

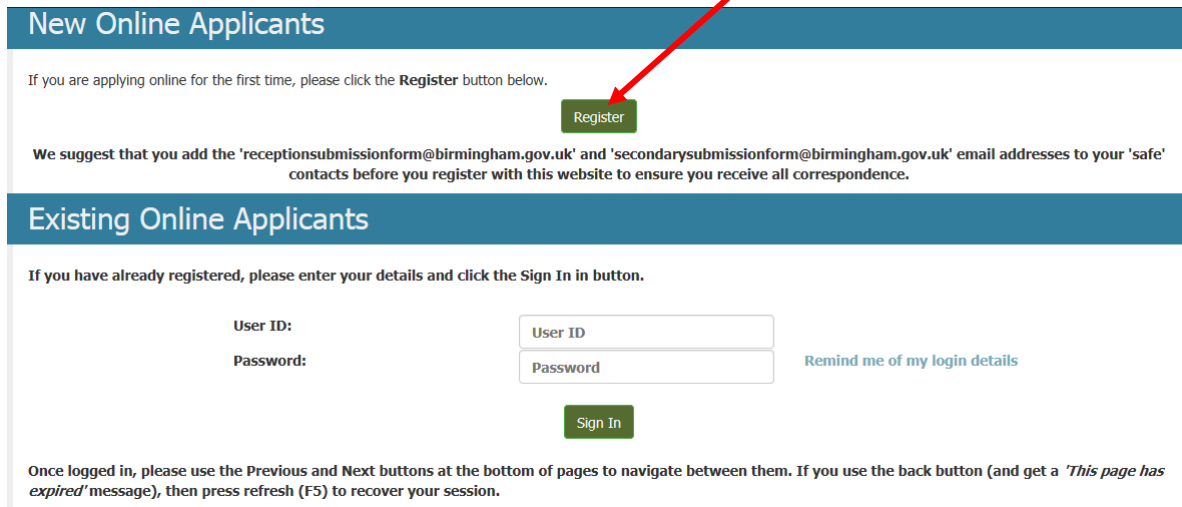
# How to complete a school application form online:

To apply for your child's school place, you will need to start by:

Accessing the online application form via the web page (via Birmingham City Councils website – [www.birmingham.gov.uk](http://www.birmingham.gov.uk)) or the web link below:

## Creating an account

If this is the first time you have completed a Birmingham School Admission preference form, you will need to create an account. To do this click on register:



**New Online Applicants**

If you are applying online for the first time, please click the **Register** button below.

**Register**

We suggest that you add the 'receptionsubmissionform@birmingham.gov.uk' and 'secondarysubmissionform@birmingham.gov.uk' email addresses to your 'safe' contacts before you register with this website to ensure you receive all correspondence.

**Existing Online Applicants**

If you have already registered, please enter your details and click the **Sign In** in button.

User ID:

Password:  [Remind me of my login details](#)

**Sign In**

Once logged in, please use the Previous and Next buttons at the bottom of pages to navigate between them. If you use the back button (and get a 'This page has expired' message), then press refresh (F5) to recover your session.

You will be asked to confirm that you live and pay Council Tax to Birmingham.

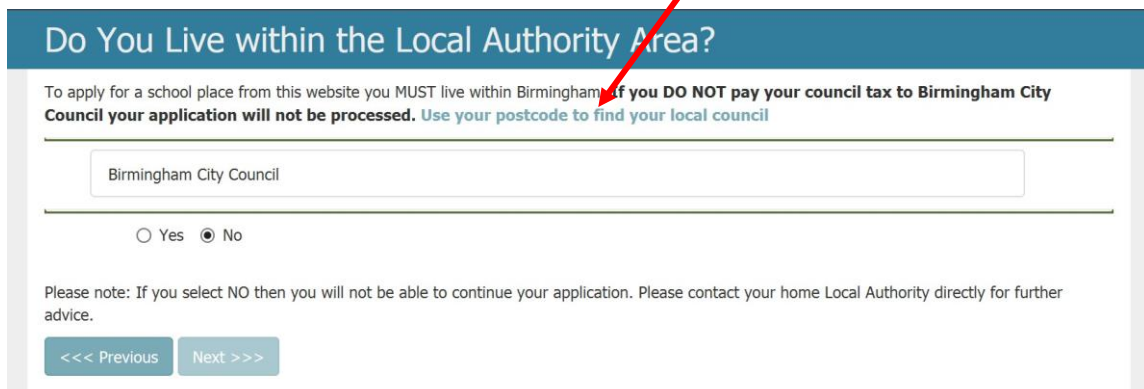
If you do, choose yes and then click 'next'. If you do not pay Council Tax to Birmingham, you will need to apply for a school through your local authority (this can be found on your recent Council tax bill). A RED warning message will show



