

Checklist Secondary school admissions

2018

Before submitting your preference form, download this helpful guide to finding a school or read online at:

[Apply for Secondary School \(year 7\) place.](#)

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Timetable for secondary transfers

When	What happens
Mid May 2017	Grammar school test applications are available online at www.birminghamgrammarschools.org
30 June 2017 4.00pm	Final date for grammar school test applications to be submitted
July 2017	If you live in Birmingham, you will receive information on secondary transfer via your child's current primary school. If you live outside Birmingham, but wish to apply for a Birmingham school or academy, you must apply through your own local authority
September 2017	Schools hold open days and open evenings
9 September 2017	Grammar school tests take place
13 October 2017	Grammar school test results sent to parents. Parents are strongly advised to await grammar school test results before finalising applications
31 October 2017	Deadline for submitting application forms
1 March 2018	National offer day. Offers are sent by email to parents who applied on time. Parents can also log onto the online application system using their username and password to check the offer.
16 March 2018	Deadline for accepting the school place offered.
29 March 2018	Deadline for submitting appeals. Some foundation schools, voluntary aided schools, free schools, academies and schools in other local authorities may have different closing dates for appeals. You should contact them directly to check their closing dates
18 June 2018	Date by which all appeals submitted on time will be heard (40 school days)
4 July 2018	Year 6 to Year 7 induction day
September 2018	Children start secondary school

Before making your application

You can only apply at www.birmingham.gov.uk/schooladmissions if you live in Birmingham (and pay your council tax to Birmingham City Council). You can use a PC or mobile device to make your application. If you do not have access to the internet, you can complete your application at your local library or at an internet café. Your child's primary school may be able to help you with access.

Do your research:

- [Find out about schools](#) before you complete your application – you don't have to apply only for schools in Birmingham. You can include schools outside the city in your six preferences.
- Visit schools - all schools have open sessions or you can contact schools to arrange a visit to hear about what they offer and how they can support your child.
- Get copies of schools prospectuses. Most schools publish their prospectus on their website or you can contact schools individually to request one.
- Read schools most recent Ofsted reports.

Consider where you are likely to be offered a place:

- Read each school's admissions criteria - the way the school decides which children should get a place. Also check which schools were oversubscribed last year – those where there weren't enough places for everyone who applied. Individual [school admission arrangements](#) are on our website. You can also find out how many applications each school received for the places available.
- Consider whether you are likely to get a place at the school(s) you want. If a school has a history of more parents wanting places for their children than there are places available and you do not meet the higher criteria (things like having a child already at the school or being from a particular faith) then you are unlikely to be offered a place there. If you are thinking of applying for a place at a school that was oversubscribed last year, check the distance that the last applicant was offered a place in the last three years. This will give you an indication of the likely success of any application you may make, although this cannot guarantee your application will be successful. Generally, the further away from the school you live, the less likely you are to be offered a place.

If you have applied for the grammar school selective tests:

- Grammar schools only offer places to those who are successful in the tests. If you wish your child to be entered for an entrance test, you should discuss this with your child's Head teacher first. Within Birmingham there is one entrance test your child can sit for entry to all the grammar schools in Birmingham. Entrance tests for places are held on a set date at one of the grammar

schools in Birmingham. Ensure you know when the grammar school test takes place and that your child will be able to attend. An application to sit the entrance test is not an application for a grammar school place. You must also complete the application form of your home Local Authority.

- A particular test result does not guarantee that your child will be offered a place at a grammar school. Grammar schools also have to use oversubscription criteria if they receive more applications than they have places available
- You may also wish your child to sit entrance tests for grammar schools outside Birmingham. Please note that other Local Authorities have different closing dates and admission arrangements and you are advised to contact them for further information.

If you are thinking about specialist schools:

- Some schools offer specialist places; such as for performing arts or technology, and your child may need to take a test if you are applying for one of these places. Consider whether your child is likely to pass the test or has an aptitude for the subject being tested.
- If you are considering a place for your child in Year 10 at a University Technical College or Studio School, check their specialisms and visit them to find out more.

Think about practicalities:

- Think about how your child will get to and from school - it is your responsibility to make sure your child can get to and from school. For more information and advice please visit the Travel Assist page [link].
- If your child has special educational needs or a disability (SEND) consider whether the schools you are interested in are accessible to disabled students or are suitable for their special educational needs. Talk to school staff at the open sessions.

If you live outside of Birmingham:

- If you live outside Birmingham but wish to apply for a Birmingham secondary school or academy you must apply to the local authority in which you live (i.e. the council to which you pay your council tax) using their online application system or preference form. You can include Birmingham schools or academies on that form and return it to them. Please note that other local authorities have different closing dates and admission policies.

