

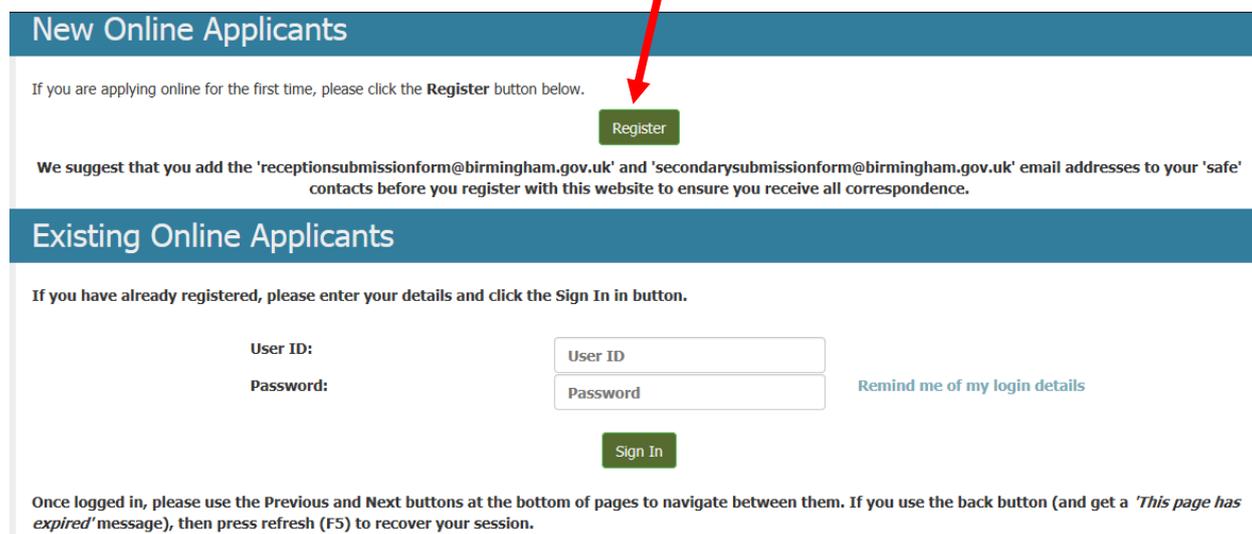
How to complete a secondary school preference form online

1. Go to the eadmissions web page

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

2. Create an account

If it is the first time you have completed a Birmingham school admission preference form you'll need to create an account. To do this click on register:



New Online Applicants

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

Register

We suggest that you add the '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.

Existing Online Applicants

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

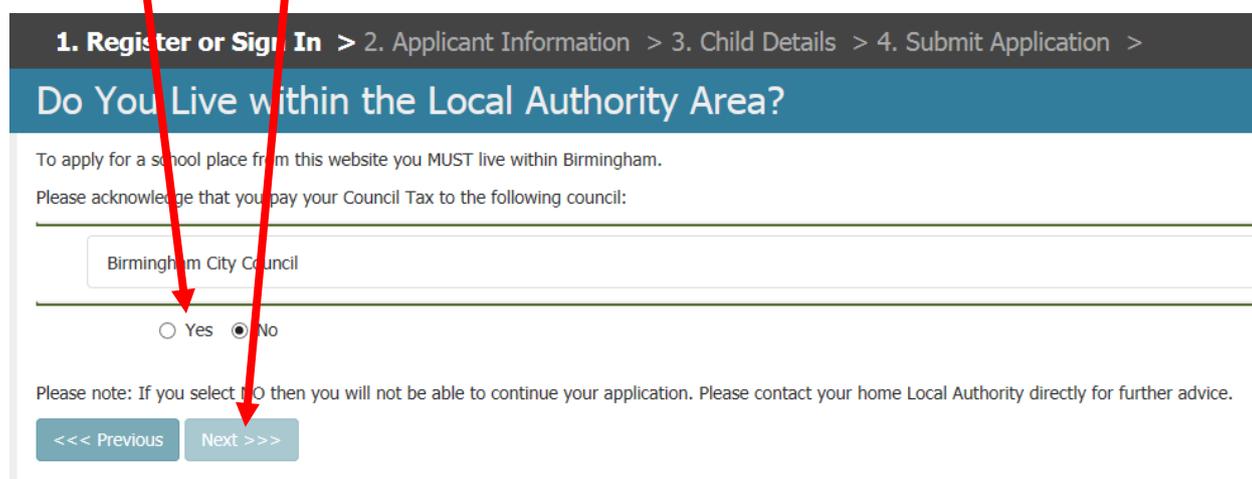
User ID:

Password: [Remind me of my login details](#)

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.