**Birmingham City Council - Online School Admissions**

You have not submitted your application. Please click on the submit button to save your changes or your preferences will not be saved.

You can also check by using your Postcode to find your local council checker through the link provided, google or the main BCC website if you are unsure.



**Do You Live within the Local Authority Area?**

To apply for a school place from this website you **MUST** live within Birmingham. **If you DO NOT pay your council tax to Birmingham City Council your application will not be processed. Use your postcode to find your local council**

Yes  No

Please note: If you select NO then you will not be able to continue your application. Please contact your home Local Authority directly for further advice.

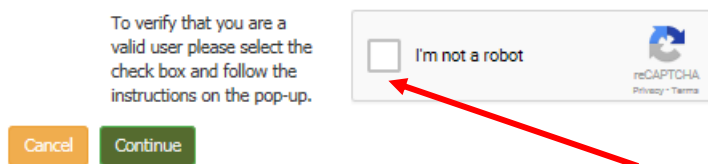
[<<< Previous](#) [Next >>>](#)

You will be taken to the next screen where you need to enter the following information:

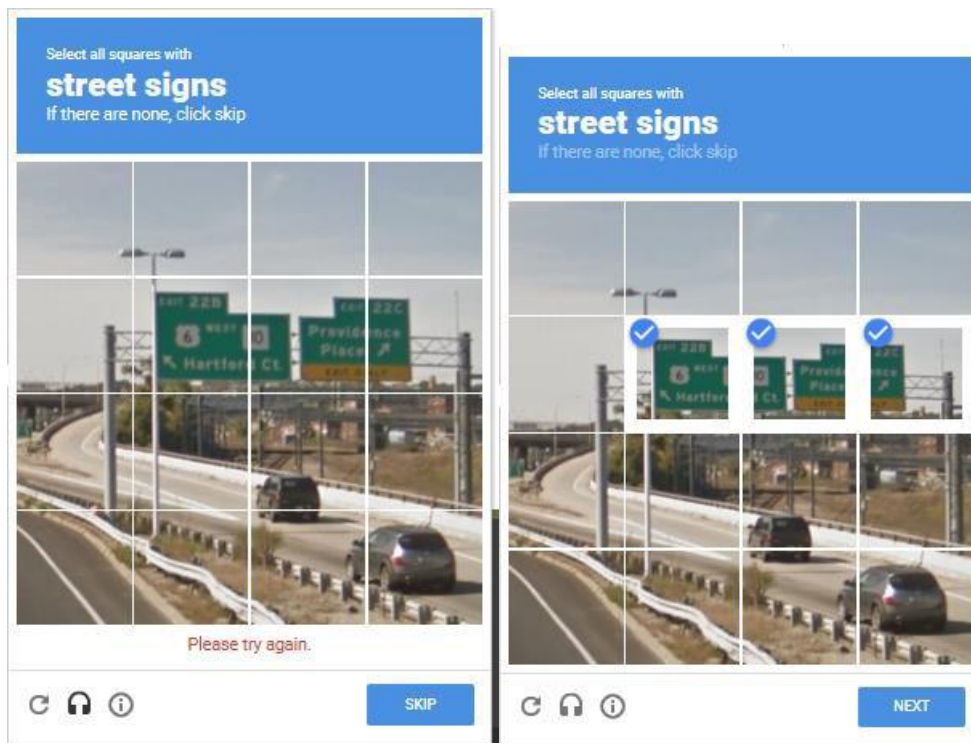
- your email address (so we can acknowledge receipt of your form and correspond with you in future)
- choose a username. This needs to be 6 to 16 characters and can be letters or numbers, with no spaces. **Please note** that the User ID that you choose must be completely unique as the website will not allow you to register if the USER ID is already in use.
- create a password. This will need to match the following password rules;
  - at least 8 characters
  - at least one-character Uppercase
  - at least one-character Lowercase
  - at least one special character (non alpha-numeric) e.g. #
  - at least one Number

