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: <u>www.birmingham.gov.uk/schooladmissions</u>

Existing users

If you have used the system to complete an application previously and can remember your account details, please log into your existing Online Admissions account and continue to page 5 (section **Your child's date of birth**)

Existing Online Applicants					
If you have already registered, please enter your details and click the Sign In in button.					
User ID:	User ID				
Password: Password Remind me of my login details					
	Sign In				
Once logged in, please use the Previous and Next buttons at the botto <i>expired</i> 'message), then press refresh (F5) to recover your session.	om of pages to navigate between the	m. If you use the back button (and get a <i>'This page has</i>			

If you are unable to remember your account details, please go to page 14 below, where there is further guidance on account and password reminders.

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:



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 own local authority (this can be found on your recent Council tax bill). A RED warning message will show

Birmingham City Council - Online School Admi	ssions
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.

1. Register or Sign In > 2. Applicant Information > 3. Child Details > 4. Submit Application >
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
Birmingham City 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 Coun	Birmingham City Council - Online School Admissions					
1. Email Address/ Use	r ID					
Email Address (leave blank if no email)	Email					
Confirm Email Address	Email Confirmation					
*Preferred User ID	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 Co	uncil - Online School Admissions	
2. Create a Passwor	d	
*Password	Password	
*Confirm 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).
- 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 usually the 1st March and Reception is usually 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.

	<u>-8-2-1-8 a</u>	(Type the digits from the image into this box)
Cancel	Continue	

Successful registration

All being well, you will receive the message shown below (**you do not need to wait for receipt of the email to continue).** The registration confirmation should arrive within 5 to 10 minutes depending on your service provider. You may also wish to check your Junk/Spam folder if you have not received this although this will not prevent you from continuing with your application.

If you have a box stating **'enter details'** the request has been **successful**, and you will be able to continue.



Failed registration

If the registration has failed, you will receive a box titled 'Back' and you will not receive a registration email.



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 register again until you receive the message shown in the 'Successful Registration' section above.

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.

Birmingham City Council - Online School Admissions					
Applicant Details					
Information About Yourself Please Note: The asterisk (*) indicates required informati (**) indicates the requirement for at least a	on. n entry in one of these fields.				
1. Your Name					
*Title e.g. Mr/Mrs/Ms	~	Other Title			
*Forename		Middle Name			
*Surname					
2. Your Contact Detai	ls				
As the applicant, you must be ar **Please use the Look Up Addre Look Up Addre	a dult responsible for applying for a school place ss as this will help us process your application.**	for the child.			

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	ar applying for a school place for the child.	
Look Up Address		
Flat Number	**Building Name	
**House Number/Name	Street	
District	Town	
Country	*Post Code	
County		

Enter P	ostcode
B2 2FF	
Look U	p Address
1 result postcode the addr	has been found for this postcode. If this is not your address, please re-check the e and click 'Look Up Address' again. Alternatively, select this address and amend ess in the form.
1 result postcode the addr Click 'Sel	has been found for this postcode. If this is not your address, please re-check the and click 'Look Up Address' again. Alternatively, select this address and amend ess in the form. ec't to select an address.

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	England		
Home Telephone		Work Telephone	
* Mobile Telephone		Email Address	admict@birmingham.gov.uk
Alternative Contact Notes (max 200 characters):		*Preferred Communication Method	······ ~
Your correspondence address and other conta	ct details, as the applicant named above.		
It would be helpful if you gave at least one co	ntact 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 add an application for 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.