You'll be asked to confirm that you live in, and pay Council tax to, Birmingham. If you do, choose yes and then next. If you don't, you'll need to apply for a school through the Council you do pay Council tax to, even if you want to apply to a school in Birmingham.



1. Register or Sign In > 2. Applicant Information > 3. Child Details > 4. Submit Application >

Do You Live within the Local Authority Area?

To apply for a school place from this website you **MUST** live within Birmingham.

Please acknowledge that you pay your Council Tax to the following council:

Yes No

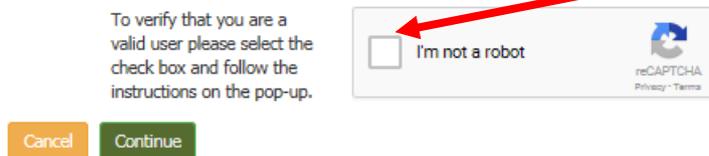
Please note: If you select **NO** then you will not be able to continue your application. Please contact your home Local Authority directly for further advice.

On the next screen enter:

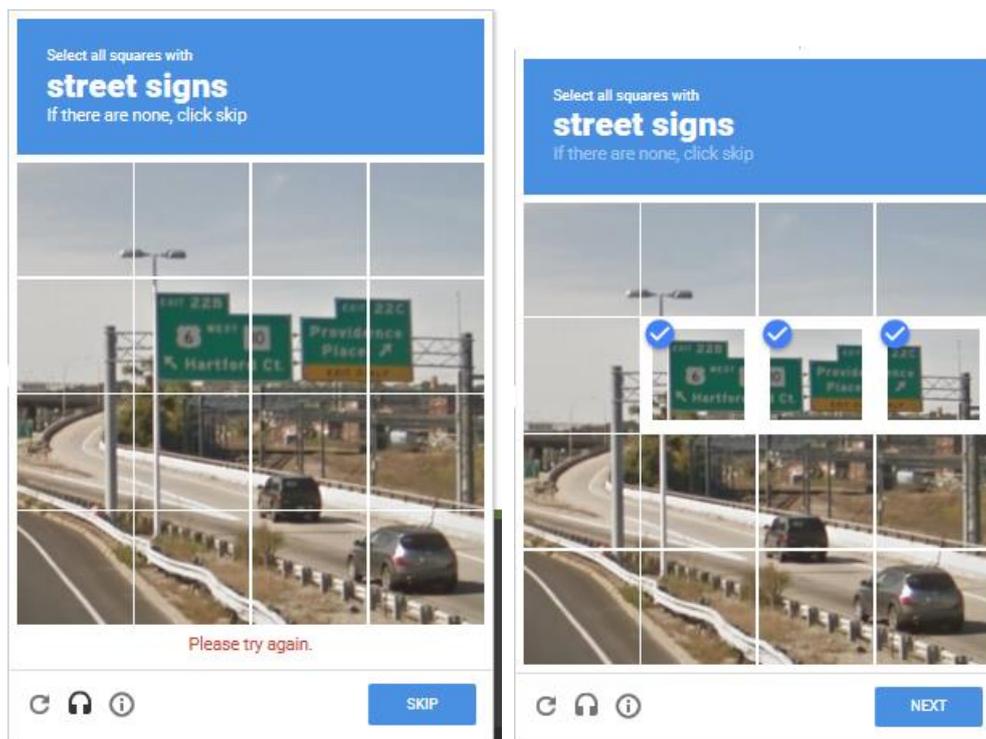
- your email address (so we can acknowledge receipt of your form)
- give yourself a username. This needs to be 6 to 16 letters or numbers, with no spaces.
- create a password. This needs to contain certain character types, which are listed on the page.