It is important to make a note of the username and password you give yourself so you can log back on to the system (please keep this secure and do not allow others to use it). You'll be able to log on after the relevant national offer day to see which school you've been offered (Secondary is the 1<sup>st</sup> March and Reception will be the 16<sup>th</sup> April).

When you have entered an email address, username and password, click here.



You'll be shown a picture and asked to click on the squares that contain specific items for example street signs, pictures that contain traffic lights etc. Click on all squares that have the appropriate items, then click 'next'. You'll be asked to do the same for another picture, then click 'verify'. An example is shown below:



All being well you will receive the message, shown below.

**( If someone has already registered with the username you've chosen you will need to go back and choose a different username)**

1. Register or Sign In > 2. Applicant Information > 3. Child Details > 4. Submit Application >

## Registration

**Thank you**  
You will receive an activation email if registered successfully.  
Click [here](#) to go back to the login screen.

[Enter Details](#)

## Enter Details

Click on 'enter details' on the screen shown above. The next screen you see will ask you to submit your name and address – you will be asked to enter information about your child later. Click on 'Look Up Address' and enter Postcode. **IF YOU CANNOT** find your address in 'look up address' e.g. it may be a new build property, should you attempt to free type your address details.

2. Your Contact Details

As the applicant, you must be an adult responsible for applying for a school place for the child.

Look Up Address

Flat Number

\*\*House Number/Name

District

County

Country

\*\*Building Name

Street

Town

\*Post Code

Look Up Address

Enter Postcode

B2 2FF

Look Up Address

1 result has been found for this postcode. If this is not your address, please re-check the postcode and click 'Look Up Address' again. Alternatively, select this address and amend the address in the form. Click 'Select' to select an address.

Select	Schools Admissions And Pupil Placement Service, Po Box 16513, Birmingham Mail Centre, St Stephens Street, Birmingham, West Midlands, B2 2FF
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Select your address from the list

Certain information must be provided to move onto the next page. If you don't add this information, you'll be asked to enter it before moving on.

When you've entered all the information, click next at the bottom of the page.

### ***Your child's date of birth***

The next screen asks for your child's date of birth. If you have more than one child due to start or move school, **you'll need to enter each child separately.**

The application form works out which year group you are applying for, based on the date of birth you enter. Please ensure your child's date of birth is correct.

### **Child details**

Enter your child's name, gender and address.

If your child lives at the same address as you have entered for yourself, confirm by clicking 'yes' where it asks 'same address' this means that you won't have to enter the information again. If your child lives at a different address, you'll need to complete the information.

## 2. Child's Address

\* If the home address given is different from that printed on the letter you received from your current Primary School inviting you to apply, or if you failed to update your current address with your Primary school by the end of the Summer term, you will need to provide proof of address by sending a copy of your most recent Council Tax Bill to School Admissions, PO Box 16513, Birmingham, B2 2FF or email [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)

Same Address  Yes  No

[Look Up Address](#)

### Proof of address

If the address you have applied from differs from the address, we hold for your child on our records at Birmingham School Admissions and Fair Access Service (SAFAS), we will initially check Council Tax records to try and confirm your address. If we are unable to verify your address, we will contact you to request proof of address. However, if you have moved recently you will need to provide [proof of address](#). Please email [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk) with acceptable proof of address and ensure you include the application reference number for your online application along with your child's name and date of birth (so we can identify who the proof of address belongs too). Please note we can request further proof of address from you at any time.

