



TIMETABLE FOR PRIMARY AND SECONDARY  
NORMAL ADMISSIONS ROUNDS



2016-2017

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	RECEPTION	JUNIOR (YR 2-3)	SECONDARY (YR 2-3)	YEAR 10 (14-19 ACADEMIES)
Birth Range	01/09/11 - 31/08/12	01/09/08 - 31/08/09	01/09/04 - 31/08/05	01/09/01 - 31/08/02
Final closing date for receipt of applications	15 January 2016	15 January 2016	2 November 2016	29 January 2016
Data exchange with other Local Authorities	29 January 2016	28 January 2016	16 November 2016	5 February 2016
Unranked preferences forwarded to Birmingham Admission Authorities	4 February 2016	4 February 2016	25 November 2016	12 February 2016
Sibling reports sent to schools and academies	4 February 2016	4 February 2016	25 November 2016	12 February 2016
Ranked preferences from Birmingham Admission Authorities and sibling reports from community schools/ academies to be returned to Birmingham LA	25 February 2016	25 February 2016	16 December 2016	26 February 2016
Other exchange with other Local Authorities	4 March 2016 18 March 2016 25 March 2016	4 March 2016 18 March 2016 25 March 2016	5 January 2016 18 January 2016 1 February 2016 8 February 2016	18 March 2016
Offer day - letters posted	18 April 2016	18 April 2016	1 March 2016	4 April 2016
Acceptance of any offer should be made by this date	3 May 2016	3 May 2016	16 March 2016	18 April 2016
Any appeal should be received by this date. (20 school days following notification that application was unsuccessful)	17 May 2016	17 May 2016	13 April 2016	17 May 2016
Appeals received on-time should be considered by this date (40 school days)	19 July 2016	19 July 2016	16 June 2016	19 July 2016

## **Late Applications**

In exceptional circumstances, Birmingham Local Authority may consider applications received after the final closing date, but before the exchange of data with other admission authorities, at the same time as those which were received by the final closing date. The Local Authority will use its discretion when considering the individual circumstances. For example where;

- There were exceptional reasons which prevented the parent/carer from applying by the closing date.
- A child and the person with parental responsibility have moved home.
- Where the local authority has contacted that parent/carer regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

All late applications received after the exchange of data with admission authorities, but before the offer of places, will only be considered after those applications which were received on time have been considered. Such applicants may therefore be less likely to be offered a place at one of their preferred schools.

All late applications received after the offer places will be considered by Birmingham Local Authority.

In the event that a late application is made for a place at an under subscribed school, a place will be offered.

Applications made on or after the start of the Autumn Term 2016 will need to be submitted to their preferred school on an 'Application for a Change of School' form and will be treated as an in-year application.

## **Foundation, trust and voluntary aided schools**

For each voluntary aided and foundation school (including Trust schools), the Governing Body is the admission authority and decides its own published oversubscription admission criteria.

## **Academies and Free Schools**

Admission arrangements for academies and free schools are approved by the Secretary of State for the Department for Education as part of an Academy's Funding Agreement, which requires compliance with admissions legislation and relevant codes.