (Centre for Evaluation & Monitoring) Retention Schedule and Privacy Notice has been published and is available for you to read at <https://www.cem.org/privacy-notice>

Signed:

Print Name:

Date:

Parent/Carer/if other please specify:

### Where to return this form.

This form must be returned to your **first preference school** by post, by email or in person.

Please ensure you attach:

- A copy of your child's **Birth Certificate** or **Passport**;
- A copy of the **Council Tax** or **Tenancy Agreement**;
- If the child is Looked After, attach a letter from the child's social worker.

Please **keep a copy** of the completed form in case you need to check what you have written.

### What happens next?

Upon receipt of your application your daughter/ son will be booked on the next available selection test. The school hosting the next available test will write to you confirming the date and time of the selection test booked for your daughter/ son.

Parents/ Carers will be notified in writing the outcome of the test confirming whether or not their child has been deemed selective. Children deemed selective will be placed on the waiting list of their preferred choice(s) in accordance with the over subscription criteria for each school.

**PLEASE NOTE: Children can only be tested once in a calendar year; children applying for year 7 who sat the Bexley Selection Test in Year 6 are not eligible to sit the test again until the summer term of year 7.**

Children on the waiting list **must** re-apply to be waitlisted at the end of the academic year.