

# How to apply for a secondary school place

All current Year 6 pupils move to secondary school in  
September 2021



# Key information:

- The Local Authority no longer sends out a form and information book per child
- Applications are completed online
- All information is available on:

<http://www.birmingham.gov.uk/secondary-school>

**Please read the online support guide above carefully.**

Apply online at

<https://eadmissions.birmingham.gov.uk/prefs.php>



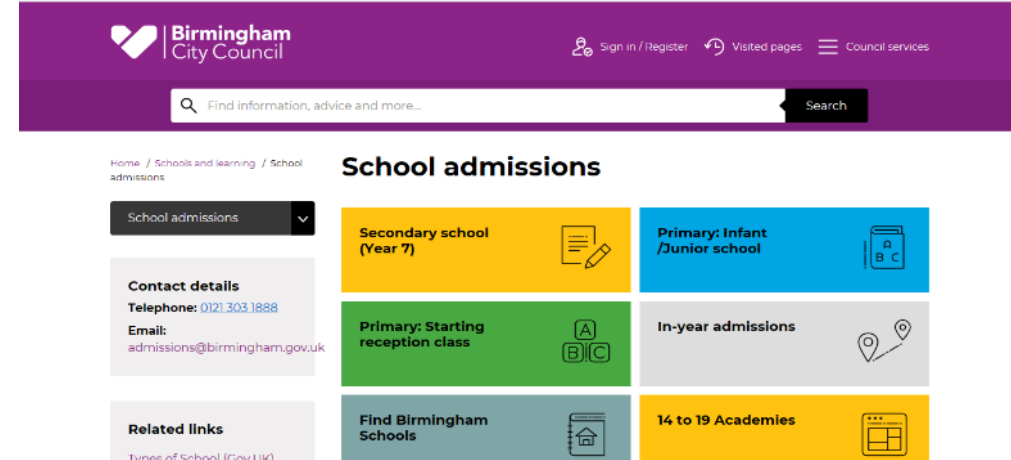
# Secondary Transfer:



- Every parent must fill in the online Birmingham application form for their child [Click here](#)
- Choose 6 schools, in priority order. Look at the admission criteria carefully.
- Make sure that you note any brothers or sisters already at the same school
- **The form must be completed by 31<sup>st</sup> October 2020**
- You can amend your preferences right up to **11.59 pm** on the closing date (31 October 2020).
- **IMPORTANT:** if you amend your preferences, please ensure you re-submit your application form before the closing date otherwise your application will not be processed.

# Online

- You must choose 6 schools
- Put the schools you would like in the order you want your child to go to
- Every child who applies to a school will be ranked based on how closely they meet the school's [admissions arrangements](#)
- After the closing date of **31 October 2020**, applications will be processed. If you apply late you may be less likely to get a place at one of your preferred schools. More information will be available about late applications after the closing date.



Apply online at <https://eadmissions.birmingham.gov.uk/prefs.php>

You must register for a new account if you do not have one.

Use you account details to enter the information into the User ID and password box to log in.

Select 6 Birmingham schools

## Birmingham City Council - Online School Admissions

[Your guide to Privacy Notice](#)

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Please be advised that applications for the following round(s) are now **OPEN**:

Start Year 7 (Secondary School) in September 2021
Start Year 10 (Specialist Academies) in September 2021

### New Online Applicants

If you are applying online for the first time, please click the **Register** button below.

[Register](#)

**We will send you a confirmation email 'receptionsubmissionform@birmingham.gov.uk' and 'secondarysubmissionform@birmingham.gov.uk' email addresses to your 'safe' contacts before you register with this website to ensure you receive all correspondence. Please note these email addresses are not monitored. To contact School Admissions email: [Admissions@birmingham.gov.uk](mailto:Admissions@birmingham.gov.uk) or phone 0121 303 1888.**

### Existing Online Applicants

If you have already registered, please enter your details and click the **Sign In** in button.

