

Our ref: AA/CP/Year 6/Jul25

July 2025

Dear Parent/Carer

**Apply online for your child's secondary school place – September 2026**

Your child is due to transfer from primary to secondary school in September 2026. 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](http://www.birmingham.gov.uk/schooladmissions) between 1 September and 31 October 2025. **It is essential that your application is submitted by 31 October 2025.** Applications received after this date will be considered late and processed after 2 March 2026, 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. A lack of awareness of the correct procedures could affect the outcome of your application.

From **1 September 2025**, detailed information about the application process for Birmingham residents will be available at: [www.birmingham.gov.uk/schooladmissions](http://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 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 2025. 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 2025/2026) by **31 October 2025**. 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 **2 March 2026**.

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



**Peter Fraser**

Interim Head of School Admissions, Fair Access and Appeals  
Schools Admissions, Attendance, Exclusions and Pupil Tracking  
Children and Families Directorate  
Birmingham City Council

Tel: 0121 303 1888

Email: [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk)

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

**Enc** Information regarding deferred entry and children taught out of their normal year group.

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**Please note the following information does not apply to children with an Education, Health and Care Plan (EHCP).**

Dear Head Teacher

**Deferred entry and children taught out of their normal year group – transfer to secondary school in September 2026**

Please note that any children attending your school for whom deferred entry was agreed at the point of entry in Reception Class, or who are being taught outside of their normal year group (i.e., their chronological year group is Year 5 but they are being taught in Year 4), are also required to submit an online application.

This applies even if their parent/carers do not wish for their child to transfer to Secondary School in September 2026 and wish to defer their child's transfer until September 2027. Therefore, it is important that the above letter is passed to them with this guidance. To clarify this letter should be passed to all parent/carers with a child in attendance at your school born between **01/09/2014 - 31/08/2015**.

Information about the application process for parent/carers affected by the above will be available from 1 September 2025 on the council's website:

[https://www.birmingham.gov.uk/deferred\\_school\\_entry](https://www.birmingham.gov.uk/deferred_school_entry)