Dorset County Council

Children's Services
School Admissions
County Hall, Colliton Park
Dorchester
Dorset DT1 1XJ

Telephone: 01305 221060
Fax: 01305 228635
Email: admissions@dorsetcc.gov.uk
DX: DX 8716 Dorchester
Web: **www.dorsetforyou.com/school-admissions**

Date: 5th September 2016

Dear Parent/Guardian

Children due to start Secondary or Upper school in September 2017

According to our records, your child is due to start or transfer to a Secondary or Upper school in September 2017. You must apply for a Secondary or Upper school place through the local authority where you live.

If you are a Dorset resident:

Please read the Parents' Guide before making your application. The Parents' Guide contains lots of useful information on how the school admissions process works, how to apply and what evidence you may need to supply to support your application. Some schools have their own admissions policies which will detail what evidence they may require and how places are allocated at their school. You can read or download the guide and the schools admissions policies on our website www.dorsetforyou.com/school-admissions.

Apply online at our website www.dorsetforyou.com/school-admissions via a smart phone, tablet or computer. You can create an account and then complete the application which should take no longer than half an hour. You will receive a confirmation email once you have submitted your application. If you cannot access the internet, please call 01305 221060 to discuss alternative ways of applying.

Apply by the closing date this will give your child the best chance of being offered a place at one of your preferred schools. If you post anything to us, such as copies of evidence, please use the address at the top of this letter. The Post Office can provide you with a proof of posting receipt. If you would like us to confirm receipt of your copies of evidence, please enclose a stamped self-addressed envelope.

Important Dates			
Child's Date of Birth	**Type of Application**	**Closing Date**	**Offer Date**
01.09.03 - 31.08.04	Starting Upper School	**31 October 2016**	**1 March 2017**
01.09.05 – 31.08.06	Starting Secondary School		

If you move house between now and when your child starts school please let us know. We can then assess your child's transport entitlement and ensure the outcome letter is posted to the correct address. You can advise us of your change of address by emailing admissions@dorsetcc.gov.uk.

If you are not a Dorset resident:

If you do not live in Dorset you should contact your own local authority for information on how to apply for a school place and not complete a Dorset County Council application form. This includes those living in Bournemouth and Poole who should apply through their home authority.

If you need any further information or help please contact School Admissions on **01305 221060.**

Yours sincerely

Ed Denham

Ed Denham
Sufficiency School Places Manager