

Update regarding offer of Year 7 places for September 2019

You have submitted an online application for your child's secondary school place. As you will be aware, secondary school places will be offered on Friday 1 March 2019. This update is to provide you with some useful information about the process and point you to additional support that will be available online.

1) Offer emails

As you applied online, you will be sent an email informing you which secondary school has been offered to your child. Emails will be sent on Friday 1 March and you will receive your email any time up to 5.15pm. You will also receive this offer by letter from Saturday 2 March.

Please do not contact Birmingham City Council before you have received the offer of a school place.

The School Admissions team will be unable to inform you which secondary school place has been offered to your child by phone or email. You must be in receipt of your email or letter before contacting the School Admissions team.

2) Accepting the offer

The email and letter you receive will name the secondary school your child has been offered for September 2019.

If your child has not been offered a place at any of the schools you applied for, this will be because the school(s) received more applications than there were places available and other children met the admission criteria better than your child. Details of school admission criteria are available at www.birmingham.gov.uk/schooladmissions

The offer letter will explain how to accept or refuse the offer that has been made. If your child has been offered a place at a secondary school in Birmingham, you should return the acceptance slip to the school. If your child has been offered a place at a school outside Birmingham, you should return the acceptance slip to School Admissions. The deadline for acceptances is 15 March 2019.

You are strongly encouraged to accept the offer so that your child has a guaranteed place for September 2019. By not accepting the offer, you could risk losing the place as this may be given to a child on the waiting list for that school. Accepting the offer will not affect your child's waiting list position for any of your higher preference schools, or influence the outcome of any appeal you may submit.

3) Waiting lists

If you do not receive an offer of a place at your higher preference schools your child's name will automatically be placed on the waiting lists for those schools.

Please note that waiting lists are compiled in the same order as the oversubscription criteria, eg siblings first, etc. Late applicants are also added according to this order, so your child's name could move down as well as up a waiting list. Having a place on the waiting list is no guarantee that a place will become available.

Information on waiting list positions will not be available until 25 March 2019, when we have received acceptances from parents.

From 25 March 2019, you can contact Children's Services on 0121 303 1888 who will let you know who holds the waiting list for the school you want (either School Admissions or the school itself). Waiting list advice will not be available before this to allow time for offers to be accepted and refused.

The Admissions Team will contact you if a school place becomes available for your child from a waiting list.

4) Appeals

If you are considering the possibility of submitting an appeal, please read the advice regarding appeals on the School Admissions website carefully. You can only appeal against the refusal of a place at a school you applied for.

Appeals are heard and decided by panels who are completely independent of the Council and the school(s) you may appeal for. Consider the likelihood of your appeal being successful. For example, were you realistic with the preferences you submitted for your child? Appeals are generally only successful if you or your child have exceptional reasons for needing admission to a particular school. There are no guarantees that any appeal will be successful (see below for the number heard and successful for appeals administered by Birmingham City Council over the last two years).

School year	No of appeals heard	% of appeals allowed
Secondary transfer 2016	1075	3%
Secondary transfer 2017	1265	4%
Secondary transfer 2018	900	3.5%

Should you wish to appeal, the closing date for submitting your written appeal is 29 March 2019. Appeals received by this date will be heard within 40 school days (between May and the end of June). If you submit an appeal after this date, it may not be heard before the beginning of September.

You will be able to access the appeal form online via www.birmingham.gov.uk/schooladmissions from 1 March 2019.