

Our ref: AA/CP/Jul2020

10 July 2020

Dear Parent/Carer,

**Apply online for your child's secondary school place – September 2021**

Your child is due to transfer from primary to secondary school in September 2021. Local authorities co-ordinate secondary transfer admissions for all publicly funded (non-fee paying) schools. This means that parent/carers should apply to the local authority in which they live (the council to which they pay council tax).

If you live in Birmingham you should apply for your child's secondary school place online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) between 1 September and 31 October 2020. It is important that you submit your application by 31 October 2020. Applications received after the national closing date of 31 October 2020 will be treated as late applications, late applicants are less likely to be offered a place at one of their preferred schools and these applications will be processed after 1 March 2021 in accordance to Birmingham's coordinated admissions scheme.

We know it is an important time for you and your child and you should find out as much as you can about local schools and how the admissions process works before you make your application.

**Information about the application process will be available on the council's website from 1 September 2020 [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)**

The website includes information on the types of schools, how to apply online, how places are offered, information on 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 primary school may be able to help you. You may also be able to access a computer via a friend or relative.

We also strongly advise you to visit the website of your preferred schools for further information about the school and for any related interactive online events, or 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. 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.

You may also find useful information on the My Ed Website <https://myed.com/> on your preferred schools.

If you are applying under the distance category, make sure you check the last distance an applicant was offered over the past three years (where applicable). While this cannot guarantee whether your application will be successful for September 2021, it will give an indication of whether you should consider including a school as one of your preferences.

We advise 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 2020. Please remember if you do make amendments to your original online admissions form that 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 be disregarded accordingly.**

Your application will be processed using the address currently held by your child's primary/junior school. **Please note, if the address on your application differs to the address held on our database, you will be asked to send us proof of your correct address** in the form of your most recent council tax bill for 2020/2021. **If you do not provide adequate proof of address by the closing date of 31 October 2020 your child's application will not be processed.**

You will receive an email confirming which school your child has been offered by the end of the day on Monday 1 March 2021.

If you have any questions about your child transferring to secondary school please visit: [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions) where there are answers to the most commonly asked questions to help you through this process.

Yours sincerely,

A handwritten signature in black ink that reads "A. Michell," with a comma at the end.

Alan Michell  
Head of School Admissions Service