

**Web Version****Application for a Change of School (In-Year Admission)**

Dear Parent/Carer

Following your recent request, please find enclosed a Birmingham Local Authority "Application for a Change of School (In-Year)" form for you to complete.

Before you complete this form and submit your preferences it is very important that you refer to the School Admissions Website and view a copy of the latest admission arrangements for Primary schools and Secondary schools in Birmingham. The website and admission arrangements show how your preferences will be dealt with, how school places are offered, the different types of schools and their admission criteria, where to get help with your application and what to do if you are not offered one of your preferred schools.

You can read more information about the admissions process and the admissions arrangements for Primary and Secondary Schools online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)

If your child is already attending a local school then moving your child to another school is a very serious step. It is important that you consider whether a move is really the best option. You should talk to your child's headteacher, or staff at your child's current school, before completing the enclosed form. If your child is experiencing difficulties at school a move to another school may not solve the problem. Talking to your child and staff at your child's current school can resolve most problems so that a move is avoided.

Finally, may I remind you that your child must continue attending their current school until you are offered a new school place. Parents are responsible for ensuring that their child receives a suitable full-time education, either by regular attendance at school or otherwise (Education Act 1996, section 7). Parents who fail to ensure that their child attends regularly at the school at which they are a registered pupil are liable to prosecution (Education Act 1996, section 444).

In order to process your application as quickly as possible it is very important that you tell us which school your child is currently attending. Please ensure the headteacher of your child's current or most recent school completes the declaration in section 2 of the form.

If your child has a Education and Health Care Plan (EHCP) this form cannot be used to apply for a school place. You should instead contact SEN Assessment and Review for guidance on 0121 303 1888.

If you have any queries or wish to seek assistance with your application please do not hesitate to contact a member of the Children's Service on 0121 303 1888 who will be pleased to help.

You should complete and return the enclosed form to your preferred school.

Yours sincerely



Alan Michell  
Head of Service  
School Admissions and Fair Access Service

School Admissions and Fair Access Service  
PO Box 16513  
Birmingham  
B2 2FF

Tel: 0121 303 1888  
Email: [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)