

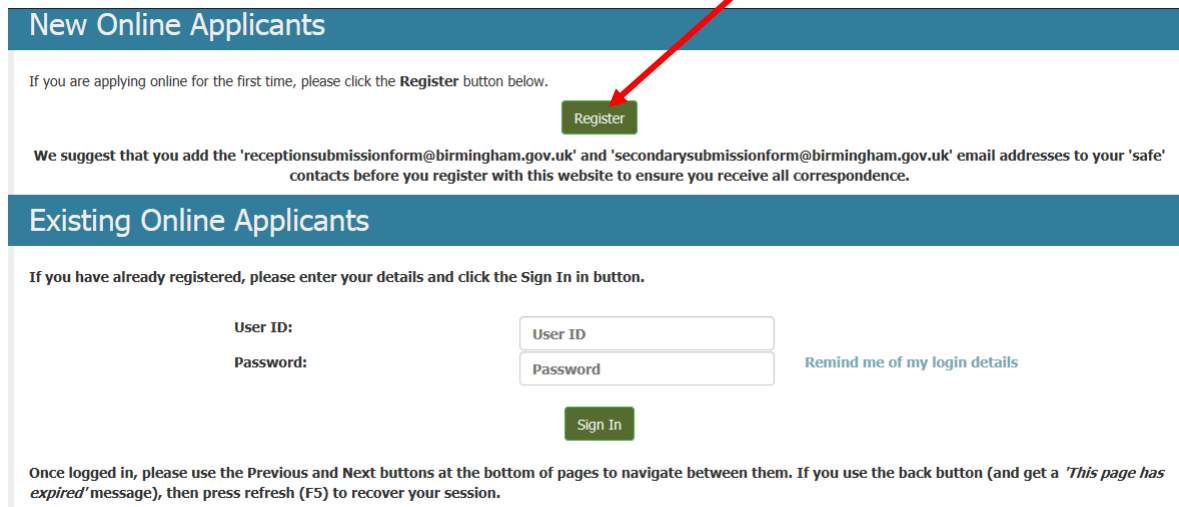
How to complete a school application form online:

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) or the web link below: www.birmingham.gov.uk/schooladmissions

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** 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.

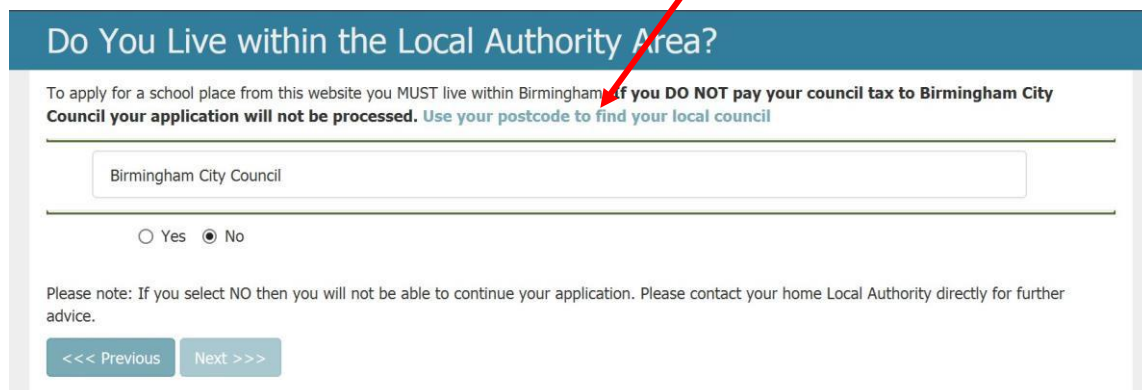
If you do, choose yes and then click 'next'. If you do not pay Council Tax to Birmingham, you will need to apply for a school through your local authority (this can be found on your recent Council tax bill). A RED warning message will show



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.

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.

Birmingham City Council - Online School Admissions

1. Email Address/ User ID

Email Address (leave blank if no email)

Confirm Email Address

*Preferred User ID

(6-16 alphanumeric characters only and no special characters please)

- create a password. This will need to match the following password rules;

Birmingham City Council - Online School Admissions

2. Create a Password

*Password

*Confirm Password

- 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 1st March and Reception will be the 16th April).

