



TRANSFER FROM YEAR 6  
TO SECONDARY SCHOOL



2018-19

# TRANSFER FROM YEAR 6 TO SECONDARY SCHOOL

## 5.4.1

At the end of the **Summer Term 2018**, Birmingham Local Authority will invite parents of children who will transfer to secondary education in **September 2019** to complete an online application form. The online system will be available from **3 September 2018**. Local Authority Preference Forms will also be available from school and School Admissions and Pupil Placements Service for parents who do not have access to the Internet.

## 5.4.2

All parents will be required to make an application to the Local Authority in which they live. By the second week in **July 2018**, all maintained primary and junior schools, academies and free schools and, where possible, the majority of independent primary schools in Birmingham, will be forwarded a letter for each Year 5 child living in Birmingham, inviting their parents/ carers to make their application for a secondary school online. A supply of the parents' information booklets will also be made available for each school and will also be available to view on the Birmingham City Council's website.

## 5.4.3

Parents of children who live in Birmingham but whose children attend a primary school outside Birmingham will be advised to make their application online or return a preference form to School Admissions and Pupil Placements Service by **31 October 2018**.

## 5.4.4

Online applications and those submitted by post will be accepted up until **31 October 2018** which will be the absolute deadline for the submission of applications. Applications received after this date will be treated in accordance with the procedures for late applications as detailed in Section 8.

## 5.4.5

Applications to sit any selective or assessment tests are to be made via separate forms, to be returned by dates specified by the admission authority for the school concerned (i.e., the Governing Body of a foundation or voluntary aided school or Academy Trust for academies and free schools). No other separate application form will be required by admission authorities in Birmingham; however, some voluntary schools (particularly those with religious character) have a Supplementary Information Form, which needs

to be completed to determine which category a child should be placed in. These schools will be listed in the parents information booklet 'Secondary Education - Opportunities for your child in Birmingham' and on the School Admissions website.

## 5.4.6

Parents may express up to six preferences for their child to be admitted to any maintained school, Academy or Free School inside or outside Birmingham Local Authority.

## 5.4.7

Applications made online will receive an immediate email confirmation when the application is submitted. Applications made on paper form and those online applicants who have not provided an email address will receive an acknowledgment letter through the post.

## 5.4.8

Data will be exchanged with other admission authorities and other local authorities as detailed in Section 7.

## 5.4.9

The School Admissions and Pupil Placements Service will compare ranked parental preferences for each school. All ranked preferences will be given equal consideration against schools' admission criteria. If the child meets the admission criteria for two or more schools and could therefore potentially be offered a place at either school, the school the parent ranked highest will be offered.

## 5.4.10

Children who live in Birmingham who have not been offered one of their parents' six preferences, following consultation with another admission authority if appropriate, will be offered a place at one of their closest Birmingham Local Authority maintained secondary schools or academies or free schools with a vacancy.

# YEAR 10 (IN THE CASE OF 14-19 ACADEMIES)



- 5.5.1**  
At the start of the **Autumn Term 2018**, parents who wish to make an application for their child to transfer to Year 10 and a 14-19 Academy in **September 2019** will be able to make their application online. A supply of Local Authority Preference forms will be available from 14-19 Academies and School Admissions and Pupil Placements Service for those who do not have access to the Internet.
- 5.5.2**  
Applications to sit any selective or aptitude tests are to be made via separate forms, to be returned by dates specified by the Academy concerned.
- 5.5.3**  
Parents may express up to three preferences for their child to be admitted to any 14-19 Academy inside or outside Birmingham Local Authority area.
- 5.5.4**  
Applications made online will received an immediate email confirmation when the application is submitted. Applications made on a paper form and those online applicants who have not provided an email address will receive an acknowledgment letter through the post.
- 5.5.5**  
Data will be exchanged with other admission authorities and other local authorities as detailed in Section 7.
- 5.5.6**  
The School Admissions and Pupil Placement Service will compare ranked parental preferences for each Academy. All ranked preferences will be given equal consideration against Academies' admission criteria. If the child meets the admission criteria for two or more 14-19 year old's.