



Admission to Infant / First / Primary School 2020

A Guide for Parents and Carers

**This guide contains information to help you apply
for a school place in an Infant / First or Primary
school**

**You can also visit our website:
bcpcouncil.gov.uk/schooladmissions**

Introduction

Welcome to our guide for parents and carers which has been designed to help you find the right school for your child whether your child. It outlines what information we need from you, and what you can expect in return from us.

Starting school for the first time is an important milestone and an exciting experience for both children and parents.

Across Bournemouth, Christchurch and Poole we have 96 schools. The Council works in close partnership with them. The aspirations for our area are ambitious and include investing in our children and young people and enabling access to high quality education.

It is important that you do express your preferences for schools you wish your child to attend. Our schools are popular; there is no guarantee that a place will be offered at your preferred school(s), so expressing **three** school preferences will maximise our ability to offer you one of them. Please list your choice of schools in your order of preference. Our online application system provides a simple and secure way for you to send us your application. It also means you can log in again in April 2020 to view your child's allocated school.

It is important to make a well-informed decision about which school you wish your child to attend. We strongly recommend that parents take the opportunity to visit schools to see what they can offer their child before making an application. It is also important to read the schools' admission policies or refer to the relevant local authority admissions guides, to understand how your application will be considered by them. You can also view information about how places were offered last year.

To make the application process as straightforward as possible, our schools coordinate the admissions process through ourselves. This ensures there is a single process for application to all schools within the Bournemouth, Christchurch and Poole Council area.

The information in this guide is designed to help you to understand the admissions process. If, at any time, you are unsure or feel that the information available is unclear, please contact our school admissions team who are here to help you.

We wish your child every success in this important stage in their learning.

Information in other languages

If you require information on school admission arrangements please see the borough's website where it can be viewed in a variety of languages bcpcouncil.gov.uk

You can also use translation websites to view this Guide in other languages. You can copy and paste sections of this Guide into a website translation tool. Some translation websites allow you to upload a file to translate. You can therefore save a copy of this PDF document and upload the file to the translation tool you are using. Use your preferred search engine to find out more about how to translate this Guide.

Wielojęzyczne Informacje na temat zasad przyjęć do szkoły znajdują Państwo na stronie internetowej gminy miejskiej: bcpcouncil.gov.uk

Można również użyć stron tłumaczeń, by zobaczyć tę Guide w innych językach. Można kopiować i wklejać fragmenty tego przewodnika w narzędzie tłumaczenie stron internetowych. Niektóre strony internetowe kursowe pozwalają przesłać plik do przetłumaczenia. Można zatem zapisać kopię tego dokumentu PDF i przesłać plik do narzędzia do tłumaczenia, którego używasz. Użyj preferowanego wyszukiwarki, aby dowiedzieć się więcej o tym, jak tłumaczyć tego przewodnika.

Se precisar obter informações sobre os preparativos de admissão escolar, por favor consulte sítio de Internet do município onde estes podem ser visualizados em numa grande variedade de idiomas: bcpcouncil.gov.uk

También puede utilizar los sitios web de traducción para ver esta guía en otros idiomas. Puede copiar y pegar secciones de esta Guía en una herramienta de traducción de páginas web. Algunos sitios web de traducción le permiten cargar un archivo a traducir. Por lo tanto, se puede guardar una copia de este documento PDF y cargar el archivo a la herramienta de traducción que está utilizando. Utilice su motor de búsqueda preferido para encontrar más información acerca de cómo traducir esta guía.

如果你需要有關入學安排的資訊，請察看自治市的網站，在網站上可以使用各種不同的語言進行察看 bcpcouncil.gov.uk

您还可以使用网站翻译其他语言来查看本指南。您可以复制和本指南的部分粘贴到网页翻译工具。一些翻译网站允许你上传文件翻译。因此，您可以保存此PDF文档的副

本，并把文件上传到您所使用的翻译工具。使用您的首选搜索引擎来了解更多关于如何翻译这个指南。

Disclaimer

All the information contained within this Guide was correct at the time of publishing. This is a dynamic document on BCP Council's website and will be updated as and when new information is available or changes are necessary. However, the admission arrangements, including the oversubscription criteria of all the schools in BCP Council remain the same as they were when they were approved by each of the school admission authorities.

Names, addresses and telephone numbers contained in this booklet are correct at the time of publication. The information only relates to admissions for and during the 2020/21 school year. There may be changes to the details shown due to developments in central or local government policies and determinations by the Office of the Schools Adjudicator.

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Explanation of terms used in this guide

Acceptance Date	The date by which you must tell us whether or not you will accept the school place offered.
Admission Arrangements	The policies, procedures, practices and oversubscription criteria used in deciding the allocation of school places.
Admission Authority	Every school has a body responsible for setting and applying its admission arrangements. For Community and Voluntary Controlled (VC) schools this is their Local Authority, whilst for Academies, Studio, Foundation and Voluntary Aided (VA) schools it is the Governing Body or Trust.
BCP Council	Bournemouth, Christchurch and Poole Council.
Catchment Area	This is a geographical area from which children are given a level of priority for admission to a school. More information can be found here .
Closing Date	The date by which you must apply for a school place. All applications received by the published closing date will be processed together as on time applications.
Information Service	A free, friendly, confidential and impartial service offering information to all members of the family on local childcare, activities for 0-19 year olds and other family services. You can find out more here .
Home Local Authority	A child's Home Local Authority is the Local Authority which the child lives in (who you pay your Council Tax to).
Mainstream schools	All schools that are not special schools are called mainstream schools.
Notification Date	The date you will find out the result of your application.
Oversubscription Criteria	The criteria applied when a school has more applications than places available. It is used to decide which children will be allocated places up to the Published Admission Number.
Published Admission Number (PAN)	The Published Admission Number is the maximum number of children that can be admitted to the year group.
Schools Adjudicator	A statutory officer who is appointed by the Secretary of State for Education but is independent. The Adjudicator considers and decides upon objections and variations to published admission arrangements.
Special schools	Special schools are for children who have complex special educational needs. Children attending these schools must have an Education, Health and Care Plan (EHCP).
Supplementary Information Form (SIF)	This is a form that you will need to get signed by your priest or minister to confirm that you and your child attend church regularly. You must get this completed if you are applying under faith grounds for a church school. Supplementary Information Forms (SIF) can be found here or obtained from the school. You must complete a school application too. The SIF must also be returned by the closing date.

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Categories of schools

Community (C)	A school maintained by a Local Authority. The Local Authority is responsible for the admission policy.
Voluntary Aided (VA)	A school jointly supported by Church Diocesan Boards and a Local Authority. The school is responsible for its own admission policy.
Foundation (F)	A school maintained by a Local Authority but responsible for its own admission policy.
Academy (A)	A school funded directly by central government. The school is responsible for its own admissions.
Voluntary Controlled (VC)	A school jointly supported by Church Diocesan Boards and a Local Authority. The Local Authority is responsible for the admission policy.
Studio School (S)	Studio Schools provide education for 13-19 year-olds. They normally have a similar curriculum to a secondary school but may also have employer involvement in the curriculum and a focus on developing employability skills and qualifications needed in work, or to take up further education.
University Technical College	University Technical Colleges (UTCs) are technical schools for 14-19 year olds, working alongside employers and universities. They operate as a type of academy.
Independent	These operate on a fee paying basis and cover a variety of age ranges. Any application for a place should be made direct to the school as Local Authorities have no involvement in the admission arrangements for these schools.

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Key dates

Starting Primary School/Moving from Infant to Junior School in September 2020

September 2019

Application forms, online applications and information booklets available

September 2019 onwards

Parents to return Application Forms and submit online applications

15 January 2020

Closing date for applications forms (paper and online) to be received by the School Admissions Team

16 April 2020

Offers made to on time applicants

30 April 2020

Closing date for parents to accept offer of places made on 16 April 2020

11 May 2020

Offers made to late applicants (for applications received before 14 February 2020)

26 May 2020

Closing date for parents to accept offer of places made on 11 May 2020

Summer term 2020

Appeal hearings

September 2020

Start at primary or junior school

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When should my child start school?

Date of birth	Starting school	When to Apply
01 Sept 2015 – 31 Aug 2016	Sept 2020	From 01 Sept 2019 – 15 Jan 2020
01 Sept 2016 – 31 Aug 2017	Sept 2021	From 01 Sept 2020 – 15 Jan 2021
01 Sept 2017 – 31 Aug 2018	Sept 2022	From 01 Sept 2021 – 15 Jan 2022
01 Sept 2018 – 31 Aug 2019	Sept 2023	From 01 Sept 2022 – 15 Jan 2023

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How will I know which schools to apply for?

One of the best ways to see if a school would suit your child is to visit it. This way you will see how the school works on a day to day basis and get a feel for the atmosphere of the school. You may also find Ofsted reports useful.