It is important to make a note of the username and password you give yourself so you can log back on to the system. You'll be able to log on after offer day to see which school you've been offered.

When you've entered an email address, username and password, click here.



You'll be shown a picture and asked to click on the squares that contain a particular thing, for example street signs. Click on all squares that have that thing in them, then click 'next'. You'll be asked to do the same for another picture, then click 'verify'.



All being well you'll receive the message below. If someone has already registered with the username you've chosen you may need to go back and choose a different one.

Registration

Registration has been completed successfully.

Thank you for registering on the eAdmissions system.

A confirmation email with your registration details has been sent to your email address.

To continue, please enter your personal contact details.

Enter Details



3. Enter your personal details

Your name and address

Click on 'enter details' on the screen shown above. The next screen you see will ask you to submit your name and address – you will be asked to enter information about your child later.

Certain information must be provided to move onto the next page. If you don't add this information you'll be asked to enter it before moving on.

When you've entered all of the information, click next at the bottom of the page.

Your child's date of birth

The next screen asks for your child's date of birth. If you have more than one child due to start or move school, you'll need to enter each child separately.

The form will work out whether you are applying for a year 7 or 10 place based on the date of birth you enter. Please check this is correct.

Child details

Enter your child's name, gender and address.

If your child lives at the same address as you entered for yourself, just click yes where it asks 'same address' and you won't have to enter the information again. If your child lives at a different address, you'll need to enter the information.

Same Address Yes No

Flat Number	<input type="text"/>	**Building Name	<input type="text"/>
**House Number/Name	<input type="text"/>	Street	<input type="text"/>
District	<input type="text"/>		
Town	<input type="text"/>	County	<input type="text"/>
*Postcode	<input type="text"/>	Country	<input type="text"/>

Proof of address – if you have received a letter from the Birmingham School Admission service inviting you to apply for a school place, and the address on that letter is correct, you do NOT need to send us proof of your address. If you didn't receive a letter, or the letter you received had a different address on you DO need to provide proof of address.

Please visit <https://www.birmingham.gov.uk/schooladmissions> to find out the types of proof we accept and how to send this to us.

You can carry on completing your preference form. Just make sure you send the proof of address before the closing date:

- Secondary School – 31 October 2017
- Primary School – 15 January 2018

3. Child's Current School

Name of Current School

None selected



Choose your child's current school from the drop down box.

4. Relationship to the Child

The relationship of the applicant to the child

*Relationship to child (see list)

*Do you have parental responsibility for this child?

Yes No

Choose an option from the drop down box that best describes your relationship to the child, and confirm that you have parental responsibility for the child. If you do not, you will not be able to complete the preference form.

5. Supporting Information

Complete this section if the child is 'looked after' by a Local Authority OR previously 'looked after'. In the case of previously 'looked after' to ensure that your child is given the highest priority against the schools oversubscription criteria, please send a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

If your child has a Statement of Special Educational Need you must complete a separate form. Please contact SENAR on 0121 303 1888

*Is the child looked after or previously been looked after by a Local Authority? Yes No

*Does the child have a Statement of Special Educational Need or EHCP? Yes No

Previous - Go back. Save & Exit - Save application to return to later. Next - Enter preferences for the pupil.

<<< Previous

Save and Exit

Next >>>

Finally on this page, confirm whether your child is, or has been looked after by the Local Authority; and if your child has a Statement of Special Educational Need or EHCP.

As detailed on the page:

- if the child was previously looked after you should send details to School Admissions at: admissions@birmingham.gov.uk so that he/she can be given priority if the school you'd like them to go to is oversubscribed.
- If your child has a statement of special educational need or ECHP you will need to complete a different form. Please contact the number shown for advice.

School preference 1

School Preference 1

You have the opportunity in this application to choose between **1** and **6** schools.
(Please note that they are ranked in order of preference. School Preference 1 being the highest.)

Please enter the details for : **School Preference 1** [Change Preference Order](#)

Please Note:

The asterisk (*) indicates required information if you choose to enter sibling information.