If you have moved address recently you can continue with your form, but you must ensure that you send in proof of address as detailed above before the application closing date, see below the national closing dates:

Year 7 and Year 10 – 31 October 2020

Reception and Yr3 – 15 January 2021

Proof of address received after the closing date may not be able to be considered and may affect the school offered to your child, so it is important that you send your proof of address by the closing date.

## 3. Child's Current School

Name of Current School

None selected



Choose your child's current school from the drop-down box.

## 4. Relationship to the Child

The relationship of the applicant to the child

\*Relationship to child (see list)

\*Do you have parental responsibility for this child?

Yes  No

Choose an option from the drop-down box that best describes your relationship to the child and confirm that you have parental responsibility. If you do not, you will not be able to complete the application form.

## 5. Supporting Information

Complete this section if the child is 'looked after' by a Local Authority OR previously 'looked after'. In the case of previously 'looked after' to ensure that your child is given the highest priority against the schools oversubscription criteria, please send a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

If your child has a Statement of Special Educational Need you must complete a separate form. Please contact SENAR on 0121 303 1888

\*Is the child looked after or previously been looked after by a Local Authority?  Yes  No

\*Does the child have a Statement of Special Educational Need or EHCP?  Yes  No

Previous - Go back. Save & Exit - Save application to return to later. Next - Enter preferences for the pupil.

<<< Previous

Save and Exit

Next >>>

Finally, on this page, confirm whether your child is, or has been Looked after by a Local Authority; and whether your child has an Education Health and Care Plan or Statement of Special Educational Needs.

As detailed on the page:

If your child was previously looked after or is looked after by any other Local Authority other than Birmingham, you **must** send evidence confirming your child's status to:

[admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk) Please ensure that you include the application reference number for your online application along with your child's name and date of birth (so we can identify who the documentation belongs too). The majority of schools give priority to children who are in care or were previously in care, so it is important that you provide evidence before the application closing date, see below the national closing dates:

Year 7 and Year 10 – 31 October 2020

Reception and Yr3 – 15 January 2021

If your child is in receipt of an Education Health Care Plan (EHCP) or a Statement of Special Educational Needs you **cannot** apply using this form and will need to complete a different form

available from [SENAR](#) .

## School Preference 1

### School Preference 1

You have the opportunity in this application to choose between **1** and **6** schools.  
(Please note that they are ranked in order of preference. School Preference 1 being the highest.)

Please enter the details for : **School Preference 1**

[Change Preference Order](#)

**Please Note:**

The asterisk (\*) indicates required information if you choose to enter sibling information.

### 1. The School

Choose the local authority from this list:

Birmingham

Choose the establishment from this list:

--- Please select a school ---

If your highest preference school is not in Birmingham, please select the Local Authority area the school is in from the drop-down list. Otherwise, leave the selection as Birmingham.

Then use the other drop-down list to select the school you'd like to list as your highest preference.

**Please Note:** a number of schools in Birmingham have similar names. Check carefully to ensure you select the school you want to be considered for.

### 2. Reasons for this Preference

If you are applying for this school with a sibling claim or a faith claim, tick the relevant box and enter section 3/4 below. You can also provide any reasons for choosing this school (3000 characters max).

- Sibling Claim ?  
 Staff Child ?

- Medical Reasons ?  
 Other Reasons ?

- Faith Claim ?

Additional Information  
(max 3000 characters)

0 character(s) have been entered.

### 3. Sibling (Brother or Sister)

If a sibling is the reason for this preference, please check the tick box above.

### 4. Faith Claim

This section is not required for this preference.

[Delete](#) [<<< Previous](#) [Save and Exit](#) [Next Preference](#) [Review Application](#) [Next >>>](#)

Delete - Remove this preference. Previous - Go back to pupil or previous preference.

Save & Exit - Save and return to complete at a later date. Next Preference - Enter the next preference.

Review Application - Review summary page before submitting application.

You need to put a tick next to any of reasons that apply within the small boxes (failure to do so may result in you NOT been considered as part of the schools' admissions criteria. If you are unsure, put your cursor over a blue question mark it will provide further information about that option.