<b>User ID:</b>	<input type="text" value="User ID"/>	<a href="#">Remind me of my login details</a>
<b>Password:</b>	<input type="password" value="Password"/>	

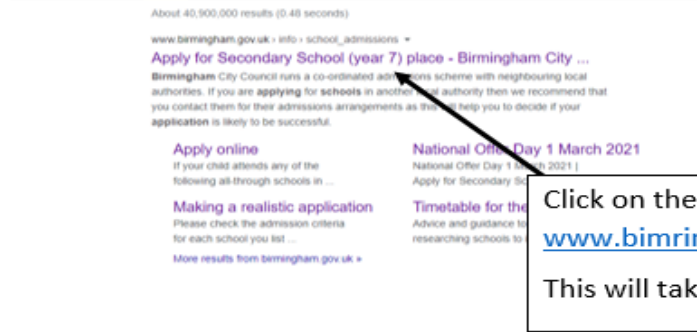
[Sign In](#)

Once logged in, please use the **Previous** and **Next** buttons at the bottom of pages to navigate between them. If you use the back button (and get a *'This page has expired'* message), then press refresh (F5) to recover your session.

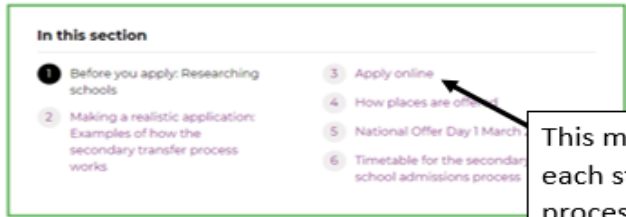
## Guide for Applying for Secondary Schools



First, go to Google and search "Applying for secondary school Birmingham."  
This should help you get to the first page.



Click on the first link [www.birmingham.gov.uk](http://www.birmingham.gov.uk)  
This will take you to a help page.



This menu will take you through each step of the application process. If you already know what you are doing, just click "Apply Now".

## Apply online

Remember to list six different secondary schools  
If your child attends any of the following all-through schools in Year 6: Ark Kings Academy, Bourneville School, Washwood Heath Academy or Waverley School please **do not** list the school as one of your six preferences. Your child will automatically move up from Year 6 to Year 7 in September 2021 so by listing the school as a preference you will be wasting one of your preferences.

**Important:** Ensure you include details of any siblings attending your preferred school(s) in the field (box) provided for sibling details. Sibling details included in the incorrect field (box), such as in reasons for preference but not in the sibling details box will not be considered. This may prevent you from gaining a place at your preferred school. Please note if a parent/carer fills in the online application incorrectly, they remain liable not School Admissions and Fair Access.

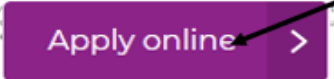
<https://admissions.birmingham.gov.uk/>  
List six secondary schools in order of preference

**Make sure you have read the admission arrangements fully for the schools you are interested in and know how likely it is that your child will be offered a place there. It is important that you include at least one realistic preference for a school that your child would have met the criteria for in previous years.**

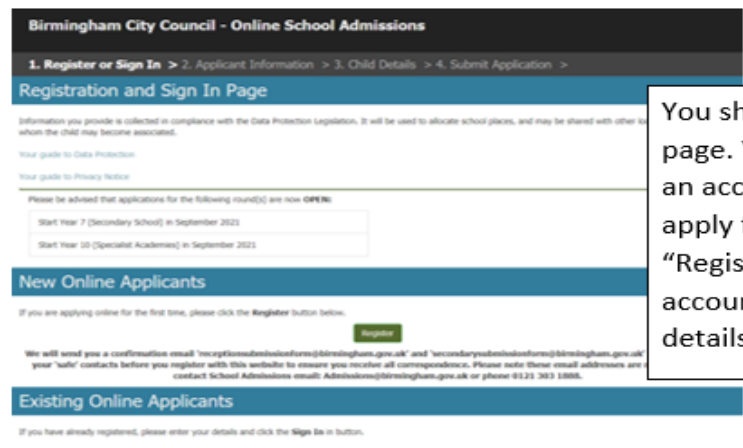
If you have included preferences for any schools that require you to complete a supplementary information form or includes social and medical needs as a criteria and require you to send evidence, please ensure that you send the supplementary information form and any required supporting medical evidence etc. directly to the school in question. Please note that failure to do so may mean that your child's application is assessed by the school under a lower criterion and they may not be offered a place.

Submit your online application form

You will receive a confirmation form. Please ensure to check your email for confirmation email to make sure you have received it.