We strongly recommend that you name three preferences on your application.

It is very important that you read the schools' admission policies to work out whether it is likely that you will be offered a place. These can be found [here](#) and on each individual school's website.

You can look at how each school allocated its places in previous years. If you do, make sure you look at the admission policies for the correct year as categories can change from one year to the next.

You need 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 normally qualify for free transport and will have to take on the costs yourself.

You may not want to name your nearest or catchment school on your application. If you decide not to do so, you should not assume that there will be a place available for you if you cannot be offered one of your preferred schools as it may already be full.

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How do I apply for a school place?

You only need to complete one application form. The application form will be available from the Local Authority where you pay your council tax. If you live in BCP Council, your application must be submitted to BCP Council.

If you live in a different local authority (for example Dorset Council or Hampshire County Council) you must contact them or visit their website to find out more.

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Where can I find the application form?

The quickest way to apply is online at:

bcp.cloud.servelec-synergy.com/ParentPortal/

The Parent Portal will be able to accept applications from 1 September 2019. Once an application has been submitted, an email acknowledgement is sent to the applicant. When the application has been downloaded by the School Admissions team, another email is sent confirming this. This email is proof that you have applied on time and should be kept. If you do not have access to the internet at home you may use the free computers available at all BCP Council libraries.

All online applicants will be able to log back into their accounts on the morning of 16 April 2020 from 10:00am. You will also be emailed a link to a PDF version of your offer letter to download. You will need to remember your password as we are unable to reset this for you.

You may also apply using a paper form which will be available from BCP Council from the 1 September 2019. You must complete the form and return it to BCP Council by the closing date of 15 January 2020.

If you apply on a paper form and send it back to the BCP Council by post, you must make sure that there is adequate postage on the envelope. BCP Council will not accept any forms where there is insufficient postage. You may be asked to provide proof of posting (showing a date before the closing date).

Copies of the paper form can be found at [the end](#) of this guide if you would like to print one off. There is a section on the back page of the application for you to indicate how you would prefer us to contact you. If you provide an email address on your form, we will send you an acknowledgement by email.

Applications must be received by the national closing date of 15 January 2020.

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Can I apply for schools outside BCP Council?

If you live in BCP Council and want to apply for a school outside the area, you should enter it on your BCP application. The details of your application will be sent to the Local Authority for your preferred school(s). BCP Council will advise you of the outcome of your application. Please check the point of entry for the schools you name on your form.

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How many schools can I name?

You can name three preferences on your BCP Council application form.

The difference between choice and preference

You should be aware that preference is not the same as choice. The law says that parents are entitled to express a preference for a school, but it does not give parents the right to choose a school for their child and to have their choice met.

Does it matter in which order I name my preferences?

Yes. It is important that you name the school you would most like your child to attend as your first preference. Your second and third preferences need to be named in order as well. If more than one of your preferences can offer your child a place, we will always offer the school listed highest on your application.

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Closing and notification dates for September 2020 admissions

The table below shows the national closing and notification dates for applications that have been received on time. You can still submit an application after the closing date, but different timescales will apply. Please speak to the admissions team for more information.

	Closing date	Notification date	Acceptance date
Reception	15 January 2020	16 April 2020	30 April 2020
Junior and Middle	15 January 2020	16 April 2020	30 April 2020
Secondary	31 October 2019	1 March 2020	15 March 2020

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Will nursery attendance count towards my application?

It is very important that you check the school's admission policy to see if priority is given to children who attend any related child-care setting. Some schools give priority to children who qualify for Pupil Premium and attend a named nursery.

Normally, attending a particular nursery does not give your child priority over other applicants.

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Feeder schools

Some schools operate feeder school links. Children attending a linked school may have higher priority in the oversubscription criteria than children who don't attend the linked school. Please click [here](#) to read the admission policies for the schools you are interested in and talk to the schools to find out more.

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Catchment Areas

Many schools in the area continue to have catchment areas. **However**, there are some addresses in BCP Council that will have two or more catchment schools and some addresses that will have no catchment school at all.

Living in a school's catchment area does not mean your child will automatically be able to have a place at the school even if you name it as a preference.

To find out if your preferred school has previously offered to children outside of their catchment area or the distance of the last offer made, please see the [tables](#) within this guide.

Sometimes the school closest to your home is not your catchment school. You can find out more information by reading the admissions policies or by contacting the [Admissions Team](#) or the relevant school(s).

Please be aware that schools are not permitted to keep places in reserve or open for children who might move into their area during the school year.

Information provided by Estate Agents or any third-party websites is not always correct. Only BCP Council or the school you are interested in can give you accurate information. You should check the availability of school places within an area before renting or purchasing a property. The [Admissions Team](#) can help you with this.

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Address of the child

Only one address can be used on the application form. You will need to check the policies of the schools you are interested in to find out more.

Please do not list an address of someone who provides a temporary care arrangement for your child, a business address, childminder's address, a relative's address or any other address other than the child's permanent home address.

Informal residence arrangements with family and friends will not normally be accepted unless there are exceptional circumstances.

You may be asked for evidence of your address.

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What happens if I move address during the application process?

If you are buying a property, you will need to provide the School Admissions Team with a solicitor's letter confirming exchange of contracts has taken place and giving a specified completion date.

If you are renting a property, you will need to provide the tenancy agreement which should be signed and dated by all parties and the tenancy start date must be given. You may also be asked to provide proof of your Notice to cease your current tenancy or your move from your currently owned property and any other appropriate additional evidence.

You will need to check the policies for the schools you are interested in to find out if they will accept any changes to your application after the closing date.

The [School Admissions Team](#) will not be aware of any changes you make online once your application has been downloaded. Please make sure you contact the team about any changes you want to make to your application.

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

Only one application and one address can be considered for each child. Where parents are separated it is essential that agreement is reached by both parents concerning schools named on the form.

If a child lives at more than one address during the school week, you will need to check each school's admission policy to see how dual addresses are considered.

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Fraudulent or intentionally misleading applications

Applying for a school place must be a fair and transparent process for everyone. Schools and local authorities must be clear on how school places are allocated so it's important that parents provide the correct information on their form.

By submitting an application, parents declare that the information on the form is correct and that they are only submitting one application for the child.

If you think a family is making a fraudulent or misleading application please contact the [School Admissions Team](#). You do not have to provide your personal details (if you wish, you can remain anonymous). The School Admissions Team will follow up all allegations of potentially fraudulent applications to make sure offers are made to the correct children.

Admission authorities can withdraw an offer of a place should an application be found to be fraudulent or misleading; even if a child has started in the school.

BCP Council and schools carry out spot checks on applications and addresses. We can ask applicants to provide additional evidence in order to verify addresses and/or other details provided. Checks are made with other council departments and with other local authorities for the purposes of verification of details including residence. Applications can also be referred to the Council's audit team for further investigation. This may include arranging for credit reference checks to be undertaken, for the purposes of verifying an address.

These processes are in place to ensure fairness and transparency for all families living within the BCP Council area.

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Supplementary Information Form (SIF) – Religious Grounds

Some of the schools in BCP Council include religious faith and practice within their admission policies. It is important to check the policies for each school as they may differ from one another. Any family can apply for a place at a faith school, but some of these schools give priority to children on faith grounds. For example, some faith schools will require evidence of attendance at a place of worship.

To be considered under religious oversubscription criteria by a school, you will need to complete the school's Supplementary Information Form (SIF). This can be found on each school's website. Some schools will also require sight of your child's baptism certificate. You will need to discuss with the school(s) how to complete their SIF.

Make sure you leave yourself enough time to get the SIF completed, signed and submitted before the closing date of 15 January 2020.

Supplementary Information Form (SIF) – Service Families

Some schools give priority to children who qualify for Service Pupil Premium in the oversubscription criteria of their admission policy, see [here](#). If you wish to apply on Service Pupil Premium grounds you must complete a Supplementary Information Form (SIF). Schools that give this priority will have a copy of the SIF on their website that you can download. You must submit the completed SIF before 15 January 2020.

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UK Service Families and the Armed Forces Covenant

The Armed Forces Covenant is an agreement between the armed forces community, the nation and the government. The covenant's twin underlying principles are that members of the armed forces community should face no disadvantage compared to other citizens in the provision of public and commercial services; and that special consideration is appropriate in some cases, especially for those who have given the most such as the injured or the bereaved. For more information please visit bcpcouncil.gov.uk

Schools cannot reserve blocks of places for families who move into the area. However, admission authorities must allocate a school place in advance of a UK Service Family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria. Families wanting an address other than a Unit Postal Address to be considered should contact the School Admissions Team to discuss this. Normally families are asked for proof of residence or intention to reside (e.g. evidence of exchange of contract to purchase or a signed tenancy agreement to rent). For more information please click [here](#).

