

Our ref: AA/JT/Oct2017

October 2017

Parent/Carer of

Dear Parent/Carer,

**Apply online for your child to start Reception class in September 2018**

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](http://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 that you read The 'Primary School Admissions Criteria 2018 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. Both documents are available to view online at the above website

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 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 starting 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