



To the parent(s) of a Year 6 child  
(sent via Primary Schools)

Date: September 2024  
Our Ref: S25  
Email:  
[school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk)  
Tel: 01202 123222 or 01202 127963

Dear Parent(s)

### **TRANSFER TO SECONDARY SCHOOL IN SEPTEMBER 2025**

Your child is due to transfer to secondary school in September 2025 and you have the right to express a preference for the school you would like your child to attend.

The closing date for applications is **31 October 2024**. If you do not get your application in on time you may stand less chance of getting your preferred school. If you live in Bournemouth, Christchurch or Poole you can apply [online](#) or ask for a paper application form from Children's Information Service on 01202 123222 or [cis@bcpcouncil.gov.uk](mailto:cis@bcpcouncil.gov.uk).

You must apply through the Local Authority where you live, even if you are applying for school(s) in another area.

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 2025" is also available at:

[Parents-Guide-to-Starting-Secondary-or-Upper-School \(bcpcouncil.gov.uk\)](https://www.bcpCouncil.gov.uk/parents-guide-to-starting-secondary-or-upper-school)

If you are intending to apply for the grammar schools, you must **register your child to sit the test by 12 noon on Friday 6 September**. All grammar schools in BCP use the same test, so you only need to register to sit the test once, even if you are interested in both grammar schools. Your child will sit the test at whichever school you register at.

If you wish to apply for the Expressly Academic test at Poole High School, you need to register with them by **Sunday 15 September**.

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 (including your child's name and date of birth) to [school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk). We will not be aware of any changes you make on your online account 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. Please see page 15 of the Parents Guide available at: [Parents-Guide-to-Starting-Secondary-or-Upper-School \(bcpcouncil.gov.uk\)](https://www.bcpCouncil.gov.uk/parents-guide-to-starting-secondary-or-upper-school).

Yours sincerely

*School Admissions Team*

**SCHOOL ADMISSIONS TEAM**

# It's time to apply for a Secondary School Place



## Useful dates and information

- The closing date is **31 October 2024**. 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 2024-25. You can find it online at [Parents guide to school admissions | BCP \(bcpcouncil.gov.uk\)](https://www.bcpCouncil.gov.uk/parents-guide-to-school-admissions).
- Most schools receive more applications than there are places available. It is important to read the school admission policies to find out how places are allocated. Some admissions policies have changed and information on oversubscription can be found in the Parents Guide (link above).
- 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 BCP Council you can apply online at [Parent Portal: Home \(servelec-synergy.com\)](https://www.servelec-synergy.com)
- 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 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 applying for a church school for religious reasons, you may need to complete a Supplementary Information Form (SIF) or other religious documents, as well as your application form. You will need to check with the school to find out what you need to supply and where to send it.
- If you applied on-time you will find out which school you have been offered on 3 March 2025. If you provide an email address on your application, you will receive an email containing a link to a 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 a letter posted to them.

You can contact us for information:

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

For further information visit [bcpcouncil.gov.uk/schooladmissions](https://www.bcpCouncil.gov.uk/schooladmissions)