

## Appendix B

### **TRANSFER TO JUNIOR SCHOOL – SEPTEMBER 2019**

#### **WAITING LISTS**

If your child has been **refused** a place at **any school within Poole**, your child's name has been added to the waiting list for that school. The waiting list will be held until the end of the current school year (31 August 2019).

New waiting lists will be compiled for September 2019. If you wish your child to continue on the waiting list from September 2019, please send an email during August 2019 to [school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk) or write during August 2019 to:

The Admissions Team,  
Children, Young People & Learning,  
The Dolphin Centre,  
Poole, BH15 1SA.

#### **INDEPENDENT APPEAL PROCEDURES**

##### **All junior schools in Poole**

If you wish to appeal against the decision not to offer your child a place, you can request the appeal form and an information leaflet by emailing [school.admissions@bcpcouncil.gov.uk](mailto:school.admissions@bcpcouncil.gov.uk) (please include "J19" in the subject field), writing to the Admissions Team at the address on the top of this notice, or the form can be printed from our webpage at [www.poole.gov.uk/schooladmissions](http://www.poole.gov.uk/schooladmissions).

Your completed appeal form will need to be received by Friday 17 May 2019 in order to be heard with the on-time appeals.

##### **Schools not within Poole**

- If your child has been **refused** a place at any school not within the Poole area, you will need to contact the Local Authority where the school is sited for information about how to add your child's name to the waiting list.
- If you wish to appeal against the decision not to offer your child a place, you will need to contact the relevant Local Authority for information on how to obtain an appeal form.

For schools in the Bournemouth area - 01202 456195

([chris.downer@bcpcouncil.gov.uk](mailto:chris.downer@bcpcouncil.gov.uk))

For schools in the Dorset area - 01305 221060 ([admissions@dorsetcouncil.gov.uk](mailto:admissions@dorsetcouncil.gov.uk))