

APPLYING FOR A SECONDARY SCHOOL PLACE - SEPTEMBER 2017

Information for parents/carers of
children transferring to a secondary
school in September 2017

Choice and Preference...

- Your child is due to transfer to secondary school in September 2017 and you have the right to express a preference for the school you would like your child to attend
- The law says that parents are entitled 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 their choice met

Apply online or on a paper form...

- You will receive information on how to apply via your child's current school at the start of term in September 2016
- Poole residents can apply online at www.poole.gov.uk/schooladmissions
- Or complete a paper form, available from your child's current Poole school or the School Admissions Team
- If you live outside the Borough of Poole you will need to apply online on your home local authority website or request a paper form from the local authority where you live

Your application...

- It is recommended that you name **3 different** schools on your application
- List the 3 schools in the order you prefer them **with the one you would like most named first**
- You can name schools in Poole or any other area such as Bournemouth or Dorset. If you are applying for schools in other areas you will need to check which year group they start in
- Make sure you provide your correct address. Any information which is fraudulent or intentionally misleading may mean a school place is not offered or if already offered may result in the place being withdrawn

The Closing Date is 31 October 2016

Where to find more information

- Poole secondary schools have Open Evenings which you can attend with your child
- Admission to School: A Guide for Parents and Carers 2017/18 – available to view on www.poole.gov.uk
- Look at Ofsted reports and school websites

Things to note....

- If you are applying for a school on religious grounds you must submit a completed Supplementary Information Form (SIF) by the closing date
- Academic testing for Parkstone Grammar School, Poole Grammar School and Poole High School's Expressly Academic Class is held, and the results are provided, before the closing date
- If you want your child to sit an academic test for these schools you must contact the school directly to register
- Registering for the academic test is not the same as making an application. You must also submit an application to your home Local Authority by the closing date

Banding Assessment Tests...

- All applicants for Magna Academy Poole are required to sit a Cognitive Ability Test
- The test score will enable applicants to be allocated to an ability band low, medium or high
- When places are offered students who have taken the test are given priority over those who have not
- Testing dates are;
 - Saturday 17 September 2016
 - Saturday 24 September 2016
 - Saturday 1 October 2016
- Please check the school's website for details on how to register

**Don't forget to complete your secondary application
as well as register for the test**

Academic Tests....

- If you wish to apply for a place at one of the Bournemouth or Poole grammar schools you need to register for the entrance test with the school by **12:00 midday on Friday 11 September 2016**
- Testing is on **Saturday 26 September 2016**
- Results will be sent on **Friday 16 October 2016**
- If you wish to apply for a place in Poole High School's Expressly Academic Class you need to register for the test with the school by **Friday 11 September 2016**
- Testing is on **Saturday 3 October 2016**
- Results will be sent out week commencing **12 October 2016**

Don't forget to complete your secondary application as well as register for the test(s)

Before you submit your application...

- Think carefully about the order you list the schools because it will affect which school is offered. You must always put the school you most want as your first preference
- Take your time selecting your preferences. Places are not offered on a first come first served basis
- Consider any test results, which you will receive before the closing date, before deciding on your preferences
- Consider how your child will get to school and the potential transport costs if you are offered a place
- You must send any evidence such as proof of address or religious faith by the closing date

Submit your application...

- Complete and submit your online application by **Midnight** on **31 October 2016** or make sure your paper application form is returned by **31 October 2016**
- If you want to change your preferences after you have submitted your application you must notify the Admissions Team, in writing, by **31 October 2016**
- Any changes of preference received after the closing date will be considered as a late application
- If you move house you need to tell the Admissions Team to make sure your notification letter is sent to the correct address.

After the closing date...

- The Admissions Team will send your details to the Admission Authority for each school named as a preference on your application
- For Academies the Admission Authority is the Academy Trust
- For Foundation, Free Schools and Voluntary Aided (VA) schools the Admission Authority is the Governing Body of the individual school
- The Admission Authorities do not know whether you name them as 1st, 2nd or 3rd preference on your application

How places are offered...

- Admission Authorities list all the applicants in the order they meet their admission policy and then sends the list to the Local Authority Admissions Team
- The Admissions Team checks whether more than one school can offer a place. If more than one school can offer a place, the offer you receive will be the one you listed highest on your form
- You will only be offered **one** school place

If you cannot be offered any of your preferred schools...

- If you are a Poole resident and your child cannot be offered a place at any of your preferred schools, you will be allocated a place at your nearest catchment school (if it is in Poole and places are still available) or the next nearest Poole school to your home address which still has a place available
- If you do not use all 3 preferences or if you name regularly oversubscribed schools this is more likely to happen

Notification Day...

- If you apply online you can view the result of your application on **1 March 2017** – you will need your email address and password to login to your account
- Your notification letter will be posted on **1 March 2017**. The letter is sent first class so you should receive it on 2 March 2017
- You must respond to the Borough of Poole by **15 March 2017** to say whether you are accepting or declining the place offered (if you do not respond you could lose the place offered)

If you are not offered the school you wanted...

- Accept the place that has been offered unless you have already made other arrangements. Otherwise your child may not have a school place for September
- Visit the school you have been offered as you may find that you are happy with it after all
- Check the offer letter sent to you for details about the waiting list and how to appeal
- You can make a late application with preferences for other secondary schools

If your application is late...

- Applications received after the closing date are late
- Late applications are considered after all the on-time applicants have been offered places
- You may be less likely to obtain a place at the school you want if you apply late. This is because regularly oversubscribed schools will be full before late applications are considered

Frequently asked questions....

Why do I need to name more than one preference? You cannot assume that you will be offered a place at your first preference school, it is strongly recommended that you use all 3 preferences

Can I name the same school more than once? No, naming the same school more than once will not increase your chances of getting a place and you will lose the opportunity of naming other schools on you application

Am I certain to get one of the schools named on my form? No, in some cases parents may find none of their preferences can be offered, this is more likely to happen if you name regularly oversubscribed schools

Applying for a school place can be confusing. If you are unsure about anything or have any questions please contact the Admissions Team before the closing date!

If you have any questions you can contact...

Poole School Admissions Team

School.admissions@poole.gov.uk

01202 261936

Poole Family Information Service

familyinformation@poole.gov.uk

01202 261999

Bournemouth Children's Information Service

www.bournemouth.gov.uk/education

01202 456223

Dorset County Council

www.dorsetforyou.com

01305 221060