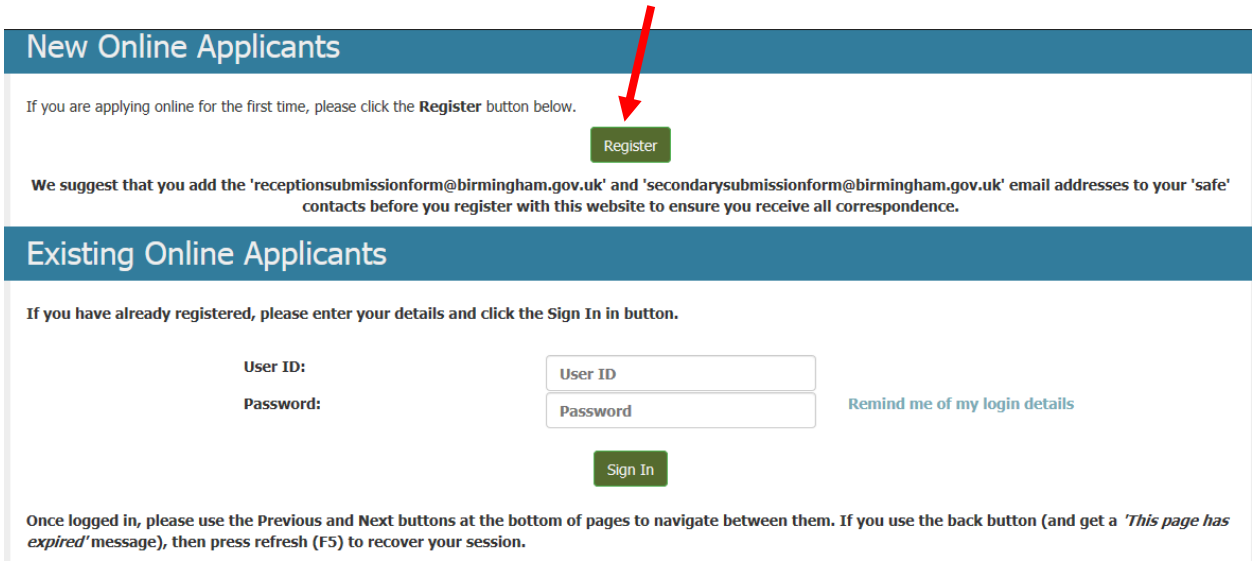
How to complete a secondary school preference form online

1. **Go to the eadmissions web page**

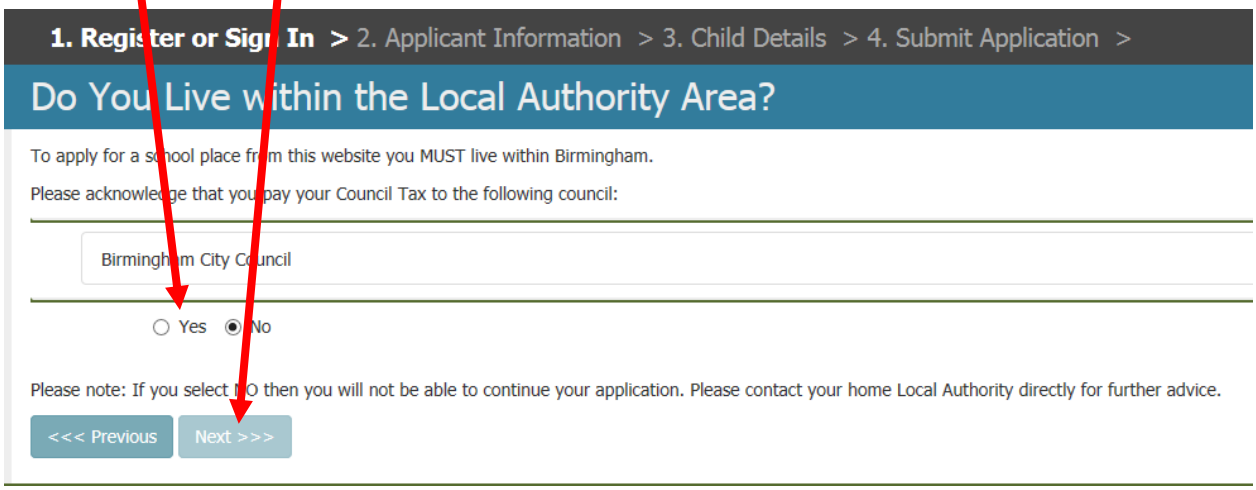
   https://eadmissions.birmingham.gov.uk/prefs.php

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:



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.

