Our ref: AA/CP/Year 6/Jul24

July 2024

Dear Parent/Carer

Apply online for your child's secondary school place – September 2025

Your child is due to transfer from primary to secondary school in September 2025. Local authorities co-ordinate secondary transfer admissions for all maintained (non-fee paying) schools. This means parent/carers should apply to the local authority in which they live (the council to which they pay council tax). You can apply for schools outside of the local authority in which you reside.

If you live in Birmingham, you should apply for your child's secondary school place online at www.birmingham.gov.uk/schooladmissions between 1 September and 31 October 2024. It is important that you submit your application by 31 October 2024. **Applications received after the national closing date of 31 October 2024 will be treated as late applications.** Late applicants are less likely to be offered a place at one of their preferred schools, as these applications will be processed after 1 March 2025, in accordance with Birmingham's coordinated admissions scheme.

If you live outside of Birmingham, you should check the website for the Local Authority that you pay your Council Tax to for details of when their applications open, the national closing date is 31 October 2024. If you are unsure which Local Authority you should apply to, you can find details here: Find Your Local Council

We know this is an important time for you and your child. and we encourage you to find out as much as you can about local schools, and how the admissions process works before you make your application, as a lack of awareness of the correct procedures may affect the outcome of your application.

Information about the application process for Birmingham residents will be available on the council's website: www.birmingham.gov.uk/schooladmissions from 1 September 2024.

The website includes information on types of schools, how to apply online, how places are offered, details of the individual schools and their admissions arrangements, and what to do if you are not offered one of your

preferred schools. If you do not have a device that can access the internet, your child's current school may be able to help you. You may also be able to access a computer via a friend or relative.

We strongly advise you visit the websites of your preferred schools for further information about the school and details of any open days or evenings. You should also carefully consider how likely you are to be offered a place at one of your preferred schools, and find out more about the order in which places are offered (oversubscription criteria) by reading the information on the schools you are interested in. Please note that before completing your online application you **must** confirm that you have read the admissions arrangements.

If you are interested in making an application for a school outside of Birmingham, you should visit the local authority's website where the school is located for information about their oversubscription criteria and open days/open sessions.

If you are applying for any school under the distance category, make sure you check the last distance an applicant was offered from over the past three years (where applicable). While this **is no guarantee** that your application will be successful for September 2025, it will give an indication of whether you should consider including the school as one of your preferences.

We recommend that you to use all six preferences to maximise your chances of getting a place at one of the schools you prefer.

You can amend your school preferences on the online admissions form as many times as you like until the closing date of 31 October 2024. Please remember that, if you do make amendments to your original online admissions form, you **must re-submit** your application for the latest changes to take effect by selecting **submit** again**. If you do not re-submit your application after going back in to make changes, your previously submitted application will remain, and your new one will be disregarded.**

Your application will be processed using the address currently held by your child's school. Please note, if the address on your application differs from the address held on our database, you will be asked to send us proof of your address in the form of your most recent council tax bill for 2024/2025. **If you do not provide adequate proof of address by the closing date of 31 October 2024, your child's application will not be processed.** For further information, please visit the "Proof of Address" section in the School Admissions webpages: Proof of address: transfer to year 7 and start of school in reception year

You will receive an email confirming which school your child has been offered by the end of the day on 3 March 2025.

If you have any questions about your child transferring to secondary school, in the first instance please visit our website where you will find all the relevant information and guidance to support you through this process www.birmingham.gov.uk/schooladmissions

Yours sincerely,

A. Michell.

Alan Michell

Head of Service
Schools Admissions, Attendance, Exclusions and Pupil Tracking
Children and Families Directorate
Birmingham City Council

Enc Information regarding deferred entry and children taught out of their normal year group.

RESET RESHAPE RESTART

Enc

Please note the following information does not apply to children with an Education, Health and Care Plan (EHCP).

Dear Head Teacher

Deferred entry and children taught out of their normal year group – transfer to secondary school in September 2025

Please note that any children attending your school for whom deferred entry was agreed at the point of entry in Reception Class, or who are being taught outside of their normal year group (i.e., their chronological year group is Year 5 but they are being taught in Year 4), are also required to submit an online application.

This applies even if their parent/carers do not wish for their child to transfer to Secondary School in September 2025 and wish to defer their child's transfer until September 2026. Therefore, it is important that the above letter is passed to them with this guidance. To clarify this letter should be passed to all parent/carers with a child in attendance at your school born between **01/09/2013 - 31/08/2014**.

Information about the application process for parent/carers affected by the above will be available from 1 September 2024 on the council's website: Guidance relating to deferred entry | Birmingham City Council