Read the information on the page and make sure you are clear on the instructions, before clicking the "Apply Now" button, or following the link: <https://admissions.birmingham.gov.uk>



You should be brought to this page. You will need to create an account before you can apply for any schools. Click "Register" to set up an account and register your details.

Once you have created an account, check your email to confirm your details. After that, type in your details to log in and start selecting schools.

# Admission Policy

- Every school has an admission policy.

## **For example:**

1. Children in care
2. Children with a brother or sister in the school already.
3. Children who live nearest to the school.

This will affect your application and you need to ensure you choose schools carefully

# Prince Albert High School – new for Sep 2021

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PAHS Prince Albert HIGH SCHOOL

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Prince Albert High School

**WELCOME TO PRINCE ALBERT HIGH SCHOOL**

APPLY ONLINE TO BE PART OF OUR FIRST EVER COHORT

Apply Now

We are part of the Prince Albert Community Trust

Welcome to Prince Albert High School

Tweets by @PAHS\_PACT



# PA HIGH SCHOOL



We are part of the PACT



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## Welcome

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## Welcome to Prince Albert High School



In September 2021, Prince Albert High School will open its doors to year 7 pupils. The pupils entering the new school, in a brand new building will be making history as PA High's first ever cohort. They will begin their secondary education in a modern building that has been designed specifically for them.

The pupils will enjoy an innovative and exciting curriculum taught by outstanding teachers enabling them to achieve the very high expectations that we will set for them. The school will provide academic rigour alongside the very best of pastoral support to ensure that our pupils leave with all of the knowledge, skills and attributes they will need to succeed beyond their secondary education.

At the Prince Albert Community Trust we are proud of our role in our community. PA High will keep the community we serve at centre of everything we do whilst providing a platform for our pupils to make a real, positive and lasting difference to our world.

Sajid Gulzar

Executive Headteacher, Prince Albert High School

# Prince Albert High School



- You **MUST** apply separately online <http://www.pahigh.co.uk/> as well as choose 6 other choices on the Birmingham City Council application
- PA High does not appear as one of the school choices on the Birmingham form
- Essentially, you are applying to 2 different organisations, Birmingham City Council and PACT. You may then be offered a place at 2 schools: in this situation you will need to accept only 1 of them.
- If applying for PA High via paper application, post to the address on the envelope yourself or return to Heathfield School.
- **When will I know if my application has been successful?**  
Once you have completed your application form, we will contact parents/carers to inform them of offers on March 1st 2021. Families will then have until 15 March 2021 to accept/refuse the offer.

# PA High School Application

Please complete application online

[Apply here!](#)



The screenshot shows the PA High Pupil Application Form. At the top left is the PAHS logo (Prince Albert High School). The title is 'PA High Pupil Application Form'. Below the title, there is a thank you message and instructions to apply by October 31st 2020. Contact information is provided: Web: [www.pahigh.co.uk](http://www.pahigh.co.uk), Email: [enquiry@pahigh.co.uk](mailto:enquiry@pahigh.co.uk), Tel: 0121 725 5249. The form itself is titled 'Pupil Details' and has a red asterisk indicating required fields. The first field is '1. Surname: \*' with a text input box containing the placeholder 'Enter your answer'. The second field is '2. Forename: \*' with a text input box containing the placeholder 'Enter your answer'.

If you have any questions regarding admissions you can contact our admissions team by emailing [pahighadmissions@the-pact.co.uk](mailto:pahighadmissions@the-pact.co.uk).  
For general enquiries about PA High please contact [enquiry@pahigh.co.uk](mailto:enquiry@pahigh.co.uk).  
Alternatively, you can speak to Mr Jackson or any of the Year 6 teachers.

# PA High application information

- Our admissions process opened on 1<sup>st</sup> September 2020 and the closing date for applications will be October 31<sup>st</sup> 2020. To apply for September 2021 you will need to complete **two** application forms which include a form for Prince Albert Community Trust and a form to the local authority.

- ***Form 1 - PACT application form***

The PACT application form can be completed as follows:

## Online

You can complete your application form for Prince Albert High School directly online by completing the online application form [here](#).

