

For Office use only:

Candidate No:



CSSE Administrative Office, P.O. Box 3087,
Chelmsford, Essex CM1 3SY
Telephone: (01245) 348257 Website: www.csse.org.uk

Please ensure you have read the guide prior to completing this form. This form must be returned to the CSSE office. PLEASE DO NOT USE THIS FORM IF YOU HAVE USED THE ONLINE REGISTRATION FORM.

CSSE Supplementary Information Form to Register a Child for the Essex 11+ Test for Admission to the following Schools in September 2024:

Colchester County High School for Girls*

*(In **addition** to this SIF Colchester County High School for Girls' own Supplementary Information Form (SIF) must also be completed for a pupil in receipt of free school meals by virtue of their household income at the agreed government threshold either currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium or for a pupil who is or has been in social care (is a looked after child or previously looked after child). You can obtain their SIF from their website, www.cchsg.com.

Colchester Royal Grammar School (Boys), King Edward VI Grammar School (Boys)

Southend High School for Girls, Southend High School for Boys,

Westcliff High School for Girls, Westcliff High School for Boys

...and for selective places at: Shoeburyness High School (mixed)

St. Bernard's High School (Girls)*

*(In **addition** to this SIF St. Bernard's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

St. Thomas More High School (Boys)*

*(In **addition** to this SIF St. Thomas More's own Supplementary Information Form (SIF) must also be completed. You can obtain their SIF direct from the school.)

The CSSE organises the selection tests for admission to the above schools. If you intend to choose one or more of these schools as preferences on your **Local Authority Application Form**, it is essential that you also complete this registration form and return it to the CSSE Office by **30th June 2023**. Forms received after this date will not be accepted. **The main test date is Saturday 23rd September 2023.**

We strongly recommend that you refer to the free familiarisation papers on the CSSE website.

Details of the Child who will sit the 11+ Tests: *(Please complete in block capitals and use the child's official name – ensure you have the same name on your local authority application form.)*

Child's Surname: _____ First Name Only: _____

Date of Birth: _____ Sex: Boy/Girl _____

Home Address for correspondence: _____

_____ Post Code: _____

Name of Parent or Guardian: _____

Preferred Telephone Contact No: _____

Email address: _____

Name and Address of current Primary School: _____

_____ Post Code: _____

The name of your Home Local Authority through which you will apply for a secondary school place for your child. (This is the Local Authority from whom you will receive information in relation to applying for Secondary School Places, usually where you pay council tax.)

CSSE MEMBERS

PLEASE TURN OVER >

Colchester County High School for Girls, Colchester Royal Grammar School, King Edward VI Grammar School
Shoeburyness High School, Southend High School for Boys, Southend High School for Girls, St. Bernard's High School for Girls
St. Thomas More High School for Boys, Westcliff High School for Boys, Westcliff High School for Girls

Details connected with your child sitting the tests:

1. At which **ONE** of the CSSE named schools listed on page 11 do you wish your child to sit the tests? (Please write the full name of the school in the space provided.) In the case of a single sex school, please select a school that admits children of the same sex as your child. In the event of a CSSE school reaching its maximum capacity for testing, your child will be allocated an alternative test centre by the CSSE. If all schools reach the maximum capacity for main day testing your child will be allocated the Tuesday test date.

Test centres and test sessions cannot be changed at a later date. Once registered, test dates will not be changed to accommodate school trips or test dates arranged by other authorities. If you wish to withdraw your child from sitting the 11+ tests please inform the CSSE office in writing and advise your Local Authority of any changes to your preferences if you have submitted CSSE school choices.

2. Do you have religious objections or exceptional circumstances that prevent your child sitting the tests on a Saturday? Please indicate below. Evidence will be required.