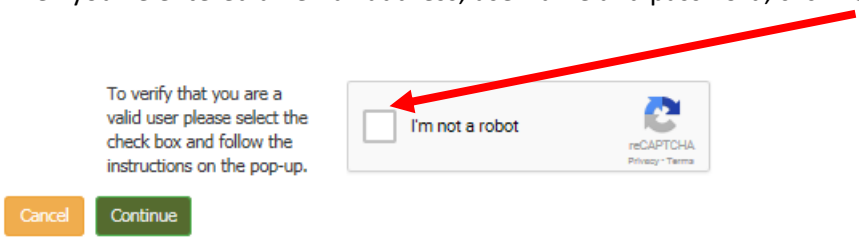


On the next screen enter:

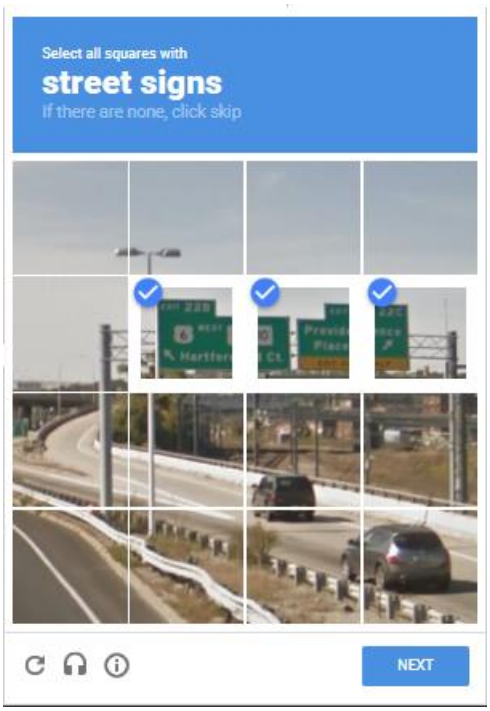
- your email address (so we can acknowledge receipt of your form)
- give yourself a username. This needs to be 6 to 16 letters or numbers, with no spaces.
- create a password. This needs to contain certain character types, which are listed on the page.

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.

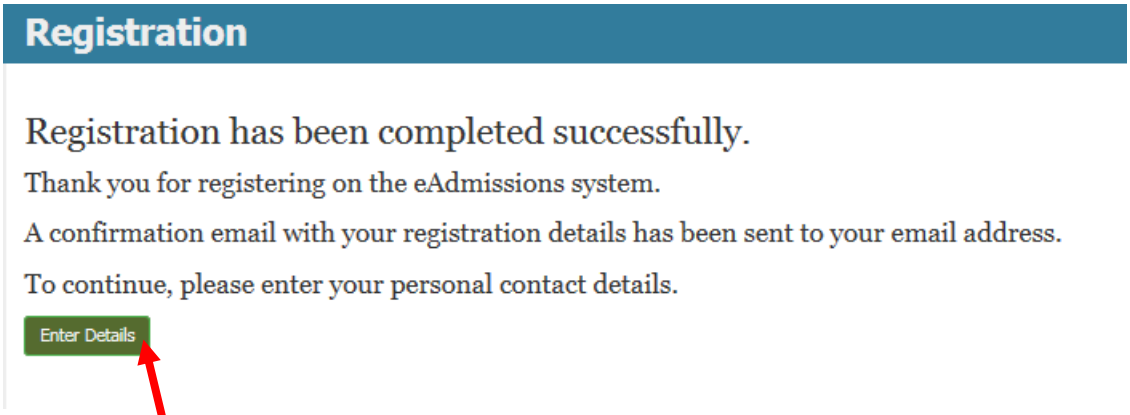
When you've entered an email address, username and password, click here.



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.



