

Moving up to Secondary School in September 2018

Important information, significant dates and useful contacts.

What are we here to explain?

- 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

How to apply.

- If you do not submit an application you will NOT be offered a school place.
- Bournemouth residents must apply to Bournemouth Borough Council.
- You may apply online at enrol.bournemouth.gov.uk from 1 September 2017.
- You can request a paper application form or collect one from the Customer Service Centre, St. Stephen's Road from 1 September 2017.
- If you are not a Bournemouth resident you will need to contact your own Local Authority (LA) to find out how to apply to them.
- You may list any school on any LA's form.

Key Points

- We strongly suggest you list 3 schools.
- List them in the order you want them. Your favourite should be your first preference.
- Answer all the questions we ask, ie: is there a sibling at the school? Do you practice a particular faith? Etc etc.
- Make sure you give us your correct address. Use of fraudulent addresses will be dealt with very seriously and you will lose any place offered on this basis.
- Apply ON TIME before the deadline of **31 OCTOBER 2017!**

Changes to your information

- You must let us know in writing if there are any changes to the information on your application.
- These changes must be submitted by **31 October 2017**.
- Any changes received after this date will be considered late.
- If you apply late, you risk not being offered the school you want.

Information about schools

- Attend School Open Evenings in July (Bournemouth School and Bournemouth School for Girls), September and October (all other schools). You will find these very useful.
- Look at Ofsted reports and Schools' prospectus.
- Find out what has happened in previous years.
- Read the Admissions Policies

Grammar School tests

- 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.
- Tests take place on Saturday 23 September 2017
- Pupils will be tested in Maths, English and Verbal reasoning
- Test results will be posted out first class in the third week of October 2017
- Bournemouth School and Bournemouth School for Girls are part of a consortium with the grammar schools in Poole. For more information please contact the schools direct.
- **ALL APPLICATIONS MUST BE RECEIVED BY BOURNEMOUTH BOROUGH COUNCIL BY 31 OCTOBER 2017**

How decisions are made 1

- School admission authorities rank all applicants against the order of priority listed in their admission policies.
- This list is given to the Local Authority Admissions Team.
- The Admissions team then look to see which of your preferences can offer your child a place.
- If more than one school is able to offer you will ONLY be offered the one listed highest on your form.
- YOU WILL NOT BE OFFERED MORE THAN ONE SCHOOL.

How decisions are made 2

- If you cannot be offered any of your preferences, an alternative offer will be made for a place at the school nearest to your property that is able to offer a place.
- This school may not be close to your home.
- PLEASE MAKE INFORMED AND SENSIBLE CHOICES WHEN NAMING YOUR PREFERENCES.
- You may use the schools published admissions policies and historical allocation information to help you.

When will you hear?

- Postal offers will be sent out the evening of 1 March 2018
- Online offers will be available on 1 March 2018 (usually mid morning)
- The 1 March is a national date so applies to all schools.
- Late applicants will hear sometime after the 1 March 2018. These results will be posted.

What if you are not happy with your offered school?

- Accept the place that you have been offered unless you have made other arrangements.
- Go and have a look around the school you have been offered. You might really like it and decide that you are happy with this offer.
- Check the offer letter (all applicants receive a paper offer letter) to see how you can go on the waiting list or appeal the decision.

Questions and Answers

- If you have any questions or are unsure about anything at all please contact us.
- Don't be afraid to ask us any questions, but make sure you do so before you apply and before the deadline of **31 October 2017**.
- The Children's Information Service can be contacted on 01202 456222.

Remember:

- If you want to apply for one of the grammar schools your child will need to sit the test on Saturday 23 September 2017 (Bournemouth schools). You will need to register for testing with the school by 12 noon on 8 September 2017. **YOU WILL NOT BE OFFERED A PLACE IF YOUR CHILD HAS NOT SAT THE TEST!**
- If you are not offered the school you want, you can accept the offered place without affecting waiting lists or appeals. This can be turned down later if you are offered the school you really want.
- You should look at which category you fall into and whether the school is usually oversubscribed before you choose to name it as one of your preferences. However, be aware that this can only be used as a guide.

Remember...

- Always put the school you want the most as your first preference.
- Send any evidence you are asked for and provide relevant information by the deadline of 31 October 2017.
- If you apply online, you will be able to find out which school your child has been offered on the 1 March 2018 and will not have to wait to receive your letter.
- **MAKE SURE YOU SUBMIT YOUR APPLICATION BY 31 OCTOBER 2017!!**

Contact Details

- Bournemouth Children's Information Service
- 01202 456222
- <http://www.bournemouth.gov.uk/applyforschool>

- Dorset County Council
- 01305 221060
- <http://www.dorsetforyou.com>

- Borough of Poole
- 01202 261936
- <http://www.poole.gov.uk>