

Our ref: AA/JT/Jul2019/

July 2019

Parent/Carer of

Dear Parent/Carer,

Apply online for your child's secondary school place – September 2020

Your child is due to transfer from primary to secondary school in September 2020. 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 between 2 September and 31 October 2019.

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 at www.birmingham.gov.uk/schooladmissions from 2 September 2019.

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, you can use your local library or your child's primary school may be able to help you. You may also be able to access a computer at work or via a friend or relative.

We also strongly advise that you visit your preferred schools before you submit your application. The majority of schools hold open days and evenings where parents and children can visit, talk to teachers and current pupils. The dates and times of these sessions will be available on the MyEd website <https://myed.com> from September 2019.

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.

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 2020, 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 2019. This is particularly helpful if you are waiting for results from a grammar school entry exam as the Grammar Schools in Birmingham should send you the test results by letter by 18 October 2019. 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, your previously submitted application will be the one that is processed.

Your application will be processed using the address currently held by your child's primary/junior school. **If this is not correct you must send us proof of your correct address** in the form of your council tax bill. **If you do not provide adequate proof of address by the closing date of 31 October 2019 your child's application will not be processed.**

You will receive an email confirming which school or academy your child has been offered by the end of the day on Monday 2 March 2020.

If you have any questions about your child transferring to secondary school please visit: 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