

## Moving up to Secondary School: FAQ's and Useful Information

### How do I apply for my child's secondary school place for September 2018?

If you are a Bournemouth resident you apply to Bournemouth Borough Council either online or using a paper form. All applicants will receive a letter posted out on the 1 March 2018 telling them which school their child has been offered.

Online applications may be made at [enrol.bournemouth.gov.uk](http://enrol.bournemouth.gov.uk) from the 1 September 2017. You will need an email address to create an online account.

Paper applications can be requested from the Children's Information Service (CIS) or collected from the Customer Service Centre, St Stephen's Road. There will also be some available from your child's primary school.

If you are applying to a school with religious criteria, you will need to complete a Supplementary Information Form (SIF) to prove your religious commitment and be considered on these grounds. These can be found on each individual school's website and will need to be returned to the school directly by 31 October 2017.

### Are there any benefits to applying online?

If you decide to apply online, you will be able to log in to your account on the morning of 1 March 2018 and see which school your child has been offered. If you apply using a paper form you will need to wait until you receive your offer letter – posted out on the **1 March 2018**.

### What if I forget my password?

Make sure that your password is memorable as if you forget it the admissions team are unable to reset it. The password must include at least one upper case and one lower case letter, and at least one number. In case you do forget, you will be asked to choose and answer a secret question. The answer to this will also be case sensitive, so it's important to remember this as well.

### How do I decide which school I should apply for?

You should look at Ofsted reports for the schools and attend the open evenings taking place from July to October 2017. A list of open evenings can be found towards the end of this information pack.

You can also look at the allocation tables from last year for historical data, however this should only be used as a guide.

### How do I apply for a place at a Grammar School?

If you are applying for a place at one of the grammar schools in Bournemouth, your child will need to sit a test. You will need to register them for testing. The deadline to register for testing is 12 noon on **8 September 2017**. Registration forms can be downloaded from the schools' websites or requested from the schools directly.

The tests will take place on Saturday **23 September 2017**, where pupils will be tested in Maths, English and Verbal Reasoning. Results will be posted out first class in the third week of October 2017 so you will know if your child has passed the test before you need to submit your application.

All applications must be received by Bournemouth Borough Council by **31 October 2017**.

### Where do I apply if I am not a Bournemouth Resident?

If you are not a Bournemouth resident, you must apply to the Authority where you live (this would be where you pay your council tax). You are able to apply for Bournemouth schools on another authority's form if you wish.

## Where can I get help and advice about the process of applying for a secondary school place?

You are able to speak to member of the Children's Information Service (CIS) about this process. They can be contacted by phone on 01202 456222, via email at [cis@bournemouth.gov.uk](mailto:cis@bournemouth.gov.uk), or you can visit them at the Customer Services Centre (see back page for full address).

You may read our booklet 'Moving up to Secondary School', which will be available online at [enrol.bournemouth.gov.uk](http://enrol.bournemouth.gov.uk) from 1 September 2017. There will also be a copy for reference at the Customer Service Centre via CIS, all Bournemouth Schools and Bournemouth Libraries from September. This booklet contains a lot of information about the process and also includes the admissions policies for each Bournemouth Secondary school.

## When do I need to return my application?

All applications from Bournemouth residents (online and paper) must be submitted by **31 October 2017**. Paper forms must be received by the Admissions team by this date.

## What happens if my application is late?

If your application is not received by the closing date of **31 October 2017** it will be classed as late. All applications received by **31 October** will be considered before yours and the chance of getting the place you want may be reduced.

## How will I know if you have received my application?

Online applicants will receive an automatic email confirming the application has been received. Once the application has been uploaded you will receive another email to confirm this. Please check your spam and junk folders if you not receive one in your usual inbox. If you apply using a paper form, we will send you an acknowledgement by post (or email if requested on your form).

If you do not receive an email or a paper acknowledgement we have NOT received your application. It is important that you contact us about this with enough time to submit another if necessary.

