

School Admission into Reception and Year 3 in 2018

If you are a parent of a child who is due to start school for the first time in 2018, or transfer from infant to junior school, the process to apply for school places commences on 2 October 17 and closes on 15 January 2018.

All parents who are about to commence this process should first sign up for email updates 'Primary School Admissions 2018' at [Sign up for email updates](#)

Preparing to apply:

1. You are encouraged to attend open days at schools you are thinking of applying for. Details of open sessions can be found on the council website. Full details of all schools in your area is provided in the Primary School admissions criteria information.

2. Be realistic about the schools you select. Make sure your child is likely to meet the criteria of each school. In particular, it is important that you live within the "cut off distance" in the school's information. This is the furthest distance that a child could be offered a place at a school in each of the last three years. Parents are encouraged to carry out their own research using independent websites such as www.192.com or www.Myed.com. Parents who selected schools sensibly and applied on time last year had a 94% chance of getting their first or second choice and overall 96.5% received a school place they had listed in their application.

3.5% (533) of parents who were unrealistic with their preferences were not offered a school listed in their preferences. 3. Parents who are offered a school place to start in September 2018 can request that their child attend part time or take the school place later in the year if you think that will benefit your child. See full details below.

4. Parents with children born in the summer can request for their child to be admitted to reception a year later (2019), however, it is still a requirement to apply for the September 2018 year lodging your deferral request. This request will be considered by the local authority and the head teacher of the school concerned. See full details below.

5. If the address on the letter advising you to apply is not your child's current address, you will need to supply proof of address.

6. Consider how your child will get to school. For further information regarding transport go to the council's [travel assist pages](#).

How to apply:

Applications are completed online at <https://eadmissions.birmingham.gov.uk/prefs.php> 1/ Parents resident in Birmingham local authority are required to submit their Reception and Year 3 preferences via the online application form (see link above). Birmingham resident parents must also use this form to apply for schools in other local authorities. 2/ Parents are advised to use all three preferences to ensure you have the highest chance of being allocated a school you are happy for your child to attend. Key stage 1 class sizes are no more than 30 pupils with one teacher and therefore it is important to name more than one school. 3/ Follow the on-screen instructions carefully when completing your preferences. 4/ Select your preferences and save the form without submitting until you are completely satisfied with your selection of schools. You can change your

selection of schools up to the closing date of 15 January 2018. Once you have submitted the form you cannot change or amend your preferences. 5/ Please note; some schools require additional information to be provided on Supplementary Information Forms. Check each school's information for details on this and how where to submit the form.

Admission outside the child's normal age group Parents/carers of premature or summer born children may believe it is in their child's best interests to be admitted to a reception class a year later than their normal age group.

Parents must still make an application for their child's normal age group by the deadline of 15 January 2018. At the same time, the parent should make their request for their child to be admitted out of their normal age group to the relevant admission authority (Birmingham City Council or the school(s) they want their child to go to, with supporting evidence. This can be indicated in the text box on the online application form – next to each school listed.

Admission authorities must make decisions in the best interests of the child, taking into account the parent's views; information about the child's academic, social and emotional development; their medical history and the views of a medical professional and whether they have previously been educated out of their normal age group. They will also consider whether the child may have fallen into a lower age group if they had not been born prematurely. They must also take into account the views of the head teacher of the school concerned.

Parents will receive the response to their request before the primary national offer day of 16 April 2018 with the reasons for their decision.

If the request is agreed, the application for the normal age group will be withdrawn and the parent must make a new application for a place in reception the following year. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to Year 1 for the September following the child's fifth birthday.

Parents have the right to appeal against the refusal of a place at a school for which they have applied but cannot appeal if they are offered a place but not in their preferred age group.

For details of school uniform or other support and assistance available – please go directly to the school's website. Further information will be provided during October, November and December