A UK Service Family may be disadvantaged when applying for a school place (either during service or upon leaving service). When an application is made by a UK Service Family and a place cannot ordinarily be offered, the admission authority will make an assessment of the circumstances, taking into account the underlying principles of the Armed Forces Covenant. BCP Council will specifically look at whether or not the school to be offered is reasonable taking into account the following:

- Whether or not serving in the armed forces prevented an application being made on time during the normal admissions round
- Whether or not it would have been reasonable to expect a place at the requested school had the application been made on time during the normal admissions round
- Whether or not the alternative offer is one that other families in the area would be offered

- Whether or not the alternative offer is within a reasonable distance. For further information, please click [here](#) to view more about distances and qualification for School Transport

The [School Admissions Team](#) is able to provide advice to own admission authority schools about whether or not to offer a place based on the above. Ultimately the relevant admission authority will make the decision.

The decision will be based on all the circumstances including those relevant to the family and child and the impact on the school, including the provision of 'efficient education and efficient use of resources'. Please be aware that there may be some circumstances, e.g. where a family may move house for non-work related reasons, which may not be considered to cause the family disadvantage due to their UK Service Family status. Every decision made will be unique to the family being considered and it is important to ensure that the School Admissions Team have full information to help the decision-making process.

UK Service Families can contact the School Admissions Team to discuss how the Armed Forces Covenant may or may not impact on your school applications.

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Looked After or Previously Looked After Children (from England)

Special arrangements apply if your child is looked after by a Local Authority, or was previously looked after but, immediately following this, was subject to an adoption, residence, or special guardianship order.

It is important that you indicate in the box provided on the online and paper application forms if your child is a Looked After or a Previously Looked After Child as the schools need to be aware of this information to take it into account when they allocate places. You may be asked to provide evidence of this.

Looked After and Previously Looked After Children (from England) are given high priority in admissions. Please read the [admission policies](#) for the school(s) you are interested in for your child to ascertain how high a priority they may give to a Looked After Child.

Previously Looked After Children adopted from outside of England

Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted, are given priority in some school admissions policies. Admission policies are available [here](#).

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Special Educational Needs, Education Health & Care Plans and Disabilities

The term Special Educational Needs (SEN) has a legal definition. Children with SEN have learning difficulties or disabilities that make it harder for them to learn than most children of the same age. They may need extra or different help from that given to other children of the same age.

There are stages of support to try and help children with special educational needs.

If your child is getting the help they need and they're learning well, there is no need for them to go on to the next stage. The stages are:

1. SEN Support
2. Assessment for Education Health & Care Plan
3. Education Health & Care Plan (EHCP)

All mainstream schools in BCP can provide appropriate extra help to meet a child's needs except where a child's EHCP identifies that special school is appropriate provision. This means that your child's SEN will not be considered as a reason for them to be allocated a place at any particular school.

BCP schools are expected to follow a Graduated Response for all children at SEN Support. More information can be found [here](#).

Further information about BCP's Local Offer for children and young people 0-25 with SEN and disabilities can be found [here](#).

Children with an EHCP will have their places at mainstream schools allocated before all other applications are considered during the normal admissions round. If your child has an EHCP, you will need to discuss with your local authority's Special Educational Needs Team which school you would prefer. Once the school is named on your child's Plan, then a place will be allocated there. If you are a BCP Council resident you should still complete an application form for the place, naming the school as a preference and ticking the 'Education Health & Care Plan' box on the form.

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When does my child have to start school?

Most parents are happy for their child to start school in the September following their fourth birthday. Please look [here](#) for information on which year group your child would normally be expected to be part of.

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Starting School later in the school year

By law, children have to be in full time education by the start of the term following their fifth birthday. If you wish to defer your child's start date until later in the academic year, you will need to discuss this with the school you have been offered. The latest you can defer a start date is the beginning of the summer term.

If you do not take up the offer of a school place during your child's reception year, you would normally be expected to reapply for a place in Year One. You need to be aware that Year One in the school you were originally offered may be full at this stage.

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Summer Born babies

Parents of summer born children (born between 1 April and 31 August) can request that their child is admitted to Reception the term following their fifth birthday rather than Year One.

Parents must speak with the school(s) they are interested in to find out whether a delayed entry would be agreed. The child's date of birth does not mean that the request will be automatically agreed. Evidence in support of your request (e.g. of prematurity or any developmental delay) may help with your application and should be submitted for consideration. Please check each individual school's policy on delayed entry to check where you need to send this.

It is important that parents know all the options available to them and the possible consequences, so they can make an informed decision. It is important to be aware that some schools may agree to your request, whilst others may choose not to do so. It is also possible that a school which agreed to delay entry to reception year may not be able to offer your child a place if they are oversubscribed.

Parents of summer born children who are considering applying for a year group different to that determined by date of birth should talk to the [School Admissions Team](#) and relevant school(s) as early as possible and preferably before 31 October 2019.

If your request for Delayed entry is agreed, you will then apply in twelve months' time for admission in September 2021. It is not possible to hold two school places for two different academic years.

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The School Offered

Decision makers

The [School Admissions Team](#) will work with the different Admission Authorities to make sure your application is considered in line with the relevant admission policies. To find out who the admission authority for the school you are applying for is, you can find the school's policy [here](#) or speak to the school or the School Admissions Team.

How BCP Council liaises with schools and other local authorities about your school application

By law, Local Authorities must coordinate applications to all schools within their area for the point of entry in September. This means that all applications are sent to BCP Council and all decision letters come from it. If you would like to see a copy of the coordinated admission scheme please contact the School Admissions Team or you can view it on the [BCP Council website](#).

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Decision making

After the closing date preferences are sent to each Admission Authority. If you have applied for a place at a school outside of BCP Council, your request will be sent to the Local Authority where the school is located.

Admission Authorities will use their admission policy's oversubscription criteria to rank the applications in priority order. They will then give BCP Council a 'provisional list' containing the names of all the children in order of priority.

The School Admissions Team will check the provisional offer lists against your application. If your child's name appears on more than one offer list, we look at your application form using the order of your preferences to decide the school you will be offered:

- 1) If we can offer a place at your first preference, we will do so.
- 2) If we are unable to offer a place at your first preference but can offer a place at your second preference we will offer a place at your second preference school.
- 3) If we cannot offer a place at your first or second preference school but can offer a place at your third preference, we will offer a place at your third preference school.
- 4) If we cannot offer a place at any of your preferred schools, we will allocate you a place at a different school.

Schools are not told whether they were your first, second or third preference. They are only sent the list of details of the applicant. This means that they cannot prioritise

children who have named them as a first preference. Schools must only rank applications according to the school's published admission policy.

The Coordinated Scheme

BCP Council has a coordinated scheme that explains how we liaise with schools that are their own admission authority and with other local authorities. It also provides the dates that the Council and other authorities need to meet to make sure your application is processed within the correct timescales. The Coordinated Scheme can be found [here](#).

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Offer Day

If you applied online, you can see what you have been offered by logging back into the Parent Portal (where you applied for a school place) on National Notification Day – 16 April.

If you have provided a valid email address, you will receive an email containing a link where you can read and download your offer letter. Otherwise, offer letters will be posted to on time BCP applicants who did not provide a valid email address.

If you live in another local authority, you will receive information about any application to a BCP school in the letter you receive from your home local authority.

Accepting the place offered

If you are happy with the place you have been offered it is important that you accept the offer as soon as possible and at the latest, by 30 April.

If you applied online, you can accept the place via the Parent Portal (where you applied). If you used a paper application form, you will need to complete and send back the reply slip which will arrive with your letter, or you can confirm by email.

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If you are not offered a place at one of your preferred schools

If it has not been possible to offer you any of your preferred schools, BCP Council will allocate your child a place at a school. This will normally be your nearest catchment school or the next nearest BCP school to your home address that has a place available.

If you are refused a place at any of your preferred schools, you have a right to appeal to an Independent Appeal Panel and further information will be provided with the notification letter.

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Next steps if you are offered a school you did not apply for

It is a good idea to visit the alternative school and find out more information about it. We strongly recommend that you do this.

It is also important to accept the place you have been offered. This will prevent your child being left without a school place. This does not stop you from looking at what to do next.

The options available to you are:

- 1) Submit applications for alternative schools with vacancies
- 2) Request to be placed on waiting lists for schools you did not apply for
- 3) Submit an admission appeal request – please read the restrictions on this carefully.

Waiting lists

Your offer letter will provide more information about waiting lists and your next steps.

Schools are required to hold a waiting list until 31 December 2020, however some schools operate one beyond this date. Please check each school's policy to find out what you will need to do to remain on their waiting lists.

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Appeals

If you are refused a place at a school which you have named on your application, you have the right of appeal against this decision.