When you have entered an email address, username and password, you will need to complete a verification task. You will be shown some numbers in the box at the bottom of the page, you will need to type these into the text box and then click on continue.



(Type the digits from the image into this box)

Cancel

Continue

All being well you will receive the message, shown below (you do not need to wait for receipt of the email – if you have a box stating ‘enter details’ the request has been successful and you will be able to continue).

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](#)

(If the registration has been unsuccessful, you will receive a box titled ‘Back’ this could be that someone has already registered with the username you’ve chosen you or the password you’ve entered doesn’t meet the requirements. You will need to go back and try to register again.)

Birmingham City Council - Online School Admissions

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

Registration

If you have registered successfully you will shortly receive a registration email. If you have not received your registration email this means you have not registered correctly. Click [here](#) to return to the home page to try again.

[Back](#)

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.

Applicant Details

Information About Yourself

Please Note:

The asterisk (*) indicates required information.

(**) indicates the requirement for at least an entry in one of these fields.

1. Your Name

*Title e.g. Mr/Mrs/Ms	<input type="text"/>	Other Title	<input type="text"/>
*Forename	<input type="text"/>	Middle Name	<input type="text"/>
*Surname	<input type="text"/>		

2. Your Contact Details

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

****Please use the Look Up Address as this will help us process your application.****

[Look Up Address](#)

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	<input type="text"/>	**Building Name	<input type="text"/>
**House Number/Name	<input type="text"/>	Street	<input type="text"/>
District	<input type="text"/>	Town	<input type="text"/>
County	<input type="text"/>	*Post Code	<input type="text"/>
Country	<input type="text"/>		

Look Up Address

Enter Postcode

[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
--------	---

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.

Country	<input type="text" value="England"/>		
Home Telephone	<input type="text"/>	Work Telephone	<input type="text"/>
* Mobile Telephone	<input type="text"/>	Email Address	<input type="text" value="admict@birmingham.gov.uk"/>
Alternative Contact Notes (max 200 characters):	<input type="text"/>	*Preferred Communication Method	<input type="text" value="....."/>

Your correspondence address and other contact details, as the applicant named above.
It would be helpful if you gave at least one contact telephone number.

[Next >>>](#)

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.**

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

Date of Birth of Child

Please enter the date of birth of the child for whom you are making an application.

Birthdate

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

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.

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

Round Selection

From the date of birth entered, we believe you are applying for a place in the following round:

'LATE Test - Start Reception in September 2024'

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

Child details

Enter your child's name, gender and address.

Information About the Child

Please Note:

The asterisk (*) indicates required information.

(**) indicates the requirement for at least an entry in one of these fields.

1. Child's Personal Details

Name, date of birth and gender of the child for whom this application is being made. Please enter your child's name as it appears on their birth certificate.

*Forename

Middle Name(s)

*Surname

*Date of Birth

Is the child for whom you are applying one of a multiple birth? (i.e. Twin, Triplet or Quad) Yes No

*Sex Male Female

2. Child's 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.

* For children starting Reception in September please provide **Proof of Address** by sending in a copy of your most recent Council Tax Bill to School Admissions, PO Box 16513, Birmingham, B2 2FF or email admissions@birmingham.gov.uk.

* For children starting Secondary school Year 7 in September. If the home address given on your application is different from what your Primary school holds (cut-off end of Year 5), you will need to provide **Proof of Address** by sending in a copy of your most recent Council Tax Bill to School Admissions, PO Box 16513, Birmingham, B2 2FF or email admissions@birmingham.gov.uk

Same Address Yes No

Flat Number

**Building Name

**House Number/Name

Street

District

Town

County

*Postcode

Country

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 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 2023

Reception and Yr3 –

15 January 2024

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

Choose your child's current school from the drop-down box. (this is not required for applications for Reception intake).

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 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 to). 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 2023

Reception and Yr3 –

15 January 2024

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 ?

Medical Reasons ?

Faith Claim ?

Social Reasons ?

Staff Child ?

Other Reasons ?

3. Sibling (Brother or Sister)

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

4. Faith Claim

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

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.