## I'm a Bournemouth resident, am I able to apply for schools outside of Bournemouth?

Yes. You can list any schools on your Bournemouth application, including those outside of Bournemouth as long as they transfer at the same time, ie: from Year 6 to Year 7.

## What happens if my child lives part time with each parent?

Only one application and address can be considered for each pupil. If parents are separated, you must come to an agreement about the schools you apply for. If you can't agree, the Local Authority will only consider the application from the child's main carer (the parent who receives the Child Benefit payments).

If no Child Benefit is paid to the family, or it has been suspended, the address where the child is registered with a GP will be considered the child's main address, and the parent living there will be considered the main carer.

## When will I hear?

All applicants will receive a letter which will be posted out on the evening of the 1 March 2018. Online applicants will be able to log into their accounts mid morning on the 1 March 2018.

## What if I forget the password to my online account?

The Children's Information Service and Admissions team are unable to help with forgotten passwords so it's important that you remember it.

All passwords contain at least one upper case and at least one lower case letter, and at least one number. You will have to answer a secret question when setting up your account, so please make sure you remember which question you answered, and type in the case sensitive answer correctly.

If you are still unable to log in to your account then you will have to wait for your letter to arrive in the post. We are unable to give results over the telephone under any circumstances.

### What if I do not get offered the school I want?

If we are unable to offer you any of the schools you have requested and you are a Bournemouth resident, we will redirect you to the closest school to you which is able to offer a place. This may not be close to your house.

If you are not a Bournemouth resident you will need to speak to your home Authority to find out what action they take in these circumstances.

You are able to appeal the decision that has been made. The letter we send you will explain how to go about this.

You are also able to request to be put on the waiting list for the schools which have refused you a place.

### Will a place offered to my child ever be taken away?

An offered place may be withdrawn if you do not respond to the offer within a reasonable timescale. The deadline to respond to the offer will be included on the letter you receive.

We may also withdraw a place if it was offered based upon a fraudulent or misleading application, such as under a false address.

You can accept a place online or by returning the paper reply slip.

### My child has Special Educational Needs (SEN) – who do I apply to?

If your child has a Statement or an Education, Health and Care Plan (EHCP) you should speak to the SEN inclusion team on 01202 456166.

If your child has SEN but no statement then you should talk to the Special Educational Needs Co-ordinator or the Headteacher at your child's current primary school.

You may also contact Bournemouth Parent Partnership on 01202 451970. They are independent and confidential and offer guidance on issues relating to SEN, exclusions and school admissions appeals.

### How will my child get to school?

All schools can provide information on the buses which serve them. Bus companies such as RATP Group and More provide information on their websites of the buses they run which serve Bournemouth secondary schools.

### What has happened in previous years?

The tables on the following pages provide detailed statistics for the main allocation for children transferring to secondary school in September 2017.

Figures from previous years are available on request, you will need to check the categories against the relevant policies on the Bournemouth website.

Please remember this information should only be used as a guide. The figures differ from year to year, for example if there are more/fewer children living in a particular area. Changes in the popularity of a school (or a neighbouring school) can also affect the number of applications a school receives.

All the figures relate to the main allocation of places on 1 March 2017 and do not include any applications received after the initial closing date.

The number of applicants 'redirected' to a school - ie: offered a place there having been unsuccessful with all of their preferences – is noted, where applicable, at the bottom of the school's table. The last distance offered is also listed if the cut off is within a category.

The categories correspond with those in the admissions policy (criteria/category) for 2017/18 which may differ from those in effect in 2018/19. These can be found on the Bournemouth Borough Council website.