Appeals are heard by a panel that are not connected to the school you are appealing for. It is an independent decision-making process.

If you are appealing for a place in Reception, Year One or Year Two, you need to be aware that appeals are subject to Government legislation which places significant limits on the reasons you can appeal. This means that very few parents are successful.

Appeals are normally heard after the May half term if you are appealing for a place for the following September.

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School Transport

BCP Council will be consulting on a new home to school transport policy throughout the 2019-20 academic year with a view to implementing the new policy for September 2020. This means that the current policies in place for the preceding councils of Bournemouth, Christchurch and Poole may be subject to change.

Free school transport is provided for two groups of pupils:

- (1) Children who live over a specified distance from their nearest or catchment area school
- (2) Children in families who are eligible for free school meals or in receipt of the maximum level of Working Families Tax Credit are eligible to claim free school transport to the nearest qualifying school in the certain circumstances.

For further information please visit bcpcouncil.gov.uk

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School Travel Plans

BCP Council will be developing a single approach for its School Travel Plan. Information about the current Plans can be found:

Bournemouth & Christchurch
bournemouth.gov.uk/travelandtransport

Poole
poole.gov.uk/streets-and-travel

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What is Pupil Premium?

The Pupil Premium Grant provides funding to schools and they can use it to provide targeted support for:

- Children who qualify for Free School Meals
- Looked After and Previously Looked After Children
- Children from Service Families

It is important to inform your child's school if you think they qualify so the school can claim the additional funding. Please talk to your child's school to find out what you need to do.

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How do I claim Free School Meals?

Free school meals must be applied for and are not automatically given along with your qualifying support payment.

To apply for Free School Meals, you can either:

- Obtain a form from your child's school

or:

- Visit Information Services at Bournemouth Town Hall or Family Information Services in the Poole Dolphin Centre. They can help you to complete an application with a member of the team, or provide you with a paper form to take away.

Find out more at bcpcouncil.gov.uk.

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School Uniform

Most schools require children to wear a school uniform. Individual school websites set out their policy on school uniform. If you are experiencing financial hardship you can contact the school who may be able to assist you with the cost of purchasing items of uniform.

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Moving School During the School Year

There are many reasons you might want to change your child's school. One of the main reasons is moving home. If you have not moved far and are still able to get your child to their current school, you can continue to send your child there. If this is not possible, you will need to apply for a new school place.

Applications can be made online or on a [paper form](#). For more information, please visit bcpcouncil.gov.uk/schooladmissions.

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Fair Access

All Local Authorities must have a [Fair Access Protocol](#) for in year admissions. Fair Access Protocols exist to ensure that appropriate education is secured quickly for children without a school place, particularly the most vulnerable or those with challenging behaviour. The Protocol ensures that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools. If your application is to be considered by the In Year Fair Access Panel you will be advised by the [School Admissions Team](#).

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In Year admission of Looked After Children

BCP Council has a protocol for in year admission of Looked After Children (LAC). In addition to an in year application form, a LAC Supplementary Information Form must be completed by the child's social worker and returned to the [School Admissions Team](#) before an application can be processed. Please click [here](#) to download a copy of the protocol and the LAC Supplementary Information Form. Any application received without a completed and signed supplementary information form will be returned to the applicant. Looked After Children may be admitted above a school's Published Admission Number if it is felt to be in the best interest of the child.

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Admission Policies

Oversubscription criteria in school admission policies

The admission authority for each school is required to set out in its admissions policy how it will prioritise applicants if the school receives more applications than it has places available. This is known as the oversubscription criteria. It is also used for in year applications during the school year.

Before naming a school as a preference you should look at the oversubscription criteria to see how the school offers places.

Information on the number of applications the school received and how many places were allocated in each category in the previous year can be found [here](#).

A copy of the full admission policy for each school is available on both the BCP Council website and each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for each school. Please click [here](#) to read the policies.

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Oversubscription criteria for Bournemouth primary and infant schools

Admission policies for all schools in Bournemouth are available [here](#) and on each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for each school.

[Avonwood School](#)

[Christ the King Catholic Primary School](#)

[Corpus Christi Catholic Primary School](#)

[Elm Academy](#)

[The Epiphany School](#)

[Heathlands Primary](#)

[Hill View Primary School](#)

[Jewell Academy Bournemouth](#)

[Kingsleigh Primary School](#)

[King's Park Primary School](#)

[Kinson Primary School](#)

[Malmesbury Park Primary](#)

[Moordown St John's CE Primary School](#)

[Muscliff Primary School](#)

[Pokesdown Community Primary School](#)

[Queen's Park Infant Academy](#)

[St Clement's & St John's CE Infant School](#)

[St James' CE Primary School](#)

[St Katharine's CE Primary School](#)

[St Luke's CE Primary School](#)

[St Mark's CE Aided Primary School](#)

[St Michael's CE Primary School](#)
[St Peter's School](#)

[St Walburga's Catholic Primary School](#)

[Stourfield Infant School](#)

[Winton Primary School](#)

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Oversubscription criteria for Christchurch primary and infant schools

Admission policies for all schools in Christchurch are available [here](#) and on each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for each school.

[Burton CE Primary School](#)

[Christchurch Infant School](#)

[Highcliffe St Mark CE Primary School](#)

[Mundeford Community Infants School](#)

[Parkfield School](#)

[Somerford Primary Community School](#)

[St Joseph's Catholic VA Primary School - Christchurch](#)

[The Priory CE VA Primary School](#)

[Twynham Primary](#)

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Oversubscription criteria for Poole primary, infant and first schools

Admission policies for all schools in Poole are available [here](#) and on each school's website. It is recommended that you read the full policy as it contains more information on the admission arrangements for each school.

[Ad Astra Infant School](#)

[Bayside Academy](#)

[Bearwood Primary School & Nursery](#)

[Bishop Aldhelm's Church of England Primary School](#)

[Broadstone First School](#)

[Canford Heath Infant School](#)

[Courthill Infant School](#)

[Heatherlands Primary School](#)

[Hillbourne Primary School](#)

[Lilliput CE Infant School](#)

[Livingstone Road Infant School](#)

[Longfleet CE Primary School](#)

[Manorside Academy](#)

[Merley First School](#)

[Old Town Infant School & Nursery](#)

[Springdale First School](#)

[St Joseph's Catholic Primary School](#)

[St Mary's Catholic Primary School](#)

[Stanley Green Infant Academy & Nursery](#)

[Talbot Primary School](#)

[Twin Sails Infant School & Nursery](#)

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Admission Policies for schools in Dorset and Hampshire

You can apply for schools that are not in the BCP Council area. If you wish to do so you need to add them as a preference on your application form. Further information can be found about the schools and their admission policies:

Dorset schools

dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/starting-school-for-the-first-time.aspx

Hampshire schools

hants.gov.uk/educationandlearning/admissions

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Bournemouth Infant school contact details

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Queen's Park Infant Academy East Way Bournemouth BH8 9PU	Mrs Tracey Edwards Telephone 01202 528805 Email QPIA.office@oceanlearning.org.uk Web queensparkinfacademy.co.uk	Academy Ocean Learning Trust	4-7 (R-2)	120
St Clement's & St John's CE Infant School St Clement's Road Bournemouth BH1 4DZ	Mr Andrew Poole Telephone 01202 393570 E-mail stclements@oceanlearning.org.uk Web stclementsandstjohns.co.uk	Academy Ocean Learning Trust	4-7 (R-2)	90
Stourfield Infant School Cranleigh Road Bournemouth BH6 5JS	Mrs Emma Foyle Telephone 01202 424585 Email office@stourfieldinfants.com Web stourfieldinfants.com	Academy Twynham Learning	4-7 (R-2)	120

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Bournemouth Primary school contact details

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Avonwood School Harewood Avenue Bournemouth BH7 6NY	Mr Chris Jackson Telephone 01202 727910 Email officemail.avonwood@avonbournetrust.org Web avonbournetrust.org	Academy United Learning Trust	4-11 (R-6)	60
Christ the King Catholic Primary School Durdells Avenue Bournemouth BH11 9EH	Mrs Clare Tickel Telephone 01202 574277 Email christtheking@ctkcps.com Web ctkcps.com	Academy Plymouth CAST	3-11 (N-6)	60
Corpus Christi Catholic Primary School St James's Square Bournemouth BH5 2BX	Mr Declan Goodwin Telephone 01202 427544 Email office@cccpschool.com Web cccpschool.co.uk	Voluntary Aided	4-11 (R-6)	60
Elm Academy Holloway Avenue Bournemouth BH11 9JN	Mrs Jo Fish Telephone 01202 574211 or 01202 574212 Email elm@leaf.bournemouth.sch.uk Web elm-academy.org.uk	Academy Ambitions Academy Trust	3-11 (N-6)	120
The Epiphany School Shillingstone Drive Bournemouth BH9 3PE	Mr David Simpson Telephone 01202 530960 Email office@epiphany.bournemouth.sch.uk Web epiphany.bournemouth.sch.uk	Academy	4-11 (R-6)	60
Heathlands Primary Andrew's Close Bournemouth BH11 8HB	Mr Christian Malone Telephone 01202 574452 Email heathlands@oceanlearning.org.uk Web heathlandsprimarybournemouth.co.uk	Academy Ocean Learning Trust	3-11 (N-6)	60

Continued...

