

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



## Key Dates

1 September 2020	Applications for school places open
10 September 2020	Deadline to register for the Expressly Academic class in Poole High School
11 September 2020	Deadline to register for the Grammar School test ( <b>midday</b> )
26 September 2020	Grammar School test date
3 October 2020	Expressively Academic Class test date
31 October 2020	Deadline for applications to be submitted to BCP Council
1 March 2021	Date of allocation results – online results available and letters posted

## How do I apply for my child's secondary school place for September 2021?

The deadline to submit your application is 31<sup>st</sup> October 2020.

If you are a BCP Council resident you must apply to BCP Council, either online or using a paper form.

Online applications may be made at <https://bcp.cloud.servelec-synergy.com/parentportal/> from 1 September 2020. You will need an email address to create an online account.

Paper applications can be requested from BCP Council or collected from the Customer Contact Centre, St Stephen's Road in Bournemouth or the Welcome Area, above Poole Central Library, Dolphin Centre in Poole, once the COVID-19 restrictions have been lifted. 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) in addition to your application to prove your religious commitment and be considered on these grounds. These can be found on each individual school's website. They need to be completed and returned by **31 October 2020**. The form will explain where it needs to be returned to.

## Are there any benefits to applying online?

If you decide to apply online or provide an email address on your paper form, you will be sent an email on 1 March 2021 containing a link to a PDF copy of your offer letter. You will also be able to log in to your account on the morning of 1 March 2021 if you applied online and see which school your child has been offered.

If you apply using a paper form and do not provide an email address you will need to wait until you receive your offer letter – posted on **1 March 2021**.

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

You may find it useful to look at Ofsted reports and the websites for the schools you are considering. You can also look at the breakdown of last year's allocation. This shows how many applications were made for

each school, and how many places were refused. However, this should only be used as a guide. You can find these statistics on the BCP website.

You can only apply for a school which has a point of entry in Year 7. If you are interested in a school where Year 7 is not the typical point of entry for the school, you will need to check how to apply.

We strongly suggest that you name three schools and that you think carefully about the order you request them as this can have an impact upon which one you may be offered. The school you want the most must be named as your first preference.

Consider how you will get your child to school and the potential costs involved. Your child may be attending this school for five years and you will need to be sure they will be able to get there for the entirety of this time.

If you apply for and are offered a place at a school which is not your local school, you will not usually qualify for free transport and will have to take on the costs yourself.

### **Am I guaranteed a place at one of the schools I name?**

No. The law is clear that parents have the right to express a preference for a school they wish their child to attend. Preference is not the same as choice. The law does not give parents the right to choose a particular school for their child and to have this choice met.

It is possible that you will not be offered a place at one of the schools you name. If this happens and you live within the BCP Council area, your child will be offered a place at another school with vacancies. If you live outside of the BCP Council area, you should contact your home Local Authority to find out what they will do in this event.

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

You must name the grammar school as one of your preferences on your Local Authority preference form and submit it by **31 October 2020**. Sitting and passing the test is not an application for a place.

If you are applying for a place at one of the grammar schools in Bournemouth or Poole, your child will need to sit a test. You will need to register her/him for testing. The deadline to register for testing is **12 noon on 11 September 2020**. Registration forms can be downloaded from the schools' websites or requested from the schools directly.

The tests will take place on Saturday **26 September 2020**, where pupils will be tested in Maths, English and Verbal Reasoning. Results will be posted out first class in the third week of October 2020 so you will know if your child has passed the test before you need to submit your application.

### **How do I apply for a place for the Expressly Academic class in Poole High School?**

You must name the school as one of your preferences on your Local Authority preference form and submit it by **31 October 2020**. Sitting the test is not an application for a place.

If you want your child to be considered for the Expressly Academic class at Poole High School you will need to register your child for them to sit the test. The deadline for this is **10 September 2020**. No late registrations to sit the test are accepted by the school after this time.

The test takes place on Saturday **3 October 2020**. Children will be tested in Maths, English and sit a Special Access Reasoning Test. For more information about the tests, please contact the school direct.

The Expressly Academic Class comprises students who have been selected as a result of tests taken in the September preceding the year of entry and is limited to 10% of the school's intake in year 7. Places are

allocated to the 32 who receive the highest marks in tests and who have not been made a higher preference offer by another school.

## **I've heard there is a new school opening in Bournemouth. How do I apply for a place there?**

There is the possibility that a new school (The Livingstone Academy) will be opening in Bournemouth in the near future. The date for opening has not yet been confirmed by the Department for Education.

Please keep an eye on the BCP Council website, as information on any new schools is published there.

[www.bcpCouncil.gov.uk](http://www.bcpCouncil.gov.uk)

If you want to know more about the potential new school and the Aspirations Academy Trust you may wish to visit their website: <http://www.livingstoneBournemouth.org>

## **Where do I apply if I am not a BCP Council Resident?**

If you are not a BCP resident, you must apply to the Authority where you live (this would be where you pay your council tax). You can apply for schools located within the BCP Council area 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?**

For information about schools in Bournemouth and Christchurch you can speak to a member of the Children's Information Service (CIS) about this process. They can be contacted by phone on 01202 456222, via email at [cis@bcpcouncil.gov.uk](mailto:cis@bcpcouncil.gov.uk).

For information about schools in Poole you can call 01202 261936 or email

[school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk).

Our contact centres are currently closed to the public due to the Coronavirus (COVID-19). Please check our website for updates on when they may be open again. Once they are you can visit the Customer Contact Centre, St Stephen's Road, BH2 6EB or the Welcome Area, above Poole Central Library, Dolphin Centre, BH15 1SA.

You can also read our Parent's Guide, which will be available online at [www.bcpCouncil.gov.uk](http://www.bcpCouncil.gov.uk) from 1 September 2020.