Completing your application

- Make a note of the schools you wish to apply for and the order of your preferences.

- Visit www.birmingham.gov.uk/schooladmissions and follow the links to the application form. You can access the website from a PC, smartphone, tablet or other mobile device.
- Ensure you complete all sections of the form correctly. If you have an older child attending one of the schools you are thinking of applying for, make sure you enter their name and date of birth (for details of children counted as siblings see the definitions).
- If you are applying for places for twins please ensure you complete a separate application for each child to ensure you are offered two places.
- If you are the carer/parent of a looked after or previously looked after child make sure you enter this on your form (for details of children counted as looked after/previously looked after see the definitions) (link).
- If you are applying for a grammar school place and you think your child qualifies for pupil premium place, ensure you tick the pupil premium box.
- If any of your preferences include academy, grammar, foundation or voluntary aided schools you may need to complete a supplementary information form. You should obtain the supplementary information form from the relevant school and return it to them. For details of children counted as meeting faith criteria see the definitions.
- Make sure your address details are complete and up to date. You may be asked for proof of your address. If you do not provide proof, your application may be considered on the basis of your previous address.
- Make sure you use all six preferences, listing schools in the order you wish to be considered for them. If you do not include a school in your list we will not be able to consider it. Only listing one or two schools will not increase your chances of being offered them and it may be that you are offered a place some distance away, at a school that you have not listed. It is important to include at least one school where you think you have a good chance of getting a place, such as a nearby school where your child would have got in under the distance criterion in the past. Requesting a local school may also give your child the option to walk there.
- You can change your preferences or the order of them up to the closing date of 31 October 2017.
- If you are applying for an independent (private) school, then you should apply directly to that school. Do not list it on the application form.

Submitting your application

- It is really important that you submit your application by midnight on the closing date of 31 October 2017. Applications received after this date will be considered late and will only be considered after applications received on time. Places at popular schools are likely to have been offered to on time applicants and there might only be places available at a school some distance away.

- Make sure you click 'submit application' at the bottom of the online form. This is especially important if you have gone back into your form and made changes.
- Make a note of your username, application reference number and password.
- You will receive an email acknowledgement of your application. Keep this for future reference.
- Ensure you receive acknowledgement that we have received your preferences by 31 October 2017. If not, please contact the Children's Advice and Support Service urgently as your application may not have been received.

How places are offered

- Places will be offered a place in accordance with your rank order wherever possible. However when a school received more applications than it has places available, criteria are used to decide who will be offered places and how waiting lists will be made up.
- After the closing date, your application is sent to the admissions authority of each school you have listed, regardless of the order in which you have ranked them to see if your child could be offered a place. This is because they are responsible for considering your child's application and others in accordance with their own published admission arrangements. If a school or academy has too many applications for the places available, the school Governing Body or the Local Authority will use the school's criteria to rank applications and return them to School Admissions for places to be offered. For Birmingham community schools, the city council applies the criteria.
- If you have applied for any academy, foundation, grammar, voluntary aided or free school(s) in Birmingham, they will not be informed of the order you have ranked their schools.
- If you have applied for any school(s) outside Birmingham, the local authority in which the school is situated will be informed of the order in which you ranked their school(s).
- When your applications to individual schools have been considered they will be cross-referenced to your preference list. The school that you will be offered will be the school where you have a high enough rank and that you have listed highest on your preference form.
- Please consider the following carefully before submitting your preference form:
 - The order in which you list schools becomes important if you rank highly for more than one school.
 - If your child ranks highly for all six schools, you will be offered your first preference.
 - If your child ranks highly for some of your preferences, you will be offered a place at one of these schools – the one listed highest by you on your application form.

- If you only rank highly for your sixth preference, you will be offered that school, above other applicants whose children rank lower but who listed the school as a higher preference than you.
- If your child does not rank highly for any of your preferred schools it will not be possible to offer any of your preferences and your child will be offered a place at one of nearest schools to your home with places available.

Each child will receive one offer of a place from the Admissions Service at Birmingham City Council on 1 March 2018. Offers will be sent to parents by email. You can also log onto the online application system using your username and password to check your offer.

What to do next

- If you wish to accept the place offered you should confirm this by 16 March 2018.
- You are strongly encouraged to accept the offer, so your child has a guaranteed place for September 2018.
- Accepting the place will not affect your child's place on the waiting list for any higher preference schools or influence the outcome of any appeal you submit. If you do not accept the place offered, your child may not have a secondary school place to start in September.