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Hill View Primary School Hill View Road Bournemouth BH10 5BD	Miss Victoria Buckland Telephone: 01202 514109 or 01202 512813 Email office@hillview.bournemouth.sch.uk Web hillview.bournemouth.sch.uk	Academy Reach South Academy Trust	4-11 (R-6)	90
Jewell Academy Bournemouth Jewell Road Bournemouth BH8 0LT	Mrs Lorna Head Telephone 01202 774830 Email office@aatjewell.org Web aatjewell.org	Academy Aspirations Academies Trust	4-11 (R-6)	60
Kingsleigh Primary School Hadow Road Bournemouth BH10 5HT	Mr James Lumber Telephone 01202 528893 Email office@kingsleighprimary.co.uk Web kingsleighprimary.co.uk	Academy Bournemouth Septenary Trust	3-11 (N-6)	120
King's Park Academy Ashley Road Bournemouth, BH1 4NB	Mrs Lauren Dean Telephone 01202 395138 Email kpa@kingspark-academy.co.uk Web kingspark-academy.co.uk	Academy Ambitions Academies Trust	4-11 (R-6)	90
Kinson Academy School Lane Bournemouth BH11 9DG	Mrs Michele Lawson Telephone 01202 572713 Email kinson@kinsonprimary.co.uk Web kinsonprimary.co.uk	Academy Ambitions Academies Trust	4-11 (R-6)	60
Malmesbury Park Primary School Lowther Road Bournemouth BH8 8LU	Mrs Jackie Green Telephone 01202 291227 Email office@malmesburypark.bournemouth.sch.uk Web malmesburypark.com	Academy Reach South Academy Trust	3-11 (N-6)	90

Continued...

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Moordown St John's CE Primary School Vicarage Road Bournemouth BH9 2SA	Mr Peter Herbert Telephone 01202 527683 Email msjoffice@st-johns.bournemouth.sch.uk Web st-johns.bournemouth.sch.uk	Academy Bournemouth Septenary Trust	4-11 (R-6)	60
Muscliff Primary School Broadway Lane Bournemouth BH8 0AB	Mrs Sarah Fenby Telephone: 01202 549654 Email muscliff@muscliffprimary.co.uk Web muscliffprimary.co.uk	Academy Bournemouth Septenary Trust	4-11 (R-6)	90
Pokesdown Community Primary School Livingstone Road Bournemouth BH5 2AS	Mrs Alison Bayliss Telephone 01202 428982 Email office@pokesdowncommunity.co.uk Web pokesdowncommunity.co.uk	Academy	4-11 (R-6)	60
St James' CE Primary Academy Christchurch Road Bournemouth BH7 6DW	Mr Jeremy Payne Telephone 01202 426696 Email office@stjamescebournemouth.com Web stjamescebournemouth.com	Academy	4-11 (R-6)	60
St Katharine's CE Primary School Rolls Drive Bournemouth BH6 4NA	Mrs Nicola St John Telephone 01202 426663 Email office@skps.email Web st-katharines.bournemouth.sch.uk	Voluntary Aided	4-11 (R-6)	60
St Luke's CE Primary School Bemister Road Bournemouth BH9 1LG	Mr Mark Saxby Telephone 01202 516499 Email stlukes@oceanlearning.org.uk Web st-luke.bournemouth.sch.uk	Academy Ocean Learning Trust	4-11 (R-6)	60

Continued...

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
St Mark's CE Primary School Talbot Village Bournemouth BH10 4JA	Mrs Caroline Burn Telephone 01202 512241 Email office@st-marks.bournemouth.sch.uk Web st-marks.bournemouth.sch.uk	Academy	4-11 (R-6)	60
St Michael's CE Primary School Somerville Road Bournemouth BH2 5LH	Mr Robert Kennedy Telephone 01202 290497 Email office@stmichaelsprimary.bournemouth.sch.uk Web stmichaelsprimary.bournemouth.sch.uk	Academy	3-11 (N-6)	90
St Peter's School Holdenhurst Avenue Bournemouth BH7 6RG	Ms Liz Wogan Telephone: 01202 427291 Email primary@st-peters.bournemouth.sch.uk Web st-peters.bournemouth.sch.uk	Academy	4-11 (R-6)	60
St Walburga's Catholic Primary School Malvern Road Bournemouth BH9 3BY	Mrs Veronica Woodward Telephone 01202 528811 Email office@stwalburgasprimary.co.uk Web stwalburgas.bournemouth.sch.uk	Voluntary Aided	4-11 (R-6)	60
Winton Primary School Oswald Road Bournemouth BH9 2TG	Mr Neil Tarchetti Telephone 01202 513988 Email office@wintonprimary.bournemouth.sch.uk Web wintonprimary.bournemouth.sch.uk	Academy Bournemouth Septenary Trust	4-11 (R-6)	120

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Christchurch Infant school contact details

School name and address	Headteacher, telephone number, email and web address	School Category	Age Range & Year Groups	Admission Number
Christchurch Infant School Addiscombe Road Christchurch BH23 2AE	Mr Duncan Baxter Telephone 01202 485851 Email office@christchurchinf.dorset.sch.uk Web christchurchinf.dorset.sch.uk	Community	4-7 (R-2)	120
Mudford Community Infants School Queen's Road Christchurch BH23 3HH	Mr Daniel Pope Telephone 01202 488142 E-mail office@mudfordinf.dorset.sch.uk Web mudfordinf.dorset.sch.uk	Community	4-7 (R-2)	60

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Christchurch Primary school contact details

School name and address	Headteacher, telephone number, email and web address	School Category	Age Range & Year Groups	Admission Number
Burton CE Primary School Campbell Road Burton Christchurch BH23 7JY	Mrs Alison Timmings Telephone 01202 482588 Email office@burtonpri.dorset.sch.uk Web burtonschool.co.uk	Voluntary Controlled	4-11 (R-6)	60
Highcliffe St Mark Primary School Greenways Highcliffe Christchurch BH23 5AZ	Mrs Karen Boynton Telephone 01425 273029 Email office@highcliffeprimary.dorset.sch.uk Web highcliffeprimary.dorset.sch.uk	Foundation	4-11 (R-6)	90
The Priory CE Primary School Wick Lane Christchurch BH23 1HX	Mr Paul Ruffle Telephone 01202 484105 Email office@theprioryschool.org Web prioryschool.dorset.sch.uk	Voluntary Aided	4-11 (R-6)	30

Continued...

School name and address	Headteacher, telephone number, email and web address	School Category	Age Range & Year Groups	Admission Number
Somerford Primary School Draper Road Christchurch BH23 3AS	Mrs Helen Frampton Telephone 01202 485436 Email office@somerford.dorset.sch.uk Web somerford.dorset.sch.uk	Community	4-11 (R-6)	60
St Joseph's Catholic VA Primary School Dorset Road Christchurch BH23 3DA	Miss Louise Buxton Telephone 01202 485976 Email admin@stjosephs.dorset.sch.uk Web stjosephs.dorset.sch.uk	Voluntary Aided	4-11 (R-6)	30
Twynham Primary School Marsh Lane Christchurch BH23 2NH	Mr Jon Chapple Telephone 01202 026265 Email office@twynhamprimary.com Web twynhamprimary.com	Free School Twynham Learning	4-11 (R-6)	30

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Christchurch All-Through school contact details

School name and address	Headteacher, telephone number, email and web address	School Category	Age Range & Year Groups	Admission Number
Parkfield School Hurn Christchurch BH23 6DF	Mr Ian Golding Telephone 01202 592530 Email office@parkfield.bournemouth.sch.uk Web parkfieldschool.org	Free School Reach South Academy Trust	4-19 (R-13)	56

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Poole First & Infant school contact details

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Ad Astra Infant School Sherborn Crescent Canford Heath POOLE BH17 8AP	Mrs Kate Carter Telephone 01202 602113 Fax 01202 693330 Email office@adastra.poole.sch.uk Web www.adastra.poole.sch.uk	Academy TEACH Trust	4-7 (R-2)	90
Broadstone First School Tudor Road BROADSTONE BH18 8AA	Ms Michelle Stone Telephone 01202 694376 Fax 01202 659167 E-mail office@broadstonefirst.poole.sch.uk Web www.broadstonefirstschool.co.uk	Academy Castleman Academy Trust	4-9 (R-4)	60
Canford Heath Infant School Learoyd Road Canford Heath POOLE BH17 8PJ	Mrs Kate Carter Telephone 01202 380015 Fax 01202 257408 Email office@chis.poole.sch.uk Web www.chis.poole.sch.uk	Academy TEACH Trust	4-7 (R-2)	120
Courthill Infant School Courthill Road Parkstone POOLE BH14 9HL	Mrs Alison Carter Telephone 01202 747381 Fax None Email office@courthillinfants.co.uk Web www.courthillinfantschool.co.uk	Academy Harbourside Learning Partnership	4-7 (R-2)	120
Lilliput CE Infant School Lilliput Road Parkstone POOLE BH14 8JX	Mrs Christine Chambers Telephone 01202 709013 Fax 01202 701309 Email office@lilliput.poole.sch.uk Web www.lilliput.poole.sch.uk	Academy Harbourside Learning Partnership	4-7 (R-2)	120
Merley First School Oakley Straight Merley WIMBORNE BH21 1SD	Mrs Carolyn Waldron Telephone 01202 888455 Email office@merleyfirstschool.net Web www.merleyfirstschool.com	Academy Wimborne Academy Trust	4-9 (R-4)	60

Continued...

