

Private and Confidential
To be Opened by Addressee Only
To the Parent(s) of a Year 2 child
(sent via current school)

Date: September 2026
Our Ref: J27 info
Contact:
Email: school.admissions@bcpcouncil.gov.uk
Tel: 01202 123222

Dear Parent(s)/Carer(s)

Transfer to Junior School - September 2027

Your child is due to transfer to junior school in September 2027 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.

If you live within the BCP Council area, the application process opens on **Sunday 1 November 2026**.

The closing date is **Friday 15 January 2027**. 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 2027) 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 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 Junior School Place



Useful dates and information

- For BCP residents, applications open on 1 November 2026.
- The closing date is **15 January 2027**. 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 2027. 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 2027. 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.
- Information on home to school travel is provided on the next page.

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



It's time to apply for a Junior School Place

Home to School Travel

How will my child get to school?

Parents and carers are responsible for ensuring that their children and young people attend school. Most families are expected to make their own travel arrangements and therefore do not qualify for home to school travel assistance. However, some children and young people may be eligible for travel assistance where they meet the criteria set out in BCP Council's Home to School Travel Assistance Policy.

Applications for home to school transport assistance are considered based on the individual circumstances and needs of each child or young person. This means that if you have previously received transport assistance for a sibling of the child or young person that you are applying for, they may not be eligible and/or may not receive the same offer of transport.

You can read the current [Home to School Transport Policy](#) which applies to the 2026-27 academic year.

Review of the Home to School Travel Policy

BCP Council is reviewing its Home to School Travel Policy in readiness for September 2027 to make sure it is clear, easy to understand and meets current legal requirements.

There are no proposed changes to the eligibility criteria within the draft policy.

We want to hear from parents, carers and other interested people about the draft policy before it is finalised. The consultation is asking for feedback on how clear and easy the draft policy is to understand, whether the information provided is helpful, and how well the application and decision-making processes are explained.

The draft Home to School Travel Policy will be available from 1 September 2026 via a consultation banner on the School Admissions pages of the BCP Council website. We strongly encourage parents and carers to read the policy, particularly the eligibility criteria, before submitting an application for a school place for September 2027, so that they understand whether their child may qualify and what evidence may be required.

The public consultation will open on 8 September 2026 and can be completed online through our [consultation webpages](#). Paper copies will also be available in all BCP libraries.

The feedback received will help us improve the policy before it is introduced for the 2027/28 school year.

We encourage all parents, carers, children and young people to take part and share their views.

Travel to School

BCP Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey wherever possible.

Considering how your child/ren travels to school is vital. We would discourage parents from driving their children to school if possible. The benefits of an active start to the day include enhanced learning in the classroom alongside improved wellbeing and mood.

It's time to apply for a Junior School Place



Talk to your preferred schools about their school site. They can give you best advice on walking, scooting, wheeling or cycling opportunities alongside park and stride suggestions. They will also be able to show you the cycle and scooter parking during open days.