

Our ref: AA/JT/Oct2021

October 2021

Parent/Carer of

Dear Parent/Carer,

Apply online for your child's transfer from Year 2 to Year 3 for September 2022

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 from 1 October 2021 and by **15 January 2022** (the final closing date). We would strongly recommend that you ensure that you read the 'Primary School Admissions Criteria 2022 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. 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 2022, 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 19 April 2022. 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 19 April 2022 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 School Admissions and Fair Access