3. Does your child have any medical circumstances, EHCP or other special needs, that will require specific arrangements to be made for the day of the tests? For example, wheelchair access, enlarged type papers, supervision support etc. If so please indicate briefly below the nature of your child's particular needs. **You should also complete the Notification form which can be downloaded from our website or requested from the CSSE office, and send it to the CSSE office with relevant evidence. A copy of our access arrangements guideline can be downloaded from the CSSE website www.csse.org.uk or can be requested from the CSSE office. Any request for special adjustments must be made in writing by 30th June 2023 at the latest.**

Adjustments will be made in accordance with the requirements of the Equality Act (2010), under the regulations governing School Admissions, and with reference to independent specialist advisers whose decision will be binding on the CSSE and the candidates.

4. A number of the CSSE schools give priority to a limited number of pupils who receive free school meals by virtue of their household income, are entitled to Pupil Premium, and those who are or have been in public care (looked after).

Please tick the box if your child is in receipt of free school meals by virtue of their household income ☐

Please tick the box if your child's school receives the Pupil Premium grant (your child has received free school meals by virtue of household income at the agreed government threshold in the last 6 years). ☐

Is your child eligible for Pupil Premium funding? (This information can be obtained from your primary school) ☐

Please tick the box if your child is in public care or has been previously in public care before being adopted, or gained an order by a court. Please make sure you have included this on your form to your local authority. The local authority will undertake checks to verify this. ☐

5. **The completion of this form does not constitute an application to the school you have named above as your child's test centre or any of the CSSE Schools. Parents can apply for school places only by naming them as preferences on their Local Authority Common Application Form. A place can be offered to your child only through the process of application described in your Local Authority's booklet. The above schools, in common with all state schools, make offers of places through the co-ordinated admissions system managed by the Local Authorities.**

I confirm I have read the CSSE Information Guide. The information supplied above is accurate to the best of my knowledge. I understand that in order to apply I must name the CSSE Schools of my choice as preferences on my Local Authority Common Application Form.

Signature of Parent: _____ Date: _____

DATA WILL BE STORED ON PAPER AND COMPUTER FILES.

Where information is provided to the CSSE on this form by one parent it will normally be shared, on request, with the other parent of the named child. If there are legal reasons for not doing so the CSSE must be informed in writing. The CSSE will require the parent requesting information to prove their identity before releasing information to them.

FOR POSTAL REGISTRATIONS ONLY, PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE TO RECEIVE CONFIRMATION THAT THE CSSE OFFICE HAS RECEIVED YOUR 11+ REGISTRATION FORM. RETURN THIS FORM TO THE ADDRESS AT THE TOP OF PAGE 11 (NOT TO YOUR LOCAL AUTHORITY) BY 30TH JUNE 2023.

PRIMARY SCHOOL NOTIFICATION FORM

YES NO

Please circle YES or NO to give your permission to the CSSE to share your child's test results with their primary school.

We will not share information unless YES is circled and you have signed below.

Name of child

Address

.....

.....

Date of Birth

.....
Parent's Signature

.....
Date

For postal registrations, please return this form with your completed registration form (SIF).

CSSE PRIVACY NOTICE

The CSSE acts within the law in the handling of your personal data. We hold only the information you supply on application and the subsequent test results. The data is collected with industry-standard encryption and processed securely for the purpose of administering access to the schools which are members of the CSSE.

It is our duty to ensure that the data we hold is accurate, proportionate and retained only for as long as is necessary.

The legal basis for processing your data is public interest.

Your data and your child's data relating to the 11+ examination will be shared with the Local Authorities that administer the admissions process on behalf of the consortium schools and with the schools in the consortium. Information about Access Arrangements can be shared with our Educational Psychologist.

Data will also be processed for the purposes of producing statistical information.

You have the right of access to your own records. You have the right to request that your record is corrected (rectified), if there is any error. If you have an over-riding legitimate reason, you may object and exercise the right to have your data deleted.

The Data Controller is the CSSE. The Data Protection Officer is the *vice-chair* of the CSSE. Contact them: admin@csse.org.uk

Personal 11+ data is retained for no longer than two years after the date of the test for which you have registered. Personal data collected for the purpose of transport enquiries or ticket issue is shared with the bus companies. It is retained for no longer than two years after the date of the last enquiry or ticket expiry.