



IBSTOCK PLACE SCHOOL

EXAMINATION ENTRY FORM

Please attach
a recent
passport-sized
photograph.

Please tick proposed year group of entry in September 2021:

Senior 8
(12+)

Senior 9
(13+)

Senior 10
(14+)

The interviews for all year groups take place on the afternoon of **WEDNESDAY 6** or **THURSDAY 7 JANUARY** and the entrance exam for all year groups takes place on **FRIDAY 15 JANUARY 2021**

Candidate's surname:..... Candidate's first name(s).....

Date of birth: Male/Female

Address:
..... Postcode

Email: Tel No

Parent(s) name(s):.....

Name and Address of Current School:

..... Postcode

Tel No..... Date of entry:

Name of Headteacher

- I wish my child to take the Entrance Examination for entry to the Senior School in September 2021.
- I give my permission for Ibstock Place to contact my child's current Headteacher.
- I attach a recent passport-sized photograph of my child.
- I consent to the Covid-19 safety measures that will be in place on Entrance Exam day (see overleaf).
- I consent to the use of the information provided on this form as explained overleaf in 'How we use your data'

I request that my child's interview takes place on: **Wednesday 6 January** **Thursday 7 January**

Please send details of the **13+** Music/Sport/Drama (please circle) Scholarship

If you wish to apply for your child to receive Access Arrangements (e.g. in order to receive extra time in the Entrance Examinations) please tick this box and we shall send you a separate form to complete.

Signed

Print name Date

Please complete and return this form to the Registrar by
Friday 13 November 2020

Covid-19 Safety measures during Ibstock Place School's Entrance Examinations this year

- No candidate may attend an Interview or Entrance Examination with any of the following symptoms: persistent cough; raised temperature; absence of sense of smell.
- Parents must advise the School at the earliest opportunity should their child test positive for coronavirus within two weeks of attending the Interview or sitting the Entrance Examination.
- All candidates will be required to arrive at IPS wearing face coverings.
- Hands will be sanitised on arrival, and prior to and following the use of any IPS equipment.
- Candidates must maintain social distance on arrival and throughout their time on campus, as directed by supervising staff.
- Face coverings must be worn until candidates are seated in the Interview or Examination room. They may only be removed on the instruction of the Interviewer or Invigilator.
- Candidates will be seated 1m apart when taking the Entrance Examinations.
- Face coverings must be worn during any break times (unless refreshments are being taken) and when moving through any part of the School.
- Outdoor rather than indoor routes will be taken when candidates move through the School, wherever possible.
- Interview and Examination rooms and any equipment used (e.g. computer keyboards/mice), will be sanitised between cohorts of candidates using them, as applicable.

Please note that should the School be required to implement more stringent Covid-19 containment measures due to a change in local or national circumstances, arrangements described above may be subject to change at short notice.

How we use your data

The information you provide on this form together with the photograph that you send us will be used during the Admissions process in accordance with the School's Privacy Notice. The Privacy Notice is available on the 'Legals' page of the School website, www.ibstockplaceschool.co.uk.

We may use it to get in touch with your child's current school for a reference and further information regarding your child's suitability for a place at Ibstock Place School.

Occasionally, we may need to share personal information with third parties such as credit reference agencies, professional advisers (e.g. lawyers, insurers and accountants); government authorities (e.g. HMRC, DfE, police or the local authority); appropriate regulatory bodies (e.g. the Independent Schools Inspectorate, the Charity Commission or the Information Commissioner.) For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of medical records and pastoral or safeguarding files. In the case of any SEN pupil, relevant information will need to be provided to staff more widely in the context of providing the necessary care that the pupil requires.

The School will take appropriate technical and organisational steps to ensure the security of personal data and endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the School's Data Manager, Mr Christo Nel at cnel@ibstockplaceschool.co.uk of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Act 2018). Should your child not be offered a place, or should you choose not to accept the offer of a place, we shall retain your data in accordance with our Data Retention Policy, unless you request its immediate deletion.