



Parkfield School

Hurn
Christchurch
Dorset
BH23 6DF

Email: office@parkfield.bournemouth.sch.uk

Website: www.parkfieldschool.org

Telephone: 01202 592530

Headteacher – Mrs Justine Hardie

ADMISSIONS PROCEDURE

1. Attend an Open Evening or book a private tour by calling the School Office - 01202 592530.
2. Register for a school place with BCP Council School Admissions via their website:
<https://www.bournemouth.gov.uk/childreducation/Schools/ApplyingForASchoolPlace.aspx>
3. When you receive an offer letter from BCP Council, please contact 01202 592530 and request an Admissions Pack.
4. Complete and return the Parkfield Admissions Pack (by post or by hand), addressed to the Office Manager. If your child has SEN requirements, please provide copies of the supporting documentation (for example, an EHCP).
5. The Admissions team will conduct background checks with your child's current school regarding attendance, behaviour and attainment. This process can take several weeks.
6. Once checks are complete, you will receive a telephone call from the School Office to confirm whether the school is able to offer a place and discuss a possible start date. If the year group is full you may be invited to go on the waiting list.
7. Once a start date has been confirmed, please check the Uniform List in the Admissions pack and on the website and contact/visit Stevenson's to purchase the clothing items with a school logo.
8. If you wish to use the school bus service, please contact the Finance Department on 01202 592548 to register.
9. If you wish to order hot lunches, register with Chartwells (brochure provided with the Admissions Pack) online and make your food orders directly.
10. On the first day of school, please register at the School Office by 8.30 am and bring some I.D. for your child in the form of a passport or birth certificate.