

July 2017

Dear Parent/Carer,

Apply online for your child's application to transfer to secondary school – September 2018

Your child is due to transfer from primary to secondary school education in September 2018. Local authorities co-ordinate secondary transfer admissions for all maintained (non-fee paying) schools and academies. This means that parent/carers should apply to the Local Authority in which they live (The Council to which they pay council tax).

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. There is lots of information at: www.birmingham.gov.uk/schooladmissions If you do not have a device to access this information, you can use your local library or your child's primary school may be able to help you.

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.

We also strongly advise that you visit your preferred schools prior to submitting your application. The majority of schools hold open days and evenings when parents and children can visit and talk to teachers and current pupils. The dates and times of these sessions will be available on the council's and schools' websites from September 2017.

You should also seriously 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.

If you are applying under distance category, check the last distance an applicant was offered over the past three years. The information on these admissions patterns will be available on the council's website from September 2017. While it cannot guarantee whether your application will be successful for September 2018, it will give an indication of whether you should consider including a school as one of your preferences.

Use all six preferences to maximise your chances of getting a place at one of the schools you want.

You can amend your school preferences on the online admissions form as many times as you like until the closing date- this is particularly helpful if you are waiting for results from a grammar school entry exam. Please remember if you do make amendments to your original online admissions form that you ensure you re-submit your application for the latest changes to take effect.

If you live in Birmingham you are invited to apply online at www.birmingham.gov.uk/schooladmissions between 1 September and 31 October 2017. You will receive an email confirming which school or academy your child has been offered by the end of the day on 1 March 2018. You can apply using any mobile device. If you do not have access to the internet at home, you can apply online from any computer with internet access – such as in a library, children's centre or internet café. Staff in libraries may be able to help you or your child's primary school may also be willing to let you have access to the internet. or if you are able from a computer whilst at work. Your child's primary school may also be willing to let you have access to the internet.

Please note that if the address indicated at the top of this letter is not your current address, you must send us proof of your correct address, in the form of council tax documentation. If you do not provide adequate proof of address by the closing date of 31 October 2017, your application will be processed using the address on this letter.

If you have any questions about your child transferring to secondary school please visit: www.birmingham.gov.uk/schooladmissions where the most commonly asked questions can help you through this process.

Yours sincerely,

Alan Michell
Interim Head of School Admissions Service