



Private and Confidential
To be Opened by Addressee Only

To the Parent(s) of a Year 8 Child

(sent via current school)

Date: October 2022

Our Ref:

Contact: Valerie Waters

Email: valerie.waters@bcpcouncil.gov.uk

Tel: 01202 093797

Dear Parent(s)/Carer(s)

Transfer to Upper School - September 2023

Your child is due to transfer to upper school (going into Year 9) in September 2023 and you have the right to express a preference for the school you would like your child to attend.

Please take the time to read this letter and the enclosed guidance notes which give useful information about applying for a school place. "The Parents' Guide to School Admissions for 2022" is also available to read at bcpcouncil.gov.uk/schooladmissions. The Guide includes individual school admissions policies and other helpful information.

The closing date is **31 October 2022**. If you do not submit your application on time you may stand less chance of getting your preferred school.

You must apply through the Local Authority where you live, even if your preferred school is in another area. If you live in Bournemouth, Christchurch or Poole you can apply online, or on a paper application form, which can be downloaded and printed from the website. The web address is bcpcouncil.gov.uk/schooladmissions

If you need to make any changes after you have submitted your application (e.g. change of address or preferences) you must notify the School Admissions Team in writing or by email to school.admissions@bcpcouncil.gov.uk. If you apply online we will not be aware of any changes you make once we have downloaded your application.

We can only accept one application for each child. Where parents are separated it is essential that agreement is reached by both parents concerning the school(s) named on the form.

If you need any help with your application please check the contact details at the bottom of the guidance notes to see who to contact.

Yours sincerely

School Admissions Team



It's time to apply for an Upper School Place (Starting in Year 9)

Useful dates and information

- The closing date is **31 October 2022**. It's important to make sure you apply on time.
- Take your time selecting your school preferences. Places are **not** allocated on a first come first served basis. Make sure you apply by the closing date.
- Read the Parents/Carers Guide for 2023-24. You can find it online at: bcpcouncil.gov.uk/schooladmissions. Some schools receive too many applications for the number of places available. Some admissions policies have changed and information on oversubscription can be found in this guide.
- Contact the schools you are interested in and attend an open day.
- If you live within BCP Council you can apply online at bcpcouncil.gov.uk/schooladmissions. You can also apply using a paper application form. These are available from BCP Council.
- If you live outside of BCP Council you must apply to the Local Authority where you live.
- Where parents are separated, it is essential that agreement is reached concerning your child's application before the closing date. Please refer to the section entitled "Applications from Separated Parents" in the Parents Guide - see link above.
- If your child has an Education, Health and Care Plan, please speak to the SEND Inclusion Team to discuss your application on 01202 128880.
- Name up to 4 different schools on your application. Think carefully about the order; you should put your preferred school as your first preference.
- If you're thinking about applying to a school under a Specialist criterion, you should check the school's admission policy to find out what you need to do.
- If you're thinking about applying for a church school you may need to complete a Supplementary Information Form (SIF) as well as your application form. You will need to check with the school to find out where to get their SIF and where to return it.
- If you applied on time you'll find out which school you have been offered on 1 March 2023. If you provide a valid email address on your application, you will receive an email containing a link to a PDF copy of your offer letter. You can also check online if you applied this way.
- Applicants who do not provide a valid email address will have to wait for a letter to be sent to them.

You can contact us for information:

Children's Information Service – 01202 123222 or cis@bcpcouncil.gov.uk

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