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

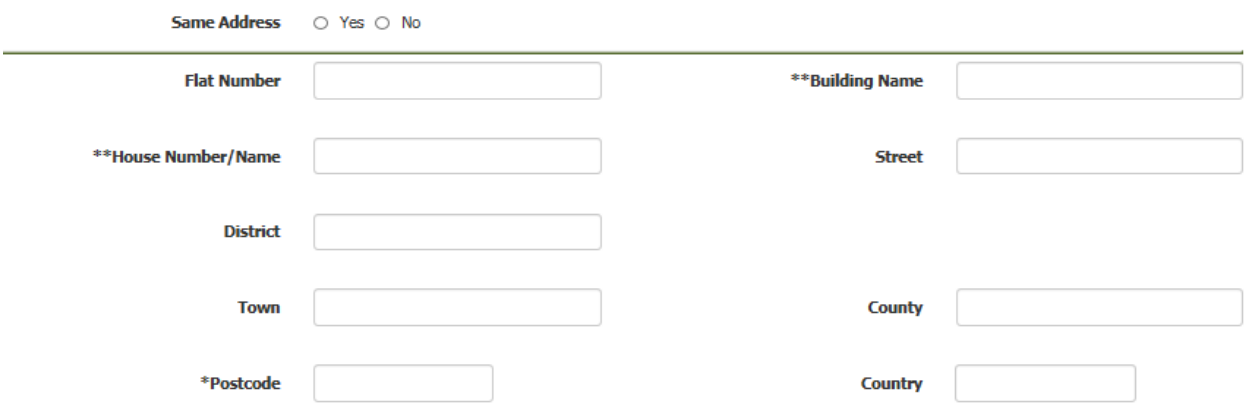
The next screen asks for your child's date of birth. If you have more than one child due to start or move school, you'll need to enter each child separately.

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.

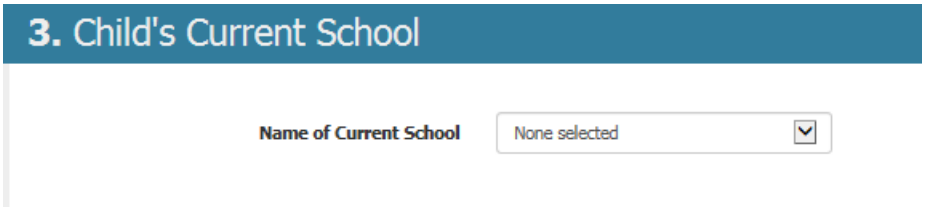


Proof of address – if you have received a letter from the Birmingham School Admission service inviting you to apply for a school place, and the address on that letter is correct, you do NOT need to send us proof of your address. If you didn't receive a letter, or the letter you received had a different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

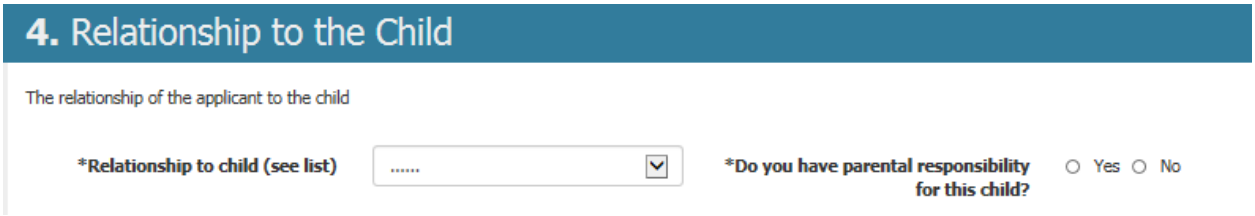
Please visit https://www.birmingham.gov.uk/schooladmissions to find out the types of proof we accept and how to send this to us.