School	Headteacher / Principal	Day	Date	Time	Details
<b>Avonbourne College</b>	Executive Headteacher: Mrs D Godfrey-Phaure  Head of College: Mr J Holbrook	Wednesday	20/09/2017	8:30-10:30am	Morning session  Parents Only
		Wednesday	20/09/2017	6:00-8:30pm	Executive Headteacher and Head of College addresses at  6.15 pm & 7:15 pm
<b>The Bishop of Winchester Academy</b>	Mr P McKeown	Tuesday	03/10/2017	5:00-7:30pm	Principal address at  5.30 pm & 6.30 pm
<b>The Bourne Academy</b>	Mr M Avoth	Wednesday	13/09/2017	6:00-8:00pm	Principal address at  6.15 pm & 7.15 pm
<b>Bournemouth School</b>	Dr D Lewis	Thursday	06/07/2017	6:30-8:30pm	Headteacher address at 6.30 pm, 7.15 pm  & 8.00 pm
<b>Bournemouth School for Girls</b>	Mr A Brien	Tuesday	04/07/2017	2:00-3:30pm  4:00-6:00pm	Headteacher address at 2.00 pm, 3.00 pm,  4.00 pm & 5.00 pm
<b>Glenmoor Academy</b>	Mr B Antell	Monday	11/09/2017	5:00-8:00pm	Principal address at  5.00 pm & 6.30 pm
<b>Harewood College</b>	Executive Headteacher: Mrs D Godfrey-Phaure	Wednesday	27/09/2017	8:30-10:30am	Morning session  Parents Only

	Head of College: Mr P Pearce				
		Wednesday	27/09/2017	6:00-8:30pm	Executive Headteacher and Head of College addresses at 6.15 pm & 7:15 pm
<b>Oak Academy</b>	Mr R Burgas	Thursday	28/09/2017	6:00-8:00pm	Principal Address at 6.15 pm & 7.15 pm
<b>Parkfield School</b>	Mr I Golding	Thursday	28/09/2017	4:00-8:00pm	Principal Address at 4pm & 6pm  All Year Groups Welcome Reception to Y11
<b>St Peter's Catholic School</b>	Mr D Todd	Thursday	21/09/2017	6.00-8.30 pm	Headteacher address at 7.00 pm
		Tuesday	26/09/2017	Held at the Secondary School, St Catherine's Road	
<b>Winton Academy</b>	Mr B Antell	Tuesday	12/09/2017	5:00-8:00pm	Principal address at 5.00 pm & 6.30 pm

## Useful Contact Details

<p><b>Bournemouth Children's Information Service</b>          Customer Service Centre          St. Stephen's Road          Bournemouth          BH2 5EB          Tel:01202 456222  <a href="mailto:cis@bournemouth.gov.uk">cis@bournemouth.gov.uk</a>  <a href="http://www.bournemouth.gov.uk/schools">www.bournemouth.gov.uk/schools</a></p>	<p><b>School Admissions Team</b>          Bournemouth Borough Council          Town Hall E3, Bourne Avenue          Bournemouth          BH2 6DY          Tel: 01202 456198  <a href="http://www.bournemouth.gov.uk/applyforschool">www.bournemouth.gov.uk/applyforschool</a>  <a href="mailto:school.admissions@bournemouth.gov.uk">school.admissions@bournemouth.gov.uk</a></p>
<p><b>Poole Admissions</b>          Children, Young People &amp; Learning          Dolphin Centre          Poole          BH15 1SA          Tel:01202 261936</p>	<p><b>Appeals Officer, Democratic Services</b>          Bournemouth Borough Council          Town Hall, Bourne Avenue          Bournemouth          BH2 6DY          Tel: 01202 451163</p>
<p><b>Dorset Admissions</b>          Dorset County Council          Country Hall,          Dorchester          DT1 1XJ          Tel:01305 221060  <a href="mailto:admissions@dorsetcc.gov.uk">admissions@dorsetcc.gov.uk</a></p>	<p><b>Telephone numbers for other teams within Bournemouth Local Authority</b>          Special Educational Needs Inclusion Team          01202 456166</p>
<p><b>Parent Partnership</b>          Bournemouth Learning Centre          Ensbury Avenue          Bournemouth          BH10 4HG          Tel: 01202 451970</p>	