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Group	Admission Number
Old Town Infant School and Nursery Green Road POOLE BH15 1QB	Miss Janine Harries Telephone 01202 673966 Fax 01202 687662 Email office@oldtown.poole.sch.uk Web www.oldtowninfantschool.co.uk	Academy Harbourside Learning Partnership	3-7 (N-2)	60
Livingstone Road Infant School Livingstone Road Parkstone POOLE BH12 3DT	Mr Daryl Walsh Telephone 01202 743064 Fax 01202 716360 Email office@sylvan.poole.sch.uk Web www.sylvaninfantschool.net	Academy Hamwic Trust	4-7 (R-2)	90
Springdale First School Springdale Road BROADSTONE BH18 9BW	Miss Debbie Budden Telephone 01202 692700 Fax 01202 693752 Email office@springdale.poole.sch.uk Web www.springdale.poole.sch.uk	Academy Hamwic Trust	4-9 (R-4)	60
Stanley Green Infant Academy Stanley Green Road POOLE BH15 3AA	Mrs Angela Malanczuk Telephone 01202 778181 Fax 01202 771748 Email sgia@stanleygreen.co.uk Web www.stanleygreen.co.uk	Academy	4-7 (R-2)	120
Twin Sails Infant School & Nursery Blandford Road Hamworthy POOLE BH15 4AY	Mr Damian Hewitt Telephone 01202 672377 Fax 01202 669491 Email office@twinsailsinfant.co.uk Web www.twinsailsinfant.co.uk	Academy Hamwic Trust	3-7 (N-2)	120

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Poole Primary school contact details

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Bayside Academy Turlin Road Turlin Moor POOLE BH16 5AH	Mr Rich Warren Telephone 01202 685459 Fax 01202 330419 Email office@bayside-academy.co.uk Web www.bayside-academy.co.uk	Academy Ambitions Academies Trust	4-11 (R-6)	60
Bearwood Primary & Nursery School Baron's Road Bearwood BH11 9UN	Ms Laura Bennett Telephone 01202 590703 Fax 01202 590703 Email school@bearwood.poole.sch.uk Web www.bearwood.poole.sch.uk	Academy Hamwic Trust	3-11 (N-6)	30
Bishop Aldhelm's CE Primary School Winston Avenue Branksome POOLE BH12 1PG	Mr Scott Tait Telephone 01202 715100 Fax 01202 307640 Email office@bishopaldhelms.poole.sch.uk Web www.bishopaldhelms.poole.sch.uk	Academy Hamwic Trust	4-11 (R-6)	90
Heatherlands Primary School Library Road, Parkstone POOLE BH12 2BG	Mr Julian Churchill Telephone 01202 743918 Fax 01202 741928 Email office@heatherlands.poole.sch.uk Web www.heatherlands.poole.sch.uk	Academy Ocean Learning Trust	4-11 (R-6)	90
Hillbourne Primary School Kitchener Crescent POOLE BH17 7HX	Ms Helen Roderick Telephone 01202 692604 Fax 01202 600911 Email office@hillbourne.poole.sch.uk Web www.hillbourne.poole.sch.uk	Community School	4-11 (R-6)	60
Longfleet CE Primary School Jolliffe Avenue POOLE BH15 2HF	Mr Nigel Helm Telephone 01202 673652 Email office@longfleet.poole.sch.uk Web www.longfleet.poole.sch.uk	Academy Harbourside Learning Partnership	4-11 (R-6)	90

Continued...

School name and address	Headteacher, telephone number, fax number, email and web address	School Category	Age Range & Year Groups	Admission Number
Manorside Academy Evering Avenue POOLE BH12 4JG	Mrs Sarah Rempel Telephone: 01202 380103 Fax: 01202 380102 Email office@manorside-academy.co.uk Web www.manorside-academy.co.uk	Academy Ambitions Academies Trust	4-11 (R-6)	60
St Joseph's Catholic Primary School Sancreed Road POOLE BH12 4QZ	Mr Neil McDermott Telephone 01202 741932 Email stjosephs@sjcp.co.uk Web www.st-josephs.poole.sch.uk	Academy Plymouth CAST	4-11 (R-6)	60
St Mary's Catholic Primary School Devon Road POOLE BH15 3QQ	Mrs Helen Armstrong Telephone 01202 676207 Fax 01202 667505 Email office@st-marys.poole.sch.uk Web www.st-marys.poole.sch.uk	Academy Plymouth CAST	4-11 (R-6)	60
Talbot Primary School Talbot Drive POOLE BH12 5ED	Mrs Kate Curtis Telephone 01202 513981 Fax 01202 527085 Email school@talbot.poole.sch.uk Web www.talbot.poole.sch.uk	Academy Hamwic Trust	4-11 (R-6)	90

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BCP Council Special schools and Alternative Provision

School name and address	Headteacher, telephone number, email and web address	School Category	Age Range & Year Groups
Christchurch Learning Centre 29 Stour Road Christchurch BH23 1PJ	Mr Philip Gavin Telephone 01202 471410 Email office@thegrangeschool.com Web christchurchlc.org.uk	Pupil Referral Unit	11-16 (7-11)
Linwood School Alma Road Bournemouth BH9 1AJ	Mrs Julie Jeanes Telephone 01202 525107 Email linwoodcampus@linwood.bournemouth.sch.uk Web linwood.bournemouth.sch.uk	Community Special	3-19 (N-14)
Longspee Academy Learoyd Road Canford Heath Poole BH17 8PJ	Mr Gavin O'Connell Telephone 01202 380266 Fax 01202 380270 Email reception@longspeeschool.co.uk Web longspeeacademy.co.uk	Academy Special Ambitions Academies Trust	4+ (R+)
Montacute School 3 Canford Heath Road Poole BH17 9NG	Mr Ruth Drewitt Telephone 01202 693239 Fax 01202 657363 Email office@montacute.poole.sch.uk Web montacute.poole.sch.uk	Academy Special	3-19 (R-14)
The Quay School 160 Herbert Avenue Poole BH12 4HU	Mr Russell Arnold Telephone 01202 674205 Email info@thequayschool.com Web thequayschool.com	Academy Alternative Provision Delta Education Trust	11-18 (7-13)
Tregonwell Academy Petersfield Road Bournemouth BH7 6QP	Mr Leigh Bailey-Pearce Telephone 01202 424361 Email petersfield.campus@tregonwell.co.uk Web tregonwell-academy.co.uk	Academy Special Ambitions Academies Trust	7-16
Winchelsea Special School Guernsey Road Parkstone Poole BH12 4LL	Mr Geoff Cherrill Telephone 01202 746240 Fax 01202 733024 Email enquiries@winchelsea.poole.sch.uk Web winchelseaschool.co.uk	Community Special	3-16 (R-11)

Bournemouth Schools September 2019 Admission to Reception Year – Summary of Applications and Allocations

This is a summary of the school places offered on the published offer date of 15 April 2019.

The figure for the 'total applications' for each school includes ALL preferences. The column headed 'allocated' shows the number of children who did not name the school in their application but were allocated a place because they were unsuccessful with all of their preferred schools. The 'total refused' are children who did not gain a place at this school or a higher preference school and were placed on a waiting list.