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

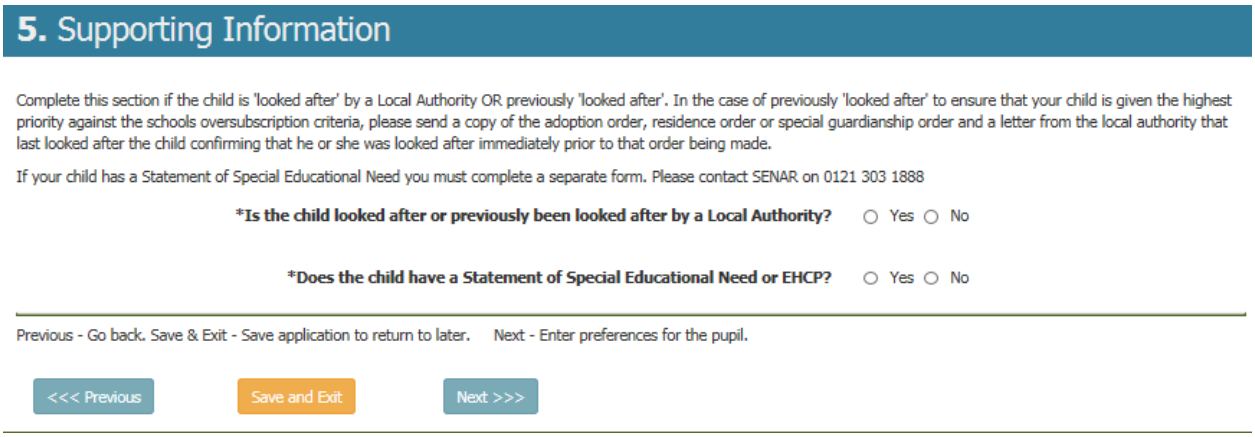
- Secondary School – 31 October 2017
- Primary School – 15 January 2018



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



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.

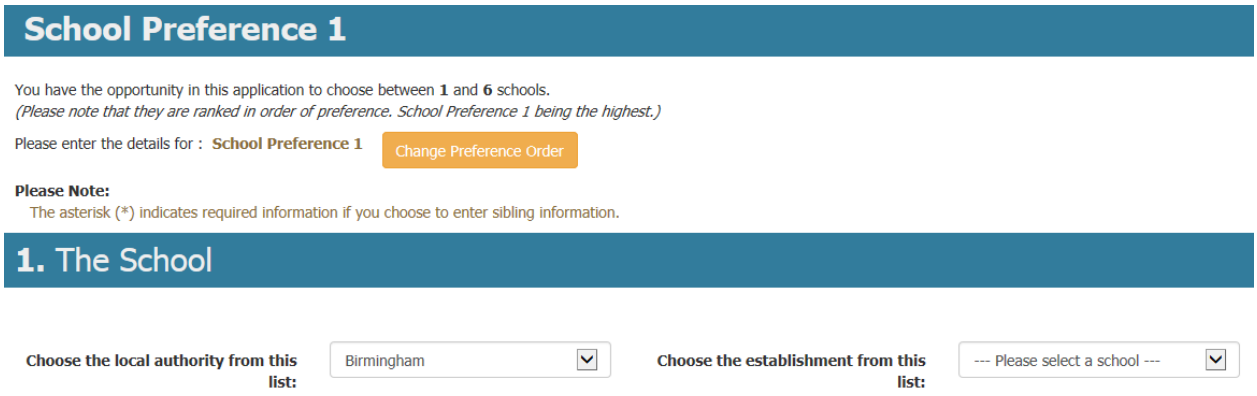


Finally on this page, confirm whether your child is, or has been looked after by the Local Authority; and if your child has a Statement of Special Educational Need or EHCP.

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.

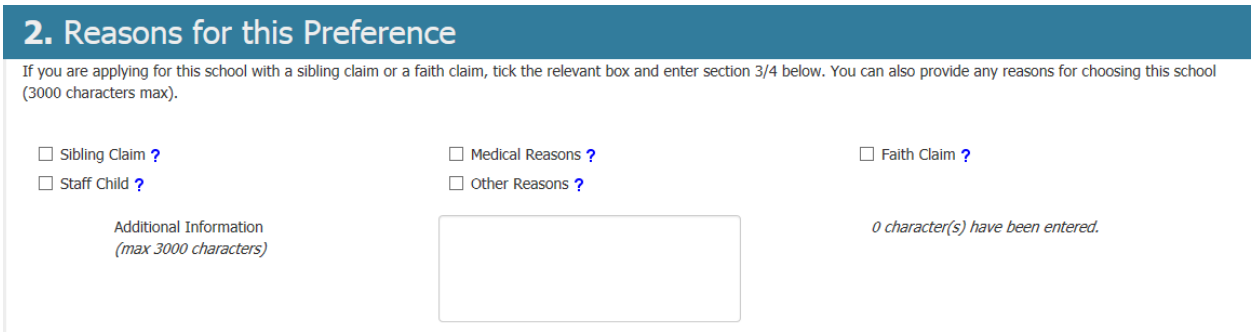
School preference 1



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.

