

# Moving up to Secondary School

## Information on how to apply

School Admissions Team  
Children's Services



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# 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

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## 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 2023.
- You can request a paper form from BCP Council.
- You must apply to the Local Authority where you live.
- You can apply for any school, regardless of where it is located.

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## 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.

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## 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- Using a fraudulent address will result in any offered place being withdrawn.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 2023**.

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# 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](http://www.bcpCouncil.gov.uk/schooladmissions) from 1 September.

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# Academic testing – Grammar Schools

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

- You can register your child for testing now.
- Registration for the grammar school tests closes on 8 September 2023 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 23 September 2023.
- Pupils will be tested in Maths, English and Verbal Reasoning.
- Test results will be posted by the schools in mid October 2023.
- Registering for and sitting a school's test is **not** the same as making an application.
- You **must** also submit an application to BCP Council by 31 October 2023.

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# Academic testing – Poole High School

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

- You can register your child for testing now.
- Registration for “Expressly Academic” closes on 16 September 2023 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 30 September 2023.
- The Expressly Academic test will include English, Maths and a Reasoning Test.
- Test results will be posted by the school in mid October 2023.
- Registering for and sitting a school’s test is **not** the same as making an application.
- You **must** also submit an application to BCP Council by 31 October 2023.

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## 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.

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## 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 2024 you will need to submit an application to be considered as part of the allocation. This must be submitted by 31 October 2023.
- If you do apply for another school and are offered a place, you do not have to give up the place at your child's current school unless you want to.

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## Submit the application

- Complete and submit an online application by Midnight on 31 October 2023.
- Paper forms must be submitted and received by the Local Authority by 31 October 2023.

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# Changes to your information

- Tell us in writing (including email) if your information changes after submitting your application.
- These changes must be submitted by 31 October 2023.
- 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. Most schools use 31 October.
- If you move you must inform the school and BCP Council.
- If you apply or make changes to your application after **31 October**, you are at greater risk of not being offered the school you want.

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# 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 the Local Authority 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 ONLY be offered the one listed highest on your form.
- You make your decision when you first apply about which school you want most.
- We do not share information about which schools you have applied for.

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## How decisions are made

- The schools **do not** know which order you have named them.
- This ensures that schools cannot prioritise applicants who listed them first.
- 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 four preferences or only name regularly oversubscribed schools, it is more likely that we will have to offer a school not named on your application.

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# When will you hear?

- The national notification date is 1 March 2024.
- 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 2024.
- Parents who did not supply an email address will be sent an offer letter on 1 March 2024.
- Late applicants who apply by 26 January 2024 will hear on 25 March 2024.

# 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 against the decision not to offer a place at your preferred school
- **Accept the place even if you plan to appeal.** This will not impact upon an appeal panel's decision and will ensure you have a school place if the outcome of the appeal is not what you want.

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## If your application is late

- Applications received after the closing date of **31 October 2023** are late.
- Late applications are considered after all the on time applicants have been offered places.
- It is highly 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.

# 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 124232 or [cis@bcpcouncil.gov.uk](mailto:cis@bcpcouncil.gov.uk)

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