

Our ref: AA/JT/Oct2017

October 2017

Parent/Carer of

Dear Parent/Carer,

Apply online for your child's transfer from Year 2 to Year 3 for September 2018

I am writing to you because your child currently attends Year 2 in an infant school. This means that you are required to complete a 'Transfer from Year 2 to Year 3' online application to request admission to a linked primary school or a linked junior school.

We would ask you to visit **www.birmingham.gov.uk/schooladmissions** and submit an online application by **4 December 2017**. The final closing date for the receipt of applications is **15 January 2018**. We would strongly recommend that you visit your preferred schools and ensure you read The 'Primary School Admissions Criteria 2018 Information' that is available to view online at the above website prior to submitting your application.

Online applications will receive 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. If you have not received an acknowledgement by (15 January 2018), then you should call the Children's Advice and Support Service to confirm that your application has been received.

All parents/carers will be sent an offer letter by first class post on 16 April 2018, to arrive 17 April 2018. Online applicants will be sent an offer by email on 16 April 2018, which you will receive ahead of your postal notification. 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 transferring to Junior school, please do not hesitate to contact a member of the Children's Advice and Support Service on 0121 303 1888 where staff will be pleased to offer assistance.

Yours sincerely,

Alan Mitchell
Interim Operational Manager
Schools Admissions