

Our ref: AA/CP/Oct23

October 2023

Parent/Carer of

Dear Parent/Carer,

Apply online for your child to start Reception class in September 2024

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 from 1 October 2023 and by **15 January 2024** (the final closing date). We would strongly recommend that you ensure you read the 'Primary Admission Arrangements 2024' Information prior to submitting your application. In addition to this, most schools will hold open sessions where parents can talk to teachers or view the school's own prospectus etc. Please visit your preferred school's website for further details.

Online applications will receive an immediate email confirmation when the application is submitted. Those online applicants who have not provided an email address will not receive an acknowledgement, so it is very important that you include an email address. If you have not received an acknowledgement by 15 January 2024, then you should call Children's Services on 0121 303 1888 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 2024. Parents/carers that submitted an online application without a valid email address will be sent an offer letter by first class post which should arrive from 16 April 2024 and 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 device with internet access 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's Services on 0121 303 1888 where staff will be pleased to offer their assistance.

Yours sincerely,



Alan Michell
Head of Schools Admissions, Attendance, Exclusions and Pupil Tracking