



Borough of Poole, Dolphin Centre, Poole, Dorset BH15 1SA  
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### **PRIVATE AND CONFIDENTIAL**

17 October 2017

To Parent(s)/Carer(s) of pupils transferring to  
Secondary School in September 2019

Dear Parent(s)/Carer(s)

### **TRANSFER TO SECONDARY SCHOOL - SEPTEMBER 2018**

The Local Authority would like to remind you that the closing date to receive your completed application expressing a preference for your child's secondary school place is **WEDNESDAY 31 OCTOBER 2018**

As of Wednesday 17 October 2017 the Local Authority has not received your application.

You must apply through the Local Authority where you live, even if your child attends a school in another area or your preferred school is in another area. You can apply online using the website of the Local Authority where you live. If you live within Poole the website is [www.poole.gov.uk/schooladmissions](http://www.poole.gov.uk/schooladmissions). Alternatively a paper form is available from your home local authority's school admissions team.

If you apply on a paper form and send it back by post, please ensure that there are enough stamps on the envelope. Mail with incorrect postage is not delivered to us.

If you are posting your paper form you may be asked to provide proof of posting (showing a date before the closing date). If you cannot provide this and your form arrives with the School Admission Team after the published closing date it will be considered as a late application.

If you are not a Poole resident and you have already applied through your home authority please ignore this reminder.

If you have any queries or need a form please contact the Admissions Team on 01202 261936.

Yours sincerely

*School Admissions Team*

