

# Moving up to Secondary School

School Admissions and Transport Team

# How to apply

**If you do not submit an application you will not be offered a school place**

- Application information will be sent to your child's current school in September
- You can apply online from 1 September 2024
- 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 apply for four different 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 name any sibling(s) on the application
- Provide any evidence of religious faith if relevant
- Check school policies and 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- Using a fraudulent address will result in any offered place being withdrawn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
  
- You must apply on time, by the deadline of 31 October 2024

# 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 [bcpcouncil.gov.uk](https://bcpcouncil.gov.uk) from 1 September 2024

# Academic testing – Grammar schools



**Bournemouth School**

**Bournemouth School for Girls**

**Parkstone Grammar School**

**Poole Grammar School**

- You can register your child for testing now
- Registration closes on Friday 6 September 2024 at midday
- Download registration form from the schools' websites, or
- Request a form from the schools' directly or register online
- Grammar school tests take place on Saturday 21 September 2024
- Tests in Maths, English and Verbal Reasoning
- Test results posted by the schools in mid-October 2024
- Sitting a school's test is not the same as making an application
- You must also apply to BCP Council by 31 October 2024

# Academic testing – Poole High School



**Expressly Academic Class**  
**Poole High School**

- You can register your child for testing now
- Registration closes on Sunday 15 September 2024 at 23:59
- Download registration form from the school's website, or
- Request a form from the school directly or register online
- The test is on Saturday 28 September 2024
- The test will include English, Maths and a Reasoning test
- Test results posted by the schools in mid-October 2024
- Sitting a school's test is not the same as making an application
- You must also apply to BCP Council by 31 October 2024

# Children with an EHCP

- If your child has an EHCP, the process for changing school is different
- You will need to speak to your child's SEND Case Officer to discuss your options
- You should visit schools you are interested in for your child
- An offer of a school place will be coordinated by your SEND Case Officer
- Your SEND Case Officer will update you on consultations for a school place
- You will be advised when a school has been named on your child's EHCP
- The timescales are different and a school may be named after National Offer Day



# 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
- If we can offer your first preference, we will do so and discard lower preferences – they will no longer be available as an option for you
- If more than one of your preferences can offer your child a place, we will always offer the school listed highest on your application
- 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

# Submit the application



**Apply online**



**Paper application**

- The online system will allow applications to be submitted until 23:59 on 31 October 2024
- Completed paper forms must be received by BCP Council by 23:59 on 31 October 2024
- Paper forms can be posted or emailed to BCP Council
- The address and email address are listed on the application form

# Changes to your information

## If something changes, let us know

- Tell us in writing (including email) if your information changes after submitting your application
- These changes must be submitted by 31 October 2024
- Any changes received after this date will be considered late
- Check the school's policy for a cut-off date for considering a change of address
- Most (but not all) schools use 31 October 2024
- If you move home you must inform the school and BCP Council
- If you make changes after 31 October 2024 you are at greater risk of not being offered the school you want

# How decisions are made

- School admission authorities rank all applicants against the oversubscription criteria listed in their admission policies
- The list of ranked children is given to BCP Council's School Admissions Team
- The Admissions Team then look to see which of your school preferences can offer your child a place
- If more than one school can offer you a place, you will be offered the one listed highest on your form
- Ensure you list the schools in your preferred order
- We do not share which schools you have named or the order in which they are listed

# How decisions are made

- The schools do not know which order you have named them
- All preferences you have stated are initially looked at individually regardless of the order in which you have ranked the schools
- The order you have ranked your preferences becomes important when it is possible to allocate a place for your child at more than one of your preferred schools
- In this instance you will be offered a place at the available school you have ranked the highest
- If you cannot be offered any of your preferences, we will offer an alternative school place
- This will be the closest school with places – the school may not be close to your home
- If you do not use all four preferences, only name regularly oversubscribed schools or you do not include a school near to your home, it is more likely that we will have to offer a school not named on your application

# When you will hear

- The national notification date is 3 March 2025
- 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 3 March 2025
- For parents who did not supply an email address, an offer letter will be posted on 3 March 2025
- Late applicants who apply between 1 November 2024 and 24 January 2025 will hear on 24 March 2025
- If you apply from 25 January 2025 onwards, you will hear from April onwards, depending on the date of receipt

# If you are unhappy with the offered school

- Accept the place offered
- Visit the school you have been offered if you haven't already
- Check your outcome letter to find out how to:
  - Be placed on your preferred school's waiting list
  - Appeal against the decision not to offer a place at your preferred school
- Accept the place even if you plan to appeal. Doing so:
  - does not impact upon an appeal panel's decision
  - does not affect your position on another waiting list
  - ensures you have a school place if the outcome of the appeal is not what you want

# Late applications

- Applications received after the closing date of 31 October 2024 are classed as late
- Late applications are considered after all on-time applicants have been offered a place
- It is very likely that 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
- If you apply late it is very likely that the majority of schools will be full



# Home to school transport



- Most children and young people living in the BCP Council area are not eligible for home to school transport assistance because they have access to a suitable school within a reasonable distance from their home
- This means that families do not normally receive free travel to school because there is often a school within a reasonable distance from their home address. Where families send their child to a school further away, free transport assistance will not be provided unless there are exceptional circumstances
- If you apply for and are offered a place at a school which is not your local school, you will not usually qualify for free transport and will have to take on the costs yourself
- Transport assistance is not normally provided to attend a grammar or faith school because there is normally a suitable school nearer home

# Contact details

**For information about schools in the BCP Council area you can contact our teams:**

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

The School Admissions and Transport Team  
01202 127963 or [school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk)

It is important you ask any questions in time to make an on-time application

The deadline for on-time applications is 31 October 2024