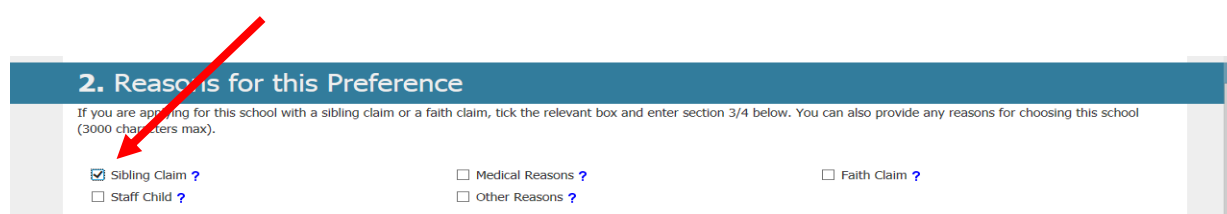
You are welcome to add reasons of why you have included this school as one of your preferences, however this information may only be relevant for schools in other Local Authorities (please check their websites for information about their oversubscription criteria).

**Please note:** No Birmingham schools can take your reasons into consideration unless it is part of their oversubscription criteria. If you are applying for a school that gives priority to children of staff or has social or medical reasons as a criteria, please tick the relevant box and then provide evidence of which directly to the school in question. Birmingham School's oversubscription criteria can be found here: [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

### **Sibling Claim**

If you already have a child at the school, you are entering it is very important to give information about that child and record this correctly on the form. This is because most schools give priority to children who have a sibling already at their school.

If you have a sibling claim, please tick the below box.



**2. Reasons for this Preference**

If you are applying for this school with a sibling claim or a faith claim, tick the relevant box and enter section 3/4 below. You can also provide any reasons for choosing this school (3000 characters max).

Siblings Claim ?       Medical Reasons ?       Faith Claim ?  
 Staff Child ?       Other Reasons ?

\_\_\_\_\_

This will then open up the section allowing you to input the sibling details as per below image. (DO NOT enter a sibling claim in the 'free type text box').



### 3. Sibling (Brother or Sister)

If you have another child who will still be in attendance at this school in September 2016, enter their details here.

\*Forename (of Sibling)

Middle Name(s)

\*Surname

\*Date of Birth

\*Gender

Male  Female

\*Same Address as Pupil

Yes  No

Flat No

\*\*Building Name

**Failure to record sibling details correctly on the application form may result in the claim being missed and not being taken into consideration when places are being offered.** Information about the formal definition of sibling can be found at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

### Faith Claims

If you are applying to a faith school, and you are applying to that school on faith grounds enter the relevant information. Some faith schools ask you to complete additional forms; these are supplementary to the main Birmingham preference form. You should check with the school or the school admissions arrangements available at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

If you are applying under a faith claim, you should tick the box below and record the faith claim.

### 2. Reasons for this Preference

If you are applying for this school with a sibling claim or a faith claim, tick the relevant box and enter section 3/4 below. You can also provide any reasons for choosing this school (3000 characters max).

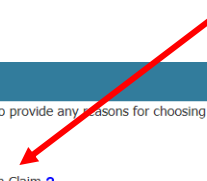
Sibling Claim ?

Medical Reasons ?

Faith Claim ?

Staff Child ?

Other Reasons ?



## 4. Faith Claim

If you are applying for this school on faith grounds, enter the relevant details here. Faith schools may also need you to complete an additional information form. You

\* Faith

If Catholic/Church of England

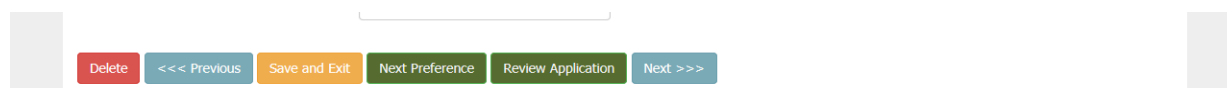
Date the pupil was baptised.