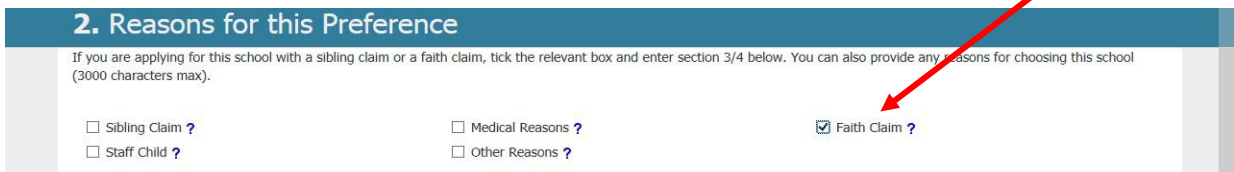
*Forename (of Sibling) Middle Name(s)
*Surname
*Date of Birth
*Gender Male Female
*Same Address as Pupil Yes No
Flat No **Building Name

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

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

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



2. Reasons for this Preference

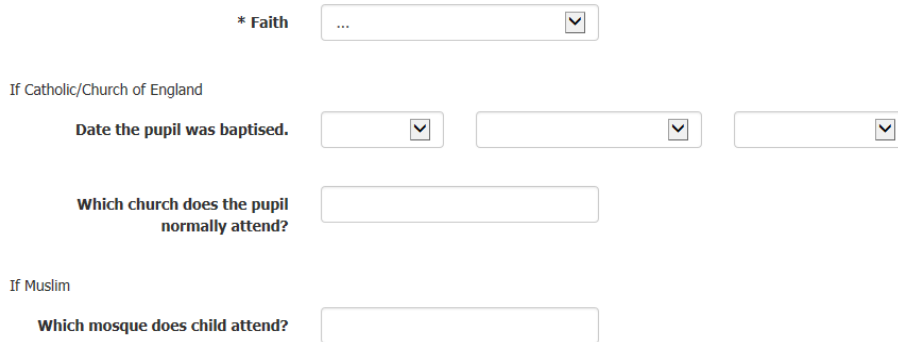
If you are applying for this school with a sibling claim or a faith claim, tick the relevant box and enter section 3/4 below. You can also provide any reasons for choosing this school (3000 characters max).

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

A red arrow points to the 'Faith Claim ?' checkbox.

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 can obtain these



* Faith

If Catholic/Church of England

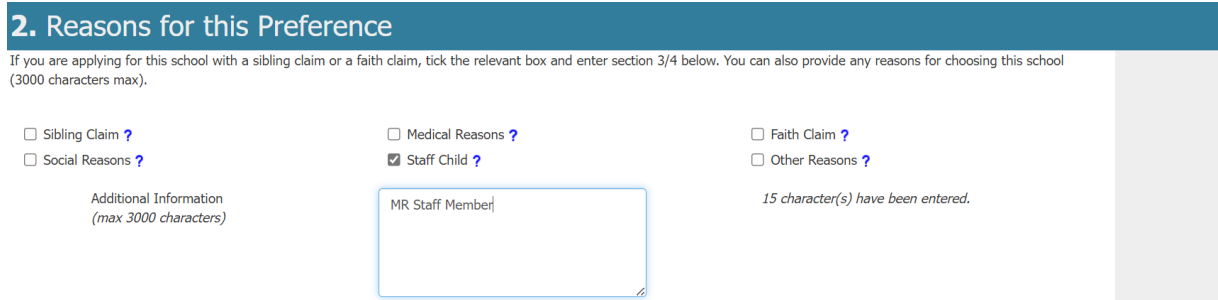
Date the pupil was baptised.

Which church does the pupil normally attend?

If Muslim

Which mosque does child attend?

The other tick box options are; Staff Child, Social Reasons, Medical Reasons and Other Reasons. These will all open the free type text box for you to enter your reasons (example below).



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 ?
 Social Reasons ? Staff Child ? Other Reasons ?

Additional Information (max 3000 characters) 15 character(s) have been entered.

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

Delete <<< Previous Save and Exit Next Preference Review Application Next >>>

- 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

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.

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

1. Register/Sign In > 2. Applicant Information > 3. Child Details > 4. School Preference > **5. Submit Application** >

Not Submitted

<<< Previous Save To Return Later Submit Application Now

Starting Year 7 in September 2020

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.

To submit this application you MUST click the *Submit Application Now* button at the bottom of this page.

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.

We recommend that you keep a printout as a record.