	Places available	Total Applications	Places Offered	Criteria of offered places (see individual School's Admission Policy)										Allocated	Total Refused	Distance last Offered (miles)
				EHCP	1	2	3	4	5	6	7	8	9			
Avonwood School	90	256	90		1	48		41							27	0.977
Christ The King Catholic Primary School	60	82	49			4	9	17	1	1	2		15	2	0	
Elm Academy	120	109	41			8	6	15	12					1	0	
The Epiphany School	60	165	60	1		25	22	12							2	1.392
Heathlands Primary	60	45	24			7	11	2	4					1	0	
Hill View Primary School	90	217	90		1	18	28	9	34						2	2.418
Jewell Academy Bournemouth	60	89	58			25		23	10						0	
Kingsleigh Primary School	120	179	108		1	2	14	16	25	21	29				0	
King's Park Academy	90	200	90		1	24	58	6	1						5	0.432
Kinson Academy	60	61	22			9	7	2	3	1				2		

	Places available	Total Applications	Places Offered	Criteria of offered places (see individual School's Admission Policy)										Allocated	Total Refused	Distance last Offered (miles)	
				EHCP	1	2	3	4	5	6	7	8	9				10
Malmesbury Park Primary School	90	239	91	1	2	23	46	9	10							42	0.332
Moordown St John's CE Primary School	60	254	60	1	1	24	27	7								17	0.726
Muscliff Primary School	90	194	78		1	33	32	1	11					9			
Pokesdown Community School	60	179	60			6	14	1	21	18						6	1.034
Queen's Park Infant Academy	120	354	120		1	35	70	14								44	
St Clement's and St John's CE Infant School	90	184	90		1		43	46								21	0.536
St Katherine's CE Primary School	60	148	60		1	22	37									41	0.927
St Luke's CE Primary School	60	236	60	1	1	1	19	38								35	0.349
St Mark's CE Primary School	60	134	60		2		7	11	3	4	18	8	2	5		8	1.236

Continued...

	Places available	Total Applications	Places Offered	Criteria of offered places (see individual School's Admission Policy)										Allocated	Total Refused	Distance last Offered (miles)
				EHCP	1	2	3	4	5	6	7	8	9			
St Michael's CE Primary School	90	181	90	1	1	35	53								55	0.578
St Peter's School	60	181	60			60									20	
St Walburga's Catholic Primary School	60	157	60			22	29	1	5				3		11	
Stourfield Infant School	120	245	97		1	37	50	2	7					16	0	
Winton Primary School	120	356	120	1	2	32	49	20	16						22	1.192
				Criteria of offered places (see individual School's Admission Policy)												
					1	2a	2b	2c	3a	3b	4c	5a	5b			
Corpus Christi Catholic Primary School	60	158	60			22	14		1	2	2	6	1		11	0.505
				Criteria of offered places (see individual School's Admission Policy)												
					1	2	3(i)	3(ii)	4(i)	4(ii)						
St James' CE Primary Academy	60	251	60	1	2		11	20	10	24					29	0.573

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Christchurch Schools September 2019 Admission to Reception Year – Summary of Applications and Allocations

This is a summary of the school places offered on the published offer date of 15 April 2019.

The figure for the ‘total applications’ for each school includes ALL preferences. The column headed ‘allocated’ shows the number of children who did not name the school in their application but were allocated a place because they were unsuccessful with all of their preferred schools. The ‘total refused’ are children who did not gain a place at this school or a higher preference school and were placed on a waiting list.

	Places available	Total Applications	Places Offered	Criteria of offered places (see individual School's Admission Policy)										Allocated	Total Refused	Distance last Offered (miles)	
				EHCP	1	Catchment Sibling	Catchment	Sibling	Distance								
Burton CE Primary School	60	95	40			16	12	4	8								
Christchurch Infant School	120	191	109	1	1	37	61	1	6					2			
Highcliffe St Mark Primary School	90	142	84			25	36	5	18								
Mundeford Community Infants School	60	187	60	1	2	20	34	1	2						13	0.198	
Somerford Primary School	60	35	25		1	9	6	3	3					3			
Twynham Primary School	30	169	30			13	17								37	0.440	

Continued...

Criteria of offered places (see individual School's Admission Policy)																
	Places available	Total Applications	Places Offered	EHCP	1	Sibling	Distance							Allocated	Total Refused	Distance last Offered (miles)
Parkfield School	56	17	12			7	4							1		
Criteria of offered places (see individual School's Admission Policy)																
					1	2a	2b	7a (i)	7b (i)	9a	9b					
St Joseph's Catholic VA School	30	61	30			4	7	1	4	10	4					0.604
Criteria of offered places (see individual School's Admission Policy)																
					1	2	3	4	5	6	7					
The Priory CE VA Primary School	30	120	28	1		13	2	1	6	5						

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Poole Schools September 2019 Admission to Reception Year – Summary of Applications and Allocations

This is a summary of the school places offered on the published offer date of 15 April 2019.

The figure for the 'total applications' for each school includes ALL preferences. The column headed 'allocated' shows the number of children who did not name the school in their application but were allocated a place because they were unsuccessful with all of their preferred schools. The 'total refused' are children who did not gain a place at this school or a higher preference school and were placed on a waiting list.

	Type of School	Places Available	Total Applications	Places Offered	Criteria of offered places (see individual School's Published Admission Policy)									Allocated	Total Refused	Distance of last offer
					EHCP	1	2	3	4	5	6	7	8			
Ad Astra Infant	A	90	177	90				13	30		47				13	1.984
Bayside Academy	A	60	44	29			13		11	1		4				
Bishop Aldhelm's CE Primary	A	90	153	90		1		7	46	1	2	7	26		5	1.352
Canford Heath Infant	A	120	296	120		1	1	23	26		69				50	1.195
Heatherlands Primary	A	90	275	90		2	23		45	17		3			49	0.422
Hillbourne Primary	C	60	44	25			12		5	5		2		1		
St Joseph's Catholic Primary	A	60	96	57			16	12		8				21		

	Type of School	Places Available	Total Applications	Places Offered	Criteria of offered places (see individual School's Published Admission Policy)									Allocated	Total Refused	Distance of last offer
					EHCP	1	2	3	4	5	6	7	8			
St Mary's Catholic Primary	A	60	87	37			14	3	2	2	16					
Stanley Green Infant	A	120	171	88		1	10	77								
Sylvan Infant	A	90	122	83			4		33	3		32		11		
Twin Sails Infant	A	120	156	117		2	10	25		8	71			1		
	Type of School	Places Available	Total Applications	Places Offered	EHCP	1	2	3a	3b	4a	4b			Allocated	Total Refused	Distance of last offer
Broadstone First	A	60	153	60				5	14	6	35				2	3.797

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Admission To Reception Year In September

Please read our Parents' Guide for 2020 before completing your application.

You can view the booklet online at www.bpcouncil.gov.uk/schooladmissions



The completed form must be returned by **15 JANUARY 2020** to either

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

If you have any questions you can contact the School Admissions Team at

school.admissions@bpcouncil.gov.uk or bc.schooladmissions@bpcouncil.gov.uk

If you need help completing your application you can contact the Children's Information Service at the Town Hall, St Stephen's Road, Bournemouth, BH2 6EB, Tel: 01202 456223 or Family information Service at the Dolphin Centre, Poole, BH15 1SA.

Please complete in BLOCK CAPITALS

Your Child's Details (Please do not use abbreviated or 'known as' names)

Last Name (Legal Name) _____

First Name _____

Middle Names _____

Date of Birth Day Month Year
 / / /

Gender (Please tick) Male

Female

Home Address (where the child normally lives)

Postcode _____

Name of Nursery/Pre-School/Childminder

Postcode _____

Does your child have an Education, Health & Care Plan?

Yes

No

Is your child in the care of a Local Authority under the Children Act 1989?
(i.e. foster care)

Yes

No

If yes, please provide the details of the Local Authority and the social worker.

Local Authority _____

Social Worker _____

Tel No _____

Was your child previously in the care of a Local Authority under the Children Act 1989?

Yes

No

If yes, you must provide a copy of your Adoption Certificate or Special Guardianship Order.

Was your child previously in State Care outside of England & been adopted? Yes

No

If yes, you must provide evidence of their previously looked-after status.

Are you applying for a child you are looking after for somebody else?

Yes

No

If yes, please explain _____

School Preferences

It is strongly recommended that you name up to three different schools you would like your child to attend in the order you prefer them, including those situated outside the BCP council area.

