



School Admissions, Children's Services
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🌐 www.dorsetcouncil.gov.uk

Date: 12 September 2025
Ref: Transfer Application
☎ 01305 221060
✉ admissions@dorsetcouncil.gov.uk
www.dorsetcouncil.gov.uk/school-admissions

Dear Parent/Guardian

Children due to start Secondary school in September 2026

According to our records, your child is due to start or transfer to a Secondary school in September 2026. 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](#).

Apply online at our website [Dorset School Admissions](#) via a smart phone, tablet or computer. You can create an account and then complete the application which should take no longer than half an hour. You will receive a confirmation email once you have submitted your application. If you cannot access the internet, please call 01305 221060 to discuss alternative ways of applying.

Apply by 31st October 2025 this will give your child the best chance of being offered a place at one of your preferred schools. If you post anything to us, such as copies of evidence, please use the address at the top of this letter. The Post Office can provide you with a proof of posting receipt. If you would like us to confirm receipt of your copies of evidence, please enclose a stamped self-addressed envelope. You will then receive the outcome of your application, via email, on 2nd March 2026.

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, and ask any other queries, by emailing admissions@dorsetcouncil.gov.uk.

Yours sincerely,

Siân Robinson
Siân Robinson
School Admissions Co-ordinator