1. The School

Choose the local authority from this list:

Birmingham

Choose the establishment from this list:

--- Please select a school ---

If your highest preference school is **not** in Birmingham, choose the Local Authority area the school is in from the drop down list. Otherwise, leave the selection as Birmingham.

Then use the other drop down list to select the school you'd like to list as your highest preference.

Please note, a number of schools in Birmingham have similar names. Check carefully to ensure you select the school you want to be considered for.

2. Reasons for this Preference

If you are applying for this school with a sibling claim or a faith claim, tick the relevant box and enter section 3/4 below. You can also provide any reasons for choosing this school (3000 characters max).

Sibling Claim ?

Medical Reasons ?

Faith Claim ?

Staff Child ?

Other Reasons ?

Additional Information
(max 3000 characters)

0 character(s) have been entered.

Next put a tick next to any of reasons that apply. If you put your cursor over a blue question mark it will provide further information about that option.

You can add other reasons for putting this school as a preference, however this can only be taken into account where it relates to the schools oversubscription criteria – the published rules each school has to decide who gets offered a place if it can't offer a place to everyone who wants one. Oversubscription criteria can be found at

www.birmingham.gov.uk/schooladmissions

3. Sibling (Brother or Sister)

If you have another child who will still be in attendance at this school in September : enter their details here.

*Forename (of Sibling)

Middle Name(s)

*Surname

*Date of Birth

*Gender

Male Female

*Same Address as Pupil

Yes No

Flat No

**Building Name

If you already have a child at the school you are entering it is very important to give information about that child. This is because most schools give priority to children who have a sibling already at their school. Information about the formal definition of sibling can be found at www.birmingham.gov.uk/schooladmissions

4. Faith Claim

If you are applying for this school on faith grounds, enter the relevant details here. Faith schools may also need you to complete an additional information form.

* Faith

If Catholic/Church of England

Date the pupil was baptised.

Which church does the pupil normally attend?

If Muslim

Which mosque does child attend?

If you are applying to a faith school, and you are applying to that school on faith grounds enter the relevant information. Some faith schools ask you to complete additional forms as well as the main Birmingham preference form. You should check with the school, or the school admissions brochure available at www.birmingham.gov.uk/schooladmissions

School preference 2-6

Click on next or next preference to move on to the next school you'd like to apply to.

You can apply to up to six secondary schools and you should list them in order of preference, the school you'd most like your child to go to, then where you'd like them to go if they don't get a place at your most preferred school and so on.

The information required for each preference is the same as the information required for the highest preference.

You are encouraged to think very carefully about the schools you list on your form. Remember that how close you live from a school is very important – the further away you live, the less likely you are to be offered a place. More information about how school places are offered can be found at www.birmingham.gov/schooladmissions

Submitting your form

When you have entered the schools you'd like your child to be considered for you'll be shown a summary of the information you have entered. You should check this carefully and correct any errors.

Then tick the box below to confirm that the information you have entered on the form is correct.

Secondary Transfer 2018

Warning: This page summarises the details entered for the preference application for final review before submission. Please check that these are correct and then *ensure* that you submit them for allocation by pressing the Submit Preference Application button at the top or bottom of the page. Thankyou.

To submit this application you MUST click the *Submit Application Now* button at the foot of this page.

Please check the details of your application summarised on this page. If any are incorrect please click the Previous button as necessary to make any changes.

We recommend that you keep a printout as a record.

Please note that the Acknowledgement / Declaration checkbox below must be checked in order to submit the application.

By ticking this box I declare that the information I have given on this form is correct.
I understand that if at a later date this information is found to be incorrect
I may lose any place offered to my child.

Then, very importantly, click the submit application now button to send us your preference form. An immediate acknowledgement will be sent to the email address gave on the form. Please check your junk folder as it may go there.

Customer Satisfaction Survey - Please select one of the following choices to let us know if you found the procedures clear.

Very Clear

Clear

Unclear

Very Unclear

Please tick this box if it is ok for us to contact you at a later date about how you found the application process.

<<< Previous

Save To Return Later

Submit Application Now

Previous - Go back to preferences. Save & Exit - Save and return later to submit the application.

Submit Application Now - Submit the application to the Local Authority for processing.