

Our ref: AA/JT/Oct2019

October 2019

Parent/Carer of

Dear Parent/Carer,

Apply online for your child to start Reception class in September 2020

I am writing to you because I understand that your child is able to start school soon. By law, parents/carers must ensure that their child is receiving suitable full-time education at the beginning of the term after their fifth birthday. In Birmingham, however, your child can go to school in the September after his or her fourth birthday.

We would ask you to visit www.birmingham.gov.uk/schooladmissions and submit an online application by **15 January 2020** (the final closing date). We would strongly recommend that you visit your preferred schools and ensure that you read The 'Primary School Admissions Criteria 2020 Information' prior to submitting your application. In addition to this, most schools hold open days and evenings where parents and children can visit and talk to teachers and current pupils. Those schools that have submitted open sessions can be viewed here <https://myed.com/birmingham-school-open-days>. If a school's open sessions do not appear on the above link please contact them directly.

Online applications will receive an immediate email confirmation when the application is submitted. Those online applicants who have not provided an email address will receive an acknowledgment letter through the post. If you have not received an acknowledgement by (15 January 2020), then you should call Children Services to confirm that your application has been received.

Online applicants that submit their application with a valid email address will be sent an offer by email on 16 April 2020. Parents/carers that submitted an online application without a valid email address will be sent an offer letter by first class post on 16 April 2020, which should be delivered by the end of that week. Finally, please remember, you do not need to have the internet at home. You can apply online from any computer with internet access – such as in a library, an internet café or if you are able from a computer whilst at work.

If you have any questions about your child starting school, please do not hesitate to contact a member of Children Services on 0121 303 1888 where staff will be pleased to offer assistance.

Yours sincerely,

Alan Michell
Operational Manager
Schools Admissions and Fair Access Service