First Preference School Name

Please give your reasons for applying for this school

Catchment Medical/social Children of Staff
Distance Pupil/Service Premium Religion/Faith
Sibling

Sibling's Name _____ Date of Birth _____

Sibling's School _____ Year Group _____

Does the sibling live at the same address as your child? Yes No

If no, please give the sibling's address _____

Postcode _____

Any other reasons _____

Second Preference School Name

Please give your reasons for applying for this school

Catchment Medical/social Children of Staff
Distance Pupil/Service Premium Religion/Faith
Sibling

Sibling's Name _____ Date of Birth _____

Sibling's School _____ Year Group _____

Does the sibling live at the same address as your child? Yes No

If no, please give the sibling's address _____

Postcode _____

Any other reasons _____

Third Preference School Name

Please give your reasons for applying for this school

Catchment	<input type="checkbox"/>	Medical/Social	<input type="checkbox"/>	Children of Staff	<input type="checkbox"/>
Distance	<input type="checkbox"/>	Pupil/Service Premium	<input type="checkbox"/>	Religion/Faith	<input type="checkbox"/>
Sibling	<input type="checkbox"/>				

Sibling's Name _____ Date of Birth _____

Sibling's School _____ Year Group _____

Does the sibling live at the same address as your child? Yes No

If no, please give the sibling's address _____

Postcode _____

Any other reasons _____

Please read the Admissions Policies for the schools you are considering.**If you are applying under Sibling reasons**

Please check the school's admission policy for the definition of sibling. Some schools include siblings at linked schools.

If you are applying under Medical/Psychological/Social reasons

Please check if the school's admission policy includes this as a criterion/category. If they do, please check the definition and the supporting evidence that you need to provide with your application. It is your responsibility to ensure the supporting evidence is obtained from the relevant professional.

If you are applying under Religion or Faith reasons

Please check with the school whether they have a Supplementary Information Form (SIF) for families to complete. The form will explain where it needs to be returned to.

If you are applying under Pupil/Service Premium reasons

Please check if the school's admission policy includes this as a criterion/category. If they do, please check the definition and the supporting evidence you need to provide with your application.

If you are applying under Children of Staff reasons

Please check if the school's admission policy includes this as a criterion/category. If they do, please check the definition and the supporting evidence you need to provide with your application

If you are a UK Armed Forces or Crown Personnel Family

If you are relocating because of a posting, please provide details including an official letter confirming the posting and the date it is due to commence.

It is your responsibility to ensure that any supporting information is submitted by the closing date of 15 January 2020.

Parent/Carer Details

((Mr/Mrs/Miss/Ms/Dr) First Name _____

Last Name _____

Telephone Number _____

Email _____

Your relationship to the child (i.e., mother, father, etc) _____

Address (if different from child) _____

Postcode _____

Please remember you need to inform the Admissions Team of any change of address after you have submitted your application.

Do you have parental responsibility for this child?

Yes No

Are all parties with Parental Responsibility in agreement with this request?

Yes No

Are you a member of HM Armed Forces or a Crown Servant?*

Yes No

***You will need to supply a copy of your official posting to support this**

Declaration and signature of Parent/Carer - You are only allowed to submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

I have parental responsibility for or look after the child named on page 1. To the best of my knowledge, the information I have given is correct and complete and this is the only application form I have completed. I will advise the Admissions Team immediately, in writing, of any changes to the information on this form. I understand that the provision of false or misleading information may lead to the withdrawal of the offer of any school place either prior to or during the school term. I also understand that the information I have submitted on this form is covered by the Data Protection Act 2018.

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy [Privacy policy](#) link.

In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.

Signature of Parent/Carer _____

Date _____

ACKNOWLEDGEMENT

Please enter your name and address below. If you would prefer to receive an email acknowledgement, please tick here and check that you have provided your email address above.

We send an acknowledgement for every form we receive. If you have not received your acknowledgement within 10 working days, please contact the Admissions Team urgently, so you have time to submit another application, if necessary, before the closing date.

Date as postmark

Ref:

Your name and address:

I confirm that your completed Reception Preference Form was received in our office on the following date:

Signed:

School Admissions Team



In Year Request for a School Place

For a school place within the BCP Council area.

Your Child's Details (Please do not use abbreviated or 'known as' names)

Last Name (Legal Name) _____

First Name _____ Middle Names _____

Male Female Date of Birth Day / Month / Year _____ Year Group _____

Current Address _____

Postcode _____

Your new address (if you are moving) _____

Postcode _____ Expected date of move _____ / _____ / _____

(Proof of your new address is required in the form one of the following: a council tax invoice, a signed tenancy agreement, or a copy of your solicitor's letter/email confirming exchange of contracts and giving a completion date).

Previous/Current School or Educational Provision _____

Postcode _____ Telephone _____

If your child has already left the school, please give the last date they attended _____ / _____ / _____

Does your child have an Education, Health & Care Plan? Yes No

Is your child in the care of a Local Authority under the Children Act 1989? (i.e. foster care) Yes No

If yes, please provide the details of the Local Authority and the social worker.

Local Authority _____

Social Worker _____ Tel No _____

Is your child adopted, or are they subject to a Special Guardianship or child arrangements order after having been in the care of a Local Authority? Yes No

Was your child previously in State Care outside of England & been adopted? Yes No

If yes, you must provide a copy of your Adoption Certificate or Special Guardianship Order.

Are any other agencies involved with your child/family? Yes No

If yes, please give details of the service(s) together with the name and telephone number of your key/support worker(s) _____

Please note that the Admissions Team may contact any services supporting your child for additional information before processing your application.

School Preferences

Please name up to three different schools you would like your child to attend in the order you prefer them. This form is for BCP schools only, if you wish to apply for schools outside the BCP Council area please contact the relevant Local Authority.

Date the school place is required _____

First Preference School _____

Second Preference School _____

Third Preference School _____

Reasons why you wish your child to be educated at your preferred schools

Are you applying on sibling grounds? Yes No
(Some schools include siblings at linked schools)

Siblings Name _____ Date of Birth _____ / _____ / _____

Sibling's School _____ Year Group _____

Are you applying on religious grounds? Yes No

If you are applying for a school on religious grounds you may also need to complete a Supplementary Information Form (SIF) which is available from the school or can be downloaded from bcpcouncil.gov.uk. Please check with the individual schools to find out where to return it.

Have you discussed your reasons with your child's current Headteacher? Yes No

If No, you are advised to do this before passing the form to your child's current headteacher for completion of Page 3.

Parent/Carer Details

(Mr/Mrs/Miss/Ms/Dr) First Name _____

Last Name _____

Telephone number _____

Email _____

Your relationship to the child (i.e., mother, father, etc) _____

Address (if different from child) _____

_____ Postcode _____

Do you have parental responsibility for this child? Yes No

Are you a member of HM Armed Forces? Yes No

Please sign the form on Page 4 before giving the form to your child's current Headteacher to complete the information requested on Page 3. If Page 3 is not completed by your child's current Headteacher your application cannot be processed and the form will be returned to you.

Information From Your Child's Current Headteacher

Please note: a school place cannot be offered until this information is received.
The information may be provided by another member of staff on behalf of the Headteacher.
Please complete **all** sections. If it is not applicable please mark as N/A.

Child's Name _____ DoB _____ Year Group _____

Current School _____ School applied for (if known) _____

Date the child started at your school _____

Is the child still on roll? Yes No Please give the last date they attended _____

1. Has the child ever been permanently excluded from this or a previous school? Yes No

2. Is the child returning from the Criminal Justice System or a PRU and needs re-integration back into mainstream school? Yes No

3. Is the pupil on the school's Special Educational Needs support register? Yes No

If yes, please give a brief outline of need _____

4. Please specify agencies involved and details of the professional/keyworker.

5. Please give details (reason, date and length) of any fixed term exclusions for this academic year and for the last academic year.

6. Please give details (reason, date and length) of any internal exclusions for this academic year and for the last academic year.

7. Has the child ever been on a reduced timetable? Yes No

If yes, please give brief details _____

8. If there is evidence of disruptive behaviour that impacts on learning, please provide details.

9. Any other comments. _____

Signature _____ Date _____

Name _____ Position in School _____

Declaration and signature of Parent/Carer

You are only allowed to submit an application if you have parental responsibility for the child. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.

I have parental responsibility for or look after the child named on page 1. To the best of my knowledge, the information I have given is correct and complete. I will advise the Admissions Team, in writing, of any changes to the information on this form. I understand that the provision of false or misleading information may lead to the withdrawal of the offer of any school place either prior to or during the school term. I also understand that the information I have submitted on this form is covered by the Data Protection Act 2018.

General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the Council's [Privacy policy](#) link.

In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct.

Does your child receive transport assistance from BCP Council?

Yes No

Signature of Parent/Carer

Date

Please return your completed form and any supplementary information to;

For Bournemouth and Christchurch schools;

The Admissions Services Team
THE-3
Town Hall
St Stephen's Road
Bournemouth
BH2 6DY

Email: bc.schooladmissions@bcpcouncil.gov.uk

Tel: 01202 456223

For Poole schools;

The School Admissions Team
BCP Council
Dolphin Centre
Poole
BH15 1SA

Email: school.admissions@bcpcouncil.gov.uk

Tel: 01202 261936

If you are naming schools in both areas, please return your completed form to the Admissions Team where your First Preference School is located.