Which church does the pupil normally attend?

If Muslim

Which mosque does child attend?

The image below shows the buttons at the bottom of each screen which will allow you to navigate through the application form.



- Previous – this will take you to the previous page
- Save an Exit – this will allow you to save your progress and exit the website (please note that this does not submit your application)
- Next preference – takes you to the next page to allow you to enter the next preference.
- Review Application – At any point in your application you can click this and it will show you an overview of your application as it stands. You will then be able to amend preference order/save and exit or submit the application.
- Next – takes you to the next page.

### School preference 2-6

You can apply to up to six secondary schools and you should list them in order of preference, the school you'd most like your child to go to, then where you'd like them to go if they don't get a place at your most preferred school and so on.

**We would recommend that you add as many preferences as possible** (up to the maximum of 6) to ensure a better chance of being offered a place at one of your preferred schools. If you are not offered a place at one of your preferred schools your child will be allocated a place at one of the closest schools with a vacancy. The information required for each preference is the same as the information required for the highest preference.

You are encouraged to think very carefully about the schools you list on your form. Remember that how close you live from a school is very important – the further away you live, the less likely you are to be offered a place. More information about how school places are offered can be found at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

## Submitting your form

When you have entered the schools, you'd like your child to be considered for you'll be shown a summary of the information you have entered. You should check this carefully and correct any errors, this is your responsibility please ensure your child's details are correct

Then tick the box below to confirm that the information you have entered on the form is correct.

The screenshot shows a web browser window with the URL [https://eadmissions.birmingham.gov.uk/pref\\_decision.php](https://eadmissions.birmingham.gov.uk/pref_decision.php). The page title is "Birmingham City Council - Online School Admissions". A red banner at the top states: "You have not submitted your application. Please click on the submit button to save your changes or your preferences will not be saved." Below this is a progress bar: "1. Register/Sign In > 2. Applicant Information > 3. Child Details > 4. School Preference > 5. Submit Application >". The main heading is "Not Submitted". There are three buttons: "<<< Previous", "Save To Return Later", and "Submit Application Now". A blue banner below reads "Starting Year 7 in September 2020". A warning message says: "Warning: This page summarises the details entered for the preference application for final review before submission. Please check that these are correct and then ensure that you submit them for allocation by pressing the Submit Preference Application button at the top or bottom of the page. Thankyou." A bold instruction states: "To submit this application you MUST click the Submit Application Now button at the bottom of this page." Further instructions include: "Please check the details of your application summarised on this page. If any are incorrect please click the Previous button as necessary to make any changes." and "We recommend that you keep a printout as a record." A checkbox is followed by the text: "Please note that the Acknowledgement / Declaration checkbox below must be checked in order to submit the application." The checkbox is currently unchecked. Below it is a declaration: "By ticking this box, I declare that the information I have provided is correct. I understand and agree for my information to be used by Birmingham City Council and where appropriate other Agencies(Council Tax, Department of Education, SENAR, Virtual Schools, Neighbouring Authorities, Social Care and any other relevant internal services). The information I supply will be held in compliance with Data Protection Act 2018 and GDPR principles and will only be used for school placement purposes. I accept and understand should the information I have provided be incorrect, I may lose any place offered to my child. For further details on the way Birmingham City Council process personal data please visit [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy)"

**IMPORTANT** – Please make sure you click the 'submit application now' button to send us your preference form. An immediate acknowledgement will be sent to the email address you have given. As a cautionary note - check your 'junk folder' as the email maybe directed to this box on your computer.

Customer Satisfaction Survey - Please select one of the following choices to let us know if you found the procedures clear.

Very Clear     Clear     Unclear     Very Unclear

Please tick this box if it is ok for us to contact you at a later date about how you found the application process.

<<< Previous    Save To Return Later    Submit Application Now

Previous - Go back to preferences. Save & Exit - Save and return later to submit the application.  
Submit Application Now - Submit the application to the Local Authority for processing.

**Should you require further help or assistance please call BCC's general number 0121 303 1888  
Thank you for taking time to read this guidance.**