Please note that the Acknowledgement / Declaration checkbox below must be checked in order to submit the application.

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.

Change of preferences

To submit a change of preference application, you should log into your existing account.

On the applicant summary page, you will have the option to add another child. You should use this button to submit a change of preference.

Alternative Contact Notes:

[Edit Applicant Details](#)

If you wish to make an application for another child, please click '[Add Another Child](#)'.

[Add Another Child](#)

Open Applications

*Test Child (03-Jun-2020)

[Edit Application](#)

You should follow the guidance as above for on-time applications to complete and submit you change of preference application.

Forgotten Password Guidance

Click on option in Existing online applicants: ‘[Remind me of my login in details](#)’

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Admissions@birmingham.gov.uk or phone 0121 303 1888.

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](#)

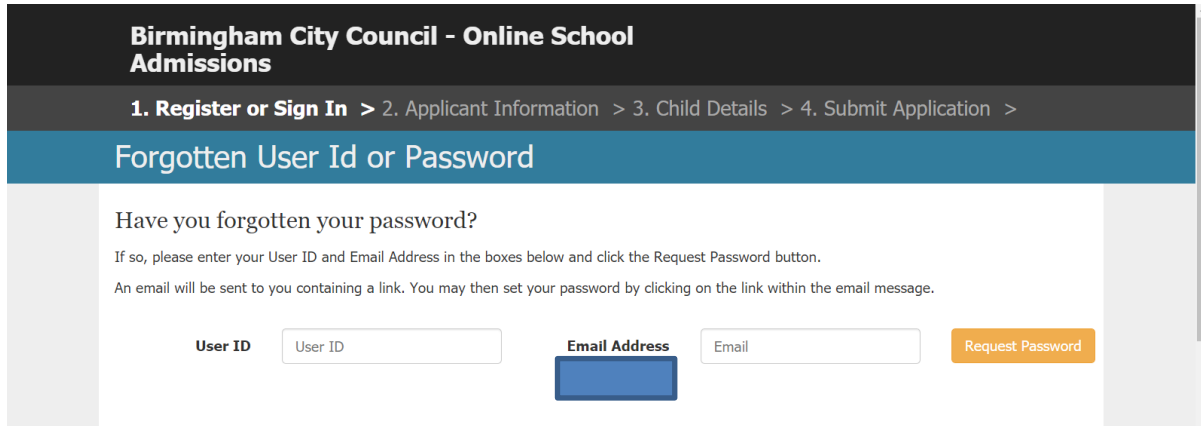
[Sign In](#)

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.

Enter User ID and email address used on application and click on 'Request password'

If you used an email address when you registered for your account a password reset link will be sent to that email address. Click on the link and change your password. The link will last for **4 hours** after that it expires.

Important: If you did not use an email address when you registered for an account or your email address has changed since you registered for an account, you will not be able to receive a reset password link. You will need to create a new account.



Birmingham City Council - Online School Admissions

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

Forgotten User Id or Password

Have you forgotten your password?

If so, please enter your User ID and Email Address in the boxes below and click the Request Password button.

An email will be sent to you containing a link. You may then set your password by clicking on the link within the email message.

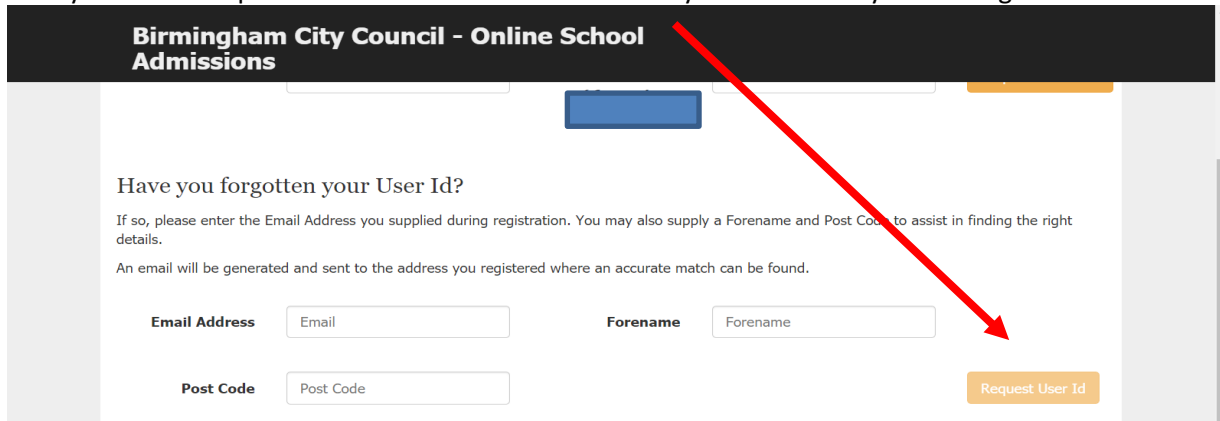
User ID Email Address

Creating a password guidance

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), examples ! ? . ,
- at least one Number

'Have you forgotten your User ID' function. Enter your email, your first name and postcode to be sent a reminder. Please note you must complete this form with the same details you used when you first registered.



Birmingham City Council - Online School Admissions

Have you forgotten your User Id?

If so, please enter the Email Address you supplied during registration. You may also supply a Forename and Post Code to assist in finding the right details.

An email will be generated and sent to the address you registered where an accurate match can be found.

Email Address Forename

Post Code

Important: If you did not use an email address when you first registered for an account or your email address has changed since you registered for an account, you will not be able to receive a user ID reminder. You may need to create a new account if this applies to you, please refer to the guidance above.

Password Reset- Additional Guidance

You will receive either an email with a link already populated or a link which you will not be able to click. Example below (this is an example it will not work – you need to request your own link which will be populated from your account).

From: noreply@birmingham.gov.uk
Date: 22 October 2019 at 10:01:10 BST
To: [Your email address here](#)
Subject: Forgotten/Reset User Password
Reply-To: [<noreply@birmingham.gov.uk](mailto:noreply@birmingham.gov.uk)

Further to your request for a password reset for username:

Please follow the link:

"http://eadmissions.birmingham.gov.uk/change_passwd_form.php?kc=aIVGcFIyVDFPRUczNTZWWEs5SDFpd3NZU2o5SnhPL3ZkZFBvK1V3UkU0UT0," to reset your password

Please note that Password must contain:

- **at least 8 characters**
- **at least one character Uppercase**
- **at least one character Lowercase**
- **at least one special character (non alpha-numeric)**
- **at least one Number**

You will need to copy and paste the link into your internet browser.

You should copy and paste everything between the speech marks (including the comma) into your Internet browser. Please see Yellow Section highlighted above. This can also be performed on touch screen phones and other devices that use touch screens.

You will end up with a link pasted into your browser which is similar to the below (this is an example it will not work – you need to request your own link which will be populated from your account).

http://eadmissions.birmingham.gov.uk/change_passwd_form.php?kc=aIVGcFIyVDFPRUczNTZWWEs5SDFpd3NZU2o5SnhPL3ZkZFBvK1V3UkU0UT0,

Once you have copied and pasted this into your internet browser, the change password page should appear.

When resetting your password, the new password must also meet the same requirements set out above.

Registering Accounts Authentication Failed

If you have experienced issues when registering.

Please ensure that you are aware that your USER ID must be completely unique and not in use by any other account. We suggest that you use your mobile phone number and your initials as this should not be in use by anyone else on the system (unless you have already registered using this previously).

- **A Password needs to follow certain rules.**
- **At least 8 characters long.**
- **Contain at least 1 Number**
- **Contain at least 1 Capital Letter**
- **Contain at least 1 special character. (we would recommend full stops/question marks/exclamation marks).**
-

Image Authentication Failed

This is usually something to do with the device you have been using to register. It may not support the BCC website. If you experience this error, you may be able to just restart the registration process again.

If you are repeatedly getting this error, we advise you to switch to another device if you have one or alternatively use a computer at your local library or visit a local school to see if they can assist you.

We are sorry, an error occurred. Please return to the login page and check your ID/Password.

This error message does not indicate an error with the system. This is advising that your USER ID or Password being used is not being entered correctly. You need to use the correct USER ID in the remind me of my log in details section. Once you are confident that you are using your correct USER ID, you can try to input your password again or request a password reset link following the steps above.

Should you require further help or assistance please call 0121 303 1888. Thank you for taking time to read this guidance.