



Dear Parent/Guardian

Children due to start Secondary or Upper school in September 2015

According to our records, your child is due to transfer to a Secondary or Upper school in September 2015. 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 <http://www.dorsetforyou.com/schooladmissions>

You can apply online or download a copy of a paper form on our website www.dorsetforyou.com/schooladmissions. If you do not have access to a printer or the internet, please call 01305 221060 to request a paper copy of the application form and Parents Guide.

It is really important that you submit your application 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 apply online, you will receive a confirmation email once you have submitted your application. Alternatively, you can hand your paper application into your child's current school or post the application to the address above. The Post Office can provide you with a proof of posting receipt. If you would like us to confirm receipt of your application, please enclose a stamped self-addressed envelope.

Important Dates			
Date of Birth	Type of Application	Closing Date	Offer Date
01.09.01 - 31.08.02	Starting Upper School	31 October 2014	2 March 2015
01.09.03 – 31.08.04	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.

Non Dorset residents:

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

School Admissions Team