

**Private and Confidential
To be Opened by Addressee Only**

To the Parent(s) of a Year 6 child
(sent via current school)

Date: September 2020

Our Ref:

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Dear Parent(s)/Carer(s)

Transfer to Secondary School - September 2021

Your child is due to transfer to secondary school in September 2021 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 2021" is also available to read at www.bcpcouncil.gov.uk/schooladmissions. The Guide includes individual school admissions policies and other helpful information.

If you have registered your child for any academic tests, this is not the same as making an application. You will still need to apply by the closing date which is **Saturday 31 October 2020**. If you do not get your application in 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 at www.bcpcouncil.gov.uk/schooladmissions or ask for a paper form from Children's Information Service on 01202 456222 or cis@bcpcouncil.gov.uk

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. 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 contact us on 01202 456222 or cis@bcpcouncil.gov.uk

Yours sincerely

School Admissions Team

It's time to apply for a Secondary School Place



Useful dates and information

- The closing date is **31 October 2020**. 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 2021-22. 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.
- Some schools have testing. Find out about registration and testing dates by contacting the school(s) direct.
- If you live within the BCP Council area 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.
- If your child has an Education, Health and Care Plan, please speak to the SEND Inclusion Team to discuss your application. If you live in Bournemouth or Christchurch you should call 01202 456162, and if you live in Poole please call 01202 262009.
- 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 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 2021. 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.

The school admissions team are located in Bournemouth and Poole. You can contact us for information and guidance at either location:

For information about schools in Bournemouth and Christchurch	For information about schools in Poole
Children's Information Service Customer Contact Centre St Stephen's Road Bournemouth BH2 6EB 01202 456222 cis@bcpcouncil.gov.uk	School Admissions Team The Dolphin Centre Poole BH15 1SA 01202 261936 school.admissions@bcpcouncil.gov.uk

Livingstone Academy

New School Opening in BCP Council in September 2021

There is a proposal to open a new school, The Livingstone Academy, which will take 60 children into its reception year and 150 children into year 7 in September 2021.

You should read their [Admissions Policy](#) for 2021 before deciding whether to apply.

How do I apply for these new schools?

If your child is due to start Reception or move up to Year 7 in September 2021 and you wish to be considered for a place at the new school, you must complete a separate application alongside your main application for a place at existing schools.

You can do this [online](#), or by submitting a paper form which is available on request from (01202) 456223. The application for the new school is completely separate from the main allocation process. This is one of the few times that you would potentially receive an offer of two schools - one from the main application form you completed naming four existing schools, and a further offer of the new school if they can offer your child a place.

When the opening of the new schools is confirmed, you will be asked whether you wish to take up the place at the existing school or at the new school. If for any reason the school does not open as expected, by also applying for existing schools in the main process, your child will have had an alternative school place offered.

What could happen if I only apply for the new school?

If the new school did not open in September 2021 as expected, you may find that all nearby schools have already filled. Available places at existing schools will then be very limited. It is VERY IMPORTANT that you also apply for existing schools in the [normal process](#).