

# Moving up to Secondary School

School Admissions and Transport Team  
June 2025



# 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 2025
- ✓ 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 directly to schools by 31 October 2025

# Key points

- ✓ Make sure you provide your child's main address
- ✓ If you move house, you must inform the school and your local authority
- ✓ Using a fraudulent address will result in any offered place being withdrawn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 2025

# Information about schools

- ✓ Look at Ofsted Reports and School Prospectuses
- ✓ Look at statistics from previous years' allocations
- ✓ Read the admission policies for schools you want to apply to
- ✓ Read our Parent's guide at [bcpcouncil.gov.uk](http://bcpcouncil.gov.uk) from 1 September 2025



# 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 5 September 2025 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 20 September 2025
- ✓ Tests in Maths, English and Verbal Reasoning
- ✓ Test results posted by the schools in mid-October 2025
- ✓ Sitting a school's test is not the same as making an application
- ✓ **You must also apply to your local authority by 31 October 2025**

# Academic testing – Poole High School



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

- ✓ You must register your child for testing
- ✓ Registration closes on Sunday 14 September 2025 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 27 September 2025
- ✓ The test will include English, Maths and a Reasoning test
- ✓ Test results posted by the schools in mid-October 2025
- ✓ Sitting a school's test is not the same as making an application
- ✓ **You must also apply to your local authority by 31 October 2025**

# Faith schools – religious evidence



St Edward's RC/CE VA School

St Peter's Catholic School

The Bishop of Winchester  
Academy

- ✓ If you are applying on faith grounds, check the school's admissions policy about how to provide religious evidence
- ✓ You must submit religious evidence directly to the school by the 31 October 2025
- ✓ **You must also apply to your local authority by 31 October 2025**

# 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 the schools you listed can offer you a place, we'll give you the one you ranked 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)

# Before submitting the application

- ✓ It is important to be realistic when applying for schools
- ✓ Consider listing four different schools on your application. Include at least one school that's close to home or where your child is likely to be offered a place. If you only list one school, or only very popular ones, there's a higher chance that you will receive an alternative school place further away from home.

## Example

- Sarah really wanted Daniel to go to a very popular school two miles away from home. She was so confident he'd get in that she only listed the one school on her application form.
- Unfortunately, the school had more applicants than places, and Daniel didn't meet the top criteria (like having a sibling at the school or living very close). As a result, he wasn't offered a place.
- Because Sarah didn't list any other schools, the council had to find a place at a school with spaces left after all other applications were processed. This ended up being a school much farther away and not one Sarah would have chosen.

## What Sarah could have done differently

If Sarah had listed **four schools**, including:

- Her favourite school as first preference
- Two other schools she'd be happy with
- And a nearby school where Daniel had a good chance of getting in

Then, even if her favourite school didn't offer a place, Daniel might have been offered a place at one of the other schools she preferred instead of being placed wherever there was space.

# Submit the application



**Apply online**



**Paper application**

- ✓ The online system will allow applications to be submitted until 23:59 on 31 October 2025
- ✓ Completed paper forms must be received by BCP Council by 23:59 on 31 October 2025
- ✓ 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 2025
- ✓ 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 2025
- ✓ If you move home, you must inform the school and BCP Council
- ✓ If you make changes after 31 October 2025, you are at greater risk of not being offered the school you want

# How decisions are made

- ✓ Only put a school as first preference if it is the school that you want the most
- ✓ Your application is sent to each school you have requested but they are not told which preference number you put them on your form
- ✓ The school's job is to order the applications in line with their admissions policy and send back a list ranked in order of their oversubscription criteria
- ✓ Your preference order becomes important where more than one school could offer your child a place. If more than one school can offer, we will allocate a place at the one you listed highest on your form
- ✓ If you cannot be offered any of your preferences, we will offer an alternative school place – this will be the closest school with places, but may not be very near your home

# When you will hear

- ✓ The national notification date is 2 March 2026
- ✓ Parents who applied online can login 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 2 March 2026
- ✓ For parents who did not supply an email address, an offer letter will be posted on 2 March 2026
- ✓ Late applicants who apply between 1 November 2025 and 23 January 2026 will hear on 25 March 2026
- ✓ If you apply from 24 January 2026 onwards, you will hear from April 2026 onwards, depending on the date the application was submitted



# 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 2025 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 most schools will be full and not able to offer you a place

# 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
- ✓ If you apply for and are offered a place at a school which is not your local school, you will not normally qualify for free transport and will have to take on the costs yourself
- ✓ Transport assistance is not usually 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 2025**