## By post

To complete your application form by post you can ask Heathfield School for a paper copy. Complete the information and return it to the following address:

FAO: Jodie Mitchell  
Unity House  
27 Trinity Road  
Birmingham  
B6 6AJ

- ***Form 2 - Local authority common application form***

The local authority common application form must be completed online at [www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions).

# Grammar Schools

## Applying for grammar schools

- The test results for The Grammar Schools in Birmingham will be released before the 31<sup>st</sup> October.
- If your child gained the required mark, you must list it as one of your preferences in your online application.
- **Preferably place 1 of your 6 choices, for example:**
  - Birmingham Grammar School A
  - Birmingham Grammar School B
  - School C
  - School D
  - School E
  - School F

## Grammar School Admissions policy

- All pupils will be admitted solely on the basis of performance in the test.
- You will receive your child's test score by **check dates** by email or post. The letter will indicate the scores required for admission to each of the schools in the previous three years.
- Parents/carers can then decide whether or not to include any of the Grammar Schools in Birmingham on their home Local Authority preference form.
- Grammar schools need to be above other Birmingham City Council schools (1-6 priority order) on the application form

## Grammar schools 'cut off' scores

Please see below the scores of the last child to be offered a place for entry in 2017, 2018 and 2019 (for information):

### 'CUT OFF' SCORES

	2017 (Pupil Premium)	2018 (Pupil Premium)	2019 (Pupil Premium)
Bishop Vesey's Grammar School	220(204)	222(204)	228(204)
King Edward VI Aston School	222(207)	220(205)	225(206)
King Edward VI Camp Hill School for Boys	240(226)	242(229)	249(222)
King Edward VI Camp Hill School for Girls	235(215)	236(219)	238(221)
King Edward VI Five Ways School	233(211)	232(207)	237(213)
King Edward VI Handsworth Grammar School for Boys	208 (N/A)	208 (N/A)	219 (N/A)
King Edward VI Handsworth School for Girls	222(209)	224(209)	226(213)
Sutton Coldfield Grammar School for Girls	217(N/A)	218(N/A)	221(N/A)

# When will I find out which secondary school my child has been allocated a place at?

- If you applied online and provided an email address, **you will be emailed on 1 March 2021** to tell you which secondary school your child has been offered. We expect that you will receive your offer email by 4pm on Monday 1 March 2021.
- Birmingham City Council will also send you a formal offer letter that will be posted 1st class on **Monday 1 March 2021**. Please allow at least **three working days** for your letter to arrive.
- The deadline for accepting the place is 15<sup>th</sup> March 2021.
- If you wish to submit an appeal, the deadline for this is 29<sup>th</sup> March 2021.



# Key dates

## Timetable for the secondary school admissions 2020 to 2021

Stage of process	Date
Application period starts	1 September 2020
Grammar school test	12 September 2020
Results of grammar school test	Prior to 31 October 2020
Closing date for applications	31 October 2020
National Offer Day	1 March 2021
Deadline for accepting the offer	15 March 2021
Deadline for submitting appeals	29 March 2021
Appeal hearings for appeals submitted on time	May and June 2021
Induction day at secondary school	7 July 2021
Term starts	2 September 2021

# Proof of address

Acceptable proof of your child's home address for their school application, include:

- A copy of your **council tax bill**
- A copy of a **recent utility bill** (gas, water, electric, dated within the last 6 months)
- A **solicitors letter** stating that contracts have been exchanged and specifying a completion date
- A copy of your **Child Tax Credit or Working Tax Credit** award letter (if you receive either of these benefits)
- A **signed and dated tenancy agreement** of not less than 12 months, plus proof residency e.g. a copy of recent utility bill

# Virtual Open Evenings

- [Choose schools wisely](#)
- [Visit websites and do research](#)
- [Check virtual open evening dates](#)
  
- [Speak to your child about the choices you are going to make based on your preferences and theirs](#)

# Things to consider before applying:

- Visit the schools' websites
- Consider how close you live to a school. Schools have cut-off distances, which change each year based on demand.
- However, some schools do have different criteria re intake.
- Most schools do accept sibling claims but this does not always guarantee a place for your child.

Thank you.

Please remember that support is available if required.

Please contact school or speak to a member of SLT.

**Application deadline: 31<sup>st</sup> October 2020**