

Our ref: AA/CP/Year 6/Jul26

July 2026

Dear Parent/Carer

### **Apply online for your child's secondary school place – September 2027**

Your child is due to transfer from primary to secondary school in September 2027. All applications for maintained (non-fee paying) schools are coordinated by local authorities. This means you must apply to the local authority where you live (the one you pay council tax to), even if you are applying for schools in a different area.

If you live in Birmingham, you should apply for your child's secondary school place online at [www.birmingham.gov.uk/schooladmissions](https://www.birmingham.gov.uk/schooladmissions) between 1 September and 31 October 2026. It is essential that your application is submitted by 31 October 2026. Applications received after this date will be considered late and processed after 1 March 2027, which may reduce your chances of securing a place at one of your preferred schools.

If you live outside Birmingham, please check your local authority's website for their application process. If you are unsure which local authority you should apply to, you can find your local council using this link:

<https://www.gov.uk/find-local-council>

We understand this is an important time for you and your child. We strongly encourage you to find out as much information as you can about your preferred schools and understand how the admissions process works before applying, including finding out about any additional forms or paperwork you may need to provide to the school in order for your application to be considered under their oversubscription criteria, such as a Supplementary Information Form (SIF), or faith documentation. A lack of awareness of the correct procedures could affect the outcome of your application.

From 1 September 2026, detailed information about the application process for Birmingham residents will be available at

[www.birmingham.gov.uk/schooladmissions](https://www.birmingham.gov.uk/schooladmissions). This includes:

- Types of schools and how to apply online.
- How school places are offered.
- Details of admissions arrangements for individual schools.
- What to do if you are not offered one of your preferred schools.

If you do not have internet access, your child's current school may be able to help you. You may also be able to access a computer via a friend or relative.

We also strongly recommend visiting the websites of your preferred schools for information about the school and details of any open days or evenings. It is important to consider how likely you are to be offered a place at one of your preferred schools, and 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 for a school outside Birmingham, you should visit the website of the local authority where the school is located for information about their oversubscription criteria and open days/open sessions.

If you are applying for a school under the distance category, checking the last distances offered over the past three years will give an indication of whether you should consider including the school as one of your preferences.

To maximise your chances of getting a place at one of the schools you prefer, we strongly advise using all six preferences on your application.

You can amend your preferences on the online admissions form as many times as you like until the closing date of 31 October 2026. However, if you make any changes, you must resubmit your application for the latest changes to take effect by selecting "Submit" again. If you do not resubmit your application after going back in to make changes, your previous submission will remain active, and your changes will not be considered.

Your application will be processed using the address held by your child's current school. If the address on your application differs from the address held on our database, you must provide proof (e.g. your most recent council tax bill for 2026/2027) by 31 October 2026. Without this, your application will not be processed. For more details, please visit:

[www.birmingham.gov.uk/schooladmissions-proofofaddress](http://www.birmingham.gov.uk/schooladmissions-proofofaddress)

You will receive an email confirming your child's school offer by the end of the day on 1 March 2027.

If you have any questions, please visit our website for guidance and support:  
[www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

Yours sincerely

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