

Moving up to Secondary School

Admissions Services

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Quality and Commissioning



Presentation Overview

- How to apply for a secondary school place
- Where to get information
- How decisions are made
- When you will hear where your child has a place
- What to do if you are not happy with the offer

How to apply.

- If you do not submit an application you will NOT be offered a school place.
- Information will be sent to your child's current school in September 2021.
- You can apply online from 1 September 2021.
- You can request a paper form from BCP Council.
- Once restrictions due to COVID-19 have been lifted, you may collect one from BCP Council offices.
- You must apply to the Local Authority where you live.
- You can apply for any school, regardless of where it is located.

Key Points

- We strongly suggest you list 4 schools.
- List them in the order you want them - your favourite should be listed first.
- Answer all the questions asked on the form.
- Make sure you list any sibling(s).
- Provide any evidence of religious faith if relevant.
- Submit completed Supplementary Information Forms where relevant.

Key Points

- Make sure you provide your correct address.
- If you move house you must inform the school and BCP Council.
- Using a fraudulent address will result in any offered place being withdrawn.
- You have a right to express a preference for the school you prefer.
- Preference is not the same as choice.
- Apply ON TIME by the deadline of **31 OCTOBER 2021!**

Information about schools

- Look at Ofsted Reports and School Prospectuses.
- Look at statistics from previous years' allocations.
- Read the admission policies for schools you are considering applying to.
- Read our Parent's guide at www.bcpCouncil.gov.uk/schooladmissions from 1 September.

Academic testing – Grammar Schools

(For places at Bournemouth School, Bournemouth School for Girls, Parkstone Grammar School and Poole Grammar School)

- Registration for the grammar school tests closes on 10 September 2021 at **midday**.
- Registration forms can be downloaded from the schools' websites.
- You can also request a form from the schools directly or register online.
- Grammar school tests take place on 25 September 2021.
- Pupils will be tested in Maths, English and Verbal Reasoning.
- Test results will be posted by the schools in mid October 2021.
- Registering to sit a school's test is **not** the same as making an application.
- You **must** also submit an application to BCP Council by 31 October 2021.

Academic testing – Poole High School

(For the “Expressly Academic Class” at Poole High School)

- Registration for “Expressly Academic” closes on 17 September 2021 at **midday**.
- Registration forms can be downloaded from the school’s website.
- You can also request a form from the school directly or register online.
- The test for the “Expressly Academic Class” is on 2 October 2021.
- The Expressly Academic test will include English, Maths and a Reasoning Test.
- Test results will be posted by the school in mid October 2021.
- Registering to sit a school’s test is **not** the same as making an application.
- You **must** also submit an application to BCP Council by 31 October 2021.

Before submitting the application

- Take your time – places are not offered on a first come first served basis.
- Think carefully about the order you list your preferred schools.
- Always list your most preferred school first.
- We will always offer the highest named school that can offer you a place.
- Consider any test results – you will receive these before the closing date.
- Consider how your child will get to school and the potential costs involved.

All-through schools

- If your child attends one of the all-through schools in BCP Council they have an automatic right to transfer from Year 6 to Year 7 at that school.
- If you wish to apply for a place at another secondary school for September 2022 you will need to submit an application to be considered as part of the allocation. This must be submitted by 31 October 2021.

Submit the application

- Complete and submit an online application by Midnight on 31 October 2021.
- Paper forms must be submitted and received by the Local Authority by 31 October 2021.

Changes to your information

- Tell us in writing if your information changes after submitting your application.
- These changes must be submitted by 31 October 2021.
- Any changes received after this date will be considered late.
- Check if the school you want has a cut off date for considering a change of address.
- If you move you must inform the school and BCP Council.
- If you apply late you risk not being offered the school you want.

How decisions are made

- School admission authorities rank all applicants against the order of priority listed in their admission policies.
- The list of ranked children is given to the Local Authority Admissions Team.
- The Admissions team then look to see which of your preferences can offer your child a place.
- If more than one school can offer you a place, you will **ONLY** be offered the one listed highest on your form.
- We do not share information about which schools you have applied for.
- The schools **do not** know which order you have named them.

How decisions are made

- If you cannot be offered any of your preferences, we will offer an alternative school place.
- This school may not be close to your home.
- If you do not use all 4 preferences or only name regularly oversubscribed schools, it is more likely that we will have to offer a school not named on your application.

When will you hear?

- The national notification date is 1 March 2022.
- Parents who applied online can log in from 10am and view their offered school on this date.
- Parents who supplied an email address will be sent a link to their offer letter on 1 March 2022.
- Parents who did not supply an email address will be sent an offer letter on 1 March 2022.
- Late applicants who apply by 28 January 2022 will hear on 11 March 2022.

What if you are not happy with the offered school?

- Accept the place unless you have made other arrangements.
- Visit the school you have been offered if you haven't already.
- Check your offer letter to find out how to:
 - Be placed on your preferred school's waiting list
 - Appeal the decision not to offer your child a place at your preferred school

If your application is late

- Applications received after the closing date are late.
- Late applications are considered after all the on time applicants have been offered places.
- Parents may not be offered a place at the school they want if they apply late.
- Regularly oversubscribed schools may be full before late applications are considered.

Contact Details

- For information about schools in the BCP Council area you can speak to a member of our teams:

The Children's Information Service (CIS)
01202 123222 or cis@bcpcouncil.gov.uk

The School Admissions Team
01202 127963 or school.admissions@bcpcouncil.gov.uk.