

# APPLYING FOR A SECONDARY SCHOOL PLACE - SEPTEMBER 2019

Information for parents/carers of  
children transferring to a secondary  
school in September 2019

# Choice and Preference...

- Parents have the right to express a preference for the secondary school they would like their 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...

- Parents will receive information on how to apply via their child's current school at the start of term in September 2018
- Poole residents can apply online at [www.poole.gov.uk/schooladmissions](http://www.poole.gov.uk/schooladmissions)
- Or complete a paper form, available from their child's current Poole school or the School Admissions Team
- Parents living outside the Borough of Poole will need to apply online on their home local authority website or request a paper form from the local authority where they live

# Your application...

- It is recommended that **3 different** schools are named on the application
- The 3 schools should be listed in order **with the most preferred school as first preference**
- Parents can name schools in Poole or any other area such as Bournemouth or Dorset. If they are applying for schools in other areas they will need to check that the point of entry is Year 7
- Make sure the details provided are correct. Any information which is false or intentionally misleading may mean a school place is not offered or if already offered may result in the place being withdrawn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 2018**

# 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 2019/20 – available to view on [www.poole.gov.uk](http://www.poole.gov.uk) from 1 September 2018
- Look at Ofsted reports and school websites

# Things to note....

- If parents are applying for a school on religious grounds they 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
- Parents must register with the school directly if they want their child to sit an academic test for these schools
- Registering for the academic test is not the same as making an application. They must also submit an application to their home Local Authority by the closing date

# Banding Assessment Tests...

- All applicants for Magna Academy Poole are required to sit a Cognitive Ability Test
  - When places are offered students who have taken the test are given priority over those who have not
  - **It is vital that students take the test as it is highly unlikely that places will be offered to students who have not taken the test**
  - Testing dates are;
    - Saturday 15 September 2018
    - Saturday 6 October 2018
    - Saturday 13 October 2018
  - Please check the school's website for details on how to register
- Don't forget to complete a secondary application as well as register for the test**

# Academic Tests....

- To apply for a place at one of the Bournemouth or Poole grammar schools parents need to register for the entrance test with the school by **12:00 midday on Friday 7 September 2018**
- Testing is on **Saturday 22 September 2018**
- Results will be sent on **Friday 12 October 2018**
- To apply for a place in Poole High School's Expressly Academic Class parents need to register for the test with the school by **Friday 14 September 2018**
- Testing is on **Saturday 29 September 2018**
- Results will be sent out week commencing **15 October 2018**

**Parents need to complete a secondary application as well as registering for the test(s)**



# Before the application is submitted ...

- Think carefully about the order of preferences as it will affect which school is offered. The most preferred school should be the first preference
- Take time selecting the preferences. Places are not offered on a first come first served basis
- Consider any test results, which will be received before the closing date, before deciding on the preferences
- Consider how the child will get to school and the potential transport costs if a place is offered
- Send any evidence such as proof of address or religious faith by the closing date

# Submit the application...

- Complete and submit an online application by **Midnight** on **31 October 2018** or make sure a paper application form is returned by **31 October 2018**
- If there are any changes to the preferences or address after the application has been submitted parents must notify the Admissions Team, in writing, by **31 October 2018**
- Any changes of preference received after the closing date will be considered as a late application
- If parents move house they need to tell the Admissions Team to make sure the notification letter is sent to the correct address

# After the closing date...

- The Admissions Team will send details of all applicants to the Admission Authority for each of the schools named on the 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 they were named as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference

# How places are offered...

- Each Admission Authority lists 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 school offered will be the one listed highest on the form
- Only **one** school place will be offered

# **If a place cannot be offered any of the preferred schools...**

- For Poole residents - if a place cannot be offered at any of the preferred schools a place will be allocated at another Poole school. This is normally the catchment school for the home address (if the school is in Poole and it still has places available) or the nearest Poole school to the home address where places are still available
- If parents do not use all 3 preferences or only name regularly oversubscribed schools this is more likely to happen

# Notification Day...

- Notification letters will be posted to all on time applicants on **1 March 2019**. The letters are sent first class so should arrive on 2 March 2019
- Parents who apply online can view the result of their application on **1 March 2019** – they will need their email address and password to login to their account
- Parents must respond to the Borough of Poole by **15 March 2019** to say whether they are accepting or declining the place offered (if they do not respond they could lose the place offered)

# **If a place cannot be offered at a preferred school ...**

- Accept the place that has been offered, unless other arrangements have already been made. Otherwise the child may not have a school place for September
- Visit the offered school as parents may find that they are happy with it after all
- The notification letter will include details about the waiting list and how to appeal
- A late application can be made with preferences for other secondary schools

# If the 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
- Parents may not be offered a place at the school they want if they 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 only 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 there are any questions please contact...

**Poole School Admissions Team**

**[School.admissions@poole.gov.uk](mailto:School.admissions@poole.gov.uk)**

**01202 261936**

**Poole Family Information Service**

**[familyinformation@poole.gov.uk](mailto:familyinformation@poole.gov.uk)**

**01202 261999**

**Bournemouth Children's Information Service**

**[www.bournemouth.gov.uk/education](http://www.bournemouth.gov.uk/education)**

**01202 456223**

**Dorset County Council**

**[www.dorsetforyou.com](http://www.dorsetforyou.com)**

**01305 221060**