Information About the Chil Please Note: The asterisk (*) indicates required informat (**) indicates the requirement for at least	d ion. an entry in or	ne of these	fields.			
1. Child's Personal De	etails					
Name, date of birth and gender of the child fo *Forename *Surname	or whom this	application	is being made. F	Nease enter your child's name	as it appears or Middle Nam	on their birth certificate. me(s)
*Date of Birth	03	~	June	~	2020	~
Is the chi *Sex	Id for whon) you are	applying one of	f a multiple birth? (i.e. Twi	n, Triplet or Q	Quad) O Yes O No

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 Septemb Birmingham, B2 2FF or email admissions@bi	er please provide Proof of Address by send rmingham.gov.uk.	ing in a copy of your most recent Council Tax Bill to	School Admissions, PO Box 16513,
* For children starting Secondary school Yea you will need to provide Proof of Address admissions@birmingham.gov.uk	7 in September. If the home address given o by sending in a copy of your most recent Cou	on your application is different from what your Prim ncil Tax Bill to School Admissions, PO Box 16513, Bi	ary school holds (cut-off end of Year 5), irmingham, B2 2FF or email
Same Address	⊖ Yes ○ No	Look Up Address	
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 <u>proof of address</u>. 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 to). 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 2024 Reception and Yr3 – 15 January 2025

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.

Current School



Choose your child's current school from the drop-down box. (this is not required for applications for Reception intake). If you're unable to choose your child's School from the list provided, please leave this section as none selected.

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? O Yes O 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: <u>admissions@birmingham.gov.uk</u> 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 2024 Reception and Yr3 – 15 January 2025

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 <u>SENAR</u>.

School Preference 1

School Preference	1				
You have the opportunity in this application to (Please note that they are ranked in order of p	choose between 1 and 6 sch preference. School Preference	ools. 1 being the high	est.)		
Please enter the details for : School Preferen	nce 1 Change Preference	Order			
Please Note: The asterisk (*) indicates required information	on if you choose to enter sibli	ng 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 form 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 ?		

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 this, directly to the school in question. Birmingham School's oversubscription criteria can be found here: www.birmingham.gov.uk/schooladmissions

Sibling Claim (Brother or Sister)

If you already have a child at the school you are selecting, 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 appying for this school with a	sibling claim or a faith claim, tick the relevant box and enter sec	tion 3/4 below. You can also provide any reasons for choosing this school
(3000 char eters max).		
(3000 characters max).	Medical Reasons ?	🗌 Faith Claim ?

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	r Sister)		
If you have another child who will still be in a	attendance at this school in September 2016, er	n ieir details here.	
*Forename (of Sibling)		Middle Name(s)	
*Surname			
*Date of Birth			
*Gender	🔿 Male 🔿 Female		
*Same Address as Pupil	⊖ Yes ◉ 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. Faith schools ask you to complete additional forms; these are supplementary to the main Birmingham preference form and these must be completed and returned to the School, at the same time you make your online application to this office. You **must** 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.

f you are applying for this school with a :	sibling claim or a faith claim, tick the relevant box and enter sect	tion 3/4 below. You can also provide any reasons for choosing this school
3000 characters max).		
Sibling Claim ?	Medical Reasons	Faith Claim ?
The second secon	Other Bassans 0	

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 Prefere	nce	
If you are applying for this school with a sibling claim or a (3000 characters max).	faith claim, tick the relevant box and ente	r section 3/4 below. You can also provide any reasons for choosing this school
Sibling Claim ?	Medical Reasons ?	Faith Claim ?
Social Reasons ?	Staff Child ?	Other Reasons ?
Additional Information (max 3000 characters)	MR Staff Member	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.



- 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

In Birmingham, you can apply to up to six secondary schools or three primary 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 or 3) 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 save	l
Not Submitted	
<<< Previous Save To Return Later Submit Application Now	
Start Year 7 In November 2025	
Warning: This page summarises the details entered for the preference application for final review before submission. Please check that these are correct and then <i>ensure</i> 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.	
By ticking this box, I/we confirm that the information provided on this application is both complete and accurate to the best of my/our knowledge. It is understood that if any of the information provided is not true or is misleading (including information omitted) then an offence may have been committed. This includes for example offences created by the Frau Act 2006 and may lead to the withdrawal/refusal of a school place. I/we understand that all of the information provided on the form will go through a series of validations within Birmingham City Council and be shared with other organisations where necessary for the purpose of validation. For further details on the way in which Birmingham City Council	e d

processes personal data please visit Your guide to Privacy Notice

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 (if you have not registered with an email address, you will not receive any email communications from the Online Admissions system). As a cautionary note - check your 'junk folder' as the email maybe directed to this box on your computer.