What if your child is not offered a place you wanted:

Waiting lists

- Your child's name will be automatically added to the waiting list for any school you put as a higher preference than the one offered (unless your child did not achieve a high enough score in the grammar school selection test). So, if your child was offered your fourth preference their name will automatically be added to the waiting lists for your first, second and third preference schools. Although your child's name will not automatically be added to the waiting lists for any lower preferences than the one offered, you can ask for your child's name to be added.
- If a place becomes available at a school, because someone offered a place declines it, the place will be offered to the child highest on the waiting list.
- Inclusion on a waiting list does not mean that a place will eventually become available. No movement; or a number of successful appeals may mean that no places become free to offer from the waiting list. It is also important to note that a child's position can go down as well as up on a waiting list, as late applicants can be added to the list.
- The Admissions Service sends grammar, academy foundation, academy and free schools their waiting lists after offers have been made on 1 March 2018. After this date, these schools manage their own waiting lists. Waiting lists for community schools are maintained by the Admissions Service at the council.

Appeals

- You also have the right to appeal against any decision to refuse a place at a school you have applied for. Your appeal will be considered by an independent panel with no connection with Birmingham City Council or the school(s) you are appealing for. The appeal panel will consider the school's case that it cannot admit any more children and weigh this against your individual case that your child should go to your preferred school.
- You should be aware that for admission to Year 7 in 2016, only 6% of appeals were successful.
- Visit www.birmingham.gov.uk/sae for appeals information for individual schools.
- You must submit your appeal setting out all your reasons for wanting a place at your preferred school(s) by the deadline of 29 March 2018. If you do not, your appeal may not be heard before September 2018.

Late applications

- Birmingham City Council will only consider applications received after 31 October 2017 as on time if either of the following exceptional reasons have prevented the parent/carer from applying by the closing date:
- A child and the person with parental responsibility have moved into the area after the closing date, or:
- The local authority has contacted a parent/carer regarding information on their application requiring further investigation before the application can be accepted.
- Once Birmingham Local Authority has exchanged provisional offers with other admission authorities on 14 December 2017, it will not be able to consider any late applications, including those with exceptional reasons, until after the offer of places on 1 March 2018.
- Any applications received after 31 October 2017 but before 10 May 2018, without accepted exceptional reasons, will be processed on three specific dates: 19 March, 14 April and 15 May. Late applications received from 11 May 2018 will be considered after these dates when they are received. Late applicants are less likely to be offered a place at one of their preferred schools.
- Applications made on or after the start of the Autumn Term 2018 are considered as in year admissions and should be made on an 'Application for a Change of School' Form which is available from www.birmingham.gov.uk/schooladmissions

Change of Preferences

You can change your preferences at any time up to the closing date of 31 October 2017 before you submit it.

Once you have submitted your application, any change of preferences will only be considered as on time if there is an exceptional change in your circumstances, such

as: moving house and your child cannot reasonably be expected to travel to your previously preferred school(s) or an older sibling has changed schools and you wish the siblings to attend the same school.

Once Birmingham Local Authority has exchanged provisional offers with other admission authorities on 14 December 2017, it will not be able to consider any changes of preference under exceptional circumstances, until after the offer of places on 1 March 2018.

Any other changes of preferences received after 31 October 2017 will not be processed until after 16 March 2018. This will lessen your chances of being offered one of your newly preferred schools as most places will have been offered and accepted.

You are restricted to a maximum of six preferences in total. Along with your reasons for your change of preference you must clearly state which schools you no longer want your child to be considered for from your original order of preferences.

Year 12 Entry Requirements in Birmingham Community Schools

Year 12 applications are not coordinated by the Local Authority and therefore applications should be made direct to the school(s) concerned.

Pupils are considered for entry into Year 12 based upon their academic attainment and/or individual subject grade criteria and the availability and suitability of courses at the school. Details of the academic requirements for each course can be obtained by contacting the school.

Internal applicants who meet the minimum academic entrance requirements will be offered a place automatically.

The following oversubscription criteria will be used for external applicants at community schools when there are more applications than places available:

1. Looked after or previously looked after child (in public care).
2. Where the child has a brother or sister currently attending the School (as per the Local Authority's 'sibling' definition – see Section 1).
3. Proximity of the child's home to school with those living nearer accorded the higher priority (as per the local authority's 'distance' definition – see Section 1).

Please refer to individual academy, foundation, grammar, voluntary aided and free schools for their Year 12 entry requirements.

Please note that entry to Year 12 is not dependent upon attendance or behaviour records. Applicants refused a place in Year 12 are entitled to appeal to an independent appeal panel.

For more details of secondary school admissions visit:

www.birmingham.gov.uk/schooladmissions