## **When do I need to return my application?**

All applications from BCP Council residents (online and paper) must be submitted by midnight **31 October 2020**. Paper forms must be received by the Admissions Team by this date.

Paper forms can be returned to the following addresses:

- School Admissions Team, THE-3, Town Hall, Bournemouth, BH2 6DY
- School Admissions Team, Dolphin Centre, Poole, BH15 1SA

## **What happens if my application is late?**

If your application is not received by the closing date of **31 October 2020** it will be classed as late. All applications received by **31 October 2020** 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 do not receive one in your usual inbox. If you apply using a paper you can telephone or email to find out if your application has been received.

### **I'm a BCP Council resident, am I able to apply for schools outside of the BCP Council area?**

Yes. You can list any schools on your BCP Council application, including those outside of the BCP Council area.

### **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. Where a child lives at more than one address you will need to check each school's admission policy to see how they will decide which address to use.

### **When will I hear?**

All on time applicants who provided a valid email address will receive an email containing a link to a PDF copy of their offer letter on 1 March 2021. They will be able to download and print this letter and return the reply slip by post or email. Online applicants will be able to log in to their accounts mid-morning on 1 March 2021 and complete the reply online.

Letters will be sent on 1 March 2021 to all applicants who have not provided a valid email address.

You can accept a place online, by email or by returning the paper reply slip. Details will be provided in the offer letter.

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

BCP Council are unable to help with forgotten passwords so it's important that you remember the one you choose.

All passwords contain at least one upper case and at least one lower case letter, and at least one number.

If you are unable to log in to your account, you will have to request that a letter be sent in the post. We are not usually able to give results on the telephone.

### **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 BCP Council resident, we will offer you a place at a school with vacancies. This may not be close to your house.

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

You will find out from your offer letter how the waiting lists work for the schools that have refused your child a place. You may also request additional preferences at this stage if you wish. These will be dealt with after all the late applications have been processed.

If you decide to appeal against a decision not to offer your child a place, you will need to contact the schools who have refused your child a place, to ask about their appeal process.

### **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.

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

If your child has an Education, Health and Care Plan (EHCP) you should speak to the SEN Inclusion Team on 01202 456162.

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

You may also contact SENDiass, they are independent and confidential and offer guidance on issues relating to SEN, exclusions and school admissions appeals (see back page for contact details).

### **How will my child get to school?**

You may also wish to consider how you will get your child to school each day. If you apply for and are offered a place at a school which is not your catchment or nearest school, you will not usually qualify for free transport and will have to take on the costs yourself.

BCP Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey wherever possible.

### **What has happened in previous years?**

You can find detailed statistics for the main allocation for children transferring to secondary school in September 2020 online at [www.bpcouncil.gov.uk/schooladmissions](http://www.bpcouncil.gov.uk/schooladmissions). You will need to check the categories against the relevant policies on the BCP Council website.

Figures from previous years are available on request. Categories for previous years may have been different so you should check the school's past policy for the correct information.

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.

The categories correspond with those in the admissions policy (criteria/category) for 2020-21 which may differ from those in effect in 2021-22. These can also be found on the BCP Council website.

If you are unsure about anything within these tables, please contact us.

## Useful Contact Details

<p><b>For Information about Bournemouth and Christchurch schools</b>          Children's Information Service (CIS)          Customer Contact Centre          St. Stephen's Road          Bournemouth          BH2 5EB          Tel:01202 456222  <a href="mailto:cis@bcpcouncil.gov.uk">cis@bcpcouncil.gov.uk</a>  <a href="http://www.bcpcouncil.gov.uk">www.bcpcouncil.gov.uk</a></p>	<p>Admissions Team          Town Hall E3, Bourne Avenue          Bournemouth          BH2 6DY          Tel: 01202 456198  <a href="http://www.bcpcouncil.gov.uk/schooladmissions">www.bcpcouncil.gov.uk/schooladmissions</a>  <a href="mailto:bc.schooladmissions@bcpcouncil.gov.uk">bc.schooladmissions@bcpcouncil.gov.uk</a></p>
<p><b>For information about Poole schools</b>          Admissions Team          Dolphin Centre          Poole          BH15 1SA          Tel:01202 261936  <a href="mailto:school.admissions@bcpcouncil.gov.uk">school.admissions@bcpcouncil.gov.uk</a>  <a href="http://www.bcpcouncil.gov.uk/schooladmissions">www.bcpcouncil.gov.uk/schooladmissions</a></p>	<p><b>Appeals Officer, Democratic Services</b>          BCP Council          Town Hall, Bourne Avenue          Bournemouth          BH2 6DY          Tel: 01202 451163  <a href="http://www.bcpcouncil.gov.uk/schoolappeals">www.bcpcouncil.gov.uk/schoolappeals</a></p>
<p><b>Dorset Admissions</b>          Dorset Council          County Hall,          Dorchester          DT1 1XJ          Tel:01305 221060  <a href="mailto:admissions@dorsetcouncil.gov.uk">admissions@dorsetcouncil.gov.uk</a></p>	<p><b>Special Educational Needs Inclusion Team</b>          Tel: 01202 456162</p>
<p><b>SENDIASS</b>          Bournemouth Learning Centre          Ensburry Avenue          Bournemouth          BH10 4HG  <a href="mailto:sendiass@bcpcouncil.gov.uk">sendiass@bcpcouncil.gov.uk</a></p>	<p>If you live in Bournemouth or Christchurch and you would like advice from BCP SENDIASS, please call the Bournemouth office: 01202 451970.</p> <p>If you live in Poole and you would like advice from BCP SENDIASS, please call the Poole office: 01202 261933.</p>