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.

There are 2 possibilities when wanting to change your preferences.

1. The process for which you're applying is still open.

In some cases, you may wish to amend your submitted application. This can be done using the existing application form, as long as this is before the closing date for the process you're completing the application. An example would be that you've submitted your online application and wish to amend the preferences before the closing date for this round.

To do this, go to your applicant summary page, this will provide you with a list of the applications you have submitted.

Where an application is showing in the Open applications section, this can be edited and resubmitted.

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 (13-Dec-2014)	
Edit Application	View Application

To do this, click on edit application.

Make your required changes and ensure that you submit this so that it can be processed by the team. You should receive an email (if you provided one on your registration) confirming the updated submission.

Alternatively,

2. The on-time process you're applying for has now closed, you need to make a change of preference request for a late round.

To do this, go to your applicant summary page, this will provide you with a list of the applications you have submitted.

Where an application is showing in the closed applications section, this can be viewed but **not** edited and resubmitted.

Edit Applicant Details
If you wish to make an application for another child, please click 'Add Another Child'.
Add Another Child
Closed Applications
Test Child (13-Dec-2014)
View Application

You will need to click on Add Another Child to create a new application.

Complete the application following the steps above from section titled (Your child's date of birth) on page 5.

Work through the application form and ensure you've submitted this. This newly submitted application will then show in your list of Open applications which can be edited and resubmitted up until the closing date for that round.

Open Applications	
Change Preference (12-Oct-2012)	
Edit Application	View Application
Closed Applications	
Test Child (13-Dec-2014)	
View Application	

Once the closing date passes, they will move into the closed applications section where you will be unable to edit and resubmit.

Forgotten Password Guidance

Click on option i	in Existing c	online applicants:	'Remind me of my	login in details'

Birmingham City Council - On Admissions	line School	
Admissions@bi	rmingham.gov.uk or phone	0121 3 3 1888.
Existing Online Applicants		
If you have already registered, please enter your details and	d click the Sign In in button.	
User ID:	User ID	
Password:	Password	Remind Ne of my login details
	Sign In	
Once logged in, please use the Previous and Next buttons 'This page has expired' message), then press refresh (F5	s at the bottom of pages to nav 5) to recover your session.	igate between them. If you use the back button (and get a

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

Birmingha Admissior	am City Council - On ns	line School			
1. Register	or Sign In > 2. Applicant I	nformation > 3. Chil	d Details > 4. Sub	mit Application >	
Forgotten	User Id or Passwo	ord			
Have you for If so, please enter yo An email will be sent User ID	gotten your password? wur User ID and Email Address in the bo to you containing a link. You may then User ID	xes below and click the Reque set your password by clicking Email Address	est Password button. g on the link within the emainment	ail message. Request Password	

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.

Birmingh Admissio	am City Council - C ns	Online School 📏				
Have you for	gotten your User Id?					
If so, please enter th details.	e Email Address you supplied during	g registration. You may also suppl	y a Forename and Post Coop to a	ssist in finding the right		
An email will be gene	An email will be generated and sent to the address you registered where an accurate match can be found.					
Email Address	Email	Forename	Forename			
Post Code	Post Code			Request User Id		

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: <<u>noreply@birmingham.gov.uk</u>

Further to your request for a password reset for username:

Please follow the link:

"http://eadmissions.birmingham.gov.uk/change_passwd_form.php?kc=alVGcFIyVDFPRUczNTZWWEs5SDFpd3NZU2o5Snh PL3ZkZFBvK1V3UkU0UT0," 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=alVGcFIyVDFPRUczNTZWWEs5SDFpd3NZU2o5SnhPL3ZkZFBvK1V3UkU0UT0,

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.