

Private and Confidential
To be Opened by Addressee Only
To the Parent(s) of a Year 4 child
(sent via current school)

Date: September 2025
Our Ref: M26 info
Contact:
Email: school.admissions@bcpcouncil.gov.uk
Tel: 01202 123222

Dear Parent(s)/Carer(s)

Transfer to Middle School - September 2026

Your child is due to transfer to middle school in September 2026 and you have the right to express a preference for the school you would like your child to attend.

Please take the time to read this letter which gives useful information about applying for a school place. We have produced a guide for Parents which is available at bcpcouncil.gov.uk/schools-and-learning/school-admissions/parents-guide-to-school-admissions

You must apply through the Local Authority where you live, even if your preferred school is in another area. If you live in the Bournemouth, Christchurch and Poole (BCP) Council area you can apply online via the Parent Portal at [BCP Parent Portal](#) . If you have difficulty completing the online application, please contact The Children's Information Service on 01202 123222 or email cis@bcpcouncil.gov.uk for further assistance.

This year the application opening date has changed for BCP residents. If you live within the BCP Council area, the application process opens on **Saturday 01 November 2025**.

The closing date is **Thursday 15 January 2026**. If you do not get your application in on time you may stand less chance of getting your preferred school.

After you have submitted your application, you will not be able to make any changes online. If you need to make any changes (e.g. a change of address or preferences) please complete a Change Form at [BCP School Admissions - Change form](#) . Any Change Form received after the on-time closing date (15 January 2026) will be considered as a late request.

We can only accept one application for each child. Where parents are separated it is essential that agreement is reached by both parents concerning the school(s) named on the form. Please see page 16 of the parent's guide for more information.

If you need any help with your application please check the bottom of the guidance notes on the next page to see who to contact.

Yours sincerely
School Admissions Team

Change of address? Change of details? It's important to let us know.

It's time to apply for a Middle School Place (Starting in Year 5)



Useful dates and information

- For BCP residents, application open on 01 November 2025.
- The closing date is **15 January 2026**. It's important to make sure you apply on time.
- Take your time selecting your school preferences. Places are **not** allocated on a first come first served basis. Make sure you apply by the closing date.
- Read the Parents/Carers Guide for 2026. You can find it online at bcpcouncil.gov.uk/schools-and-learning/school-admissions/parents-guide-to-school-admissions
- Some schools receive more applications than the number of places available. It is important to read the school admissions policies to find out how places are allocated. Some admissions policies have changed and information on oversubscription can be found in the Parents' Guide (link above) and on each school's website.
- Contact the schools you are interested in and attend an open day.
- If you live within the BCP Council area you can apply online at [Synergy - BCP Parent Portal](#) (even if your preferred school is outside of BCP)
- If you live outside of the BCP Council area, you must apply to the Local Authority where you live (even if your preferred school is within BCP).
- If your child has an Education, Health and Care Plan, please speak to the SEND Inclusion Team to discuss your application. You can call them on 01202 128880.
- Name up to 4 different schools on your application. Think carefully about the order; you should put your most preferred school as your first preference.
- If you are applying for a church school for religious reasons, you may also need to complete a Supplementary Information Form (SIF) or provide other religious evidence. You will need to check with the school whether they use religious criteria, and if so, what further evidence they will need and where to return it.
- If you apply on-time you will find out which school you have been offered on 16 April 2026. If you provide an email address on your application, you will receive an email containing a link to a PDF copy of your offer letter. You can also check online if you applied this way.
- Applicants who do not provide an email address will have a letter posted to them.

You can contact us for information:

Children's Information Service – 01202 123222 or cis@bcpcouncil.gov.uk

For further information visit www.bcpcouncil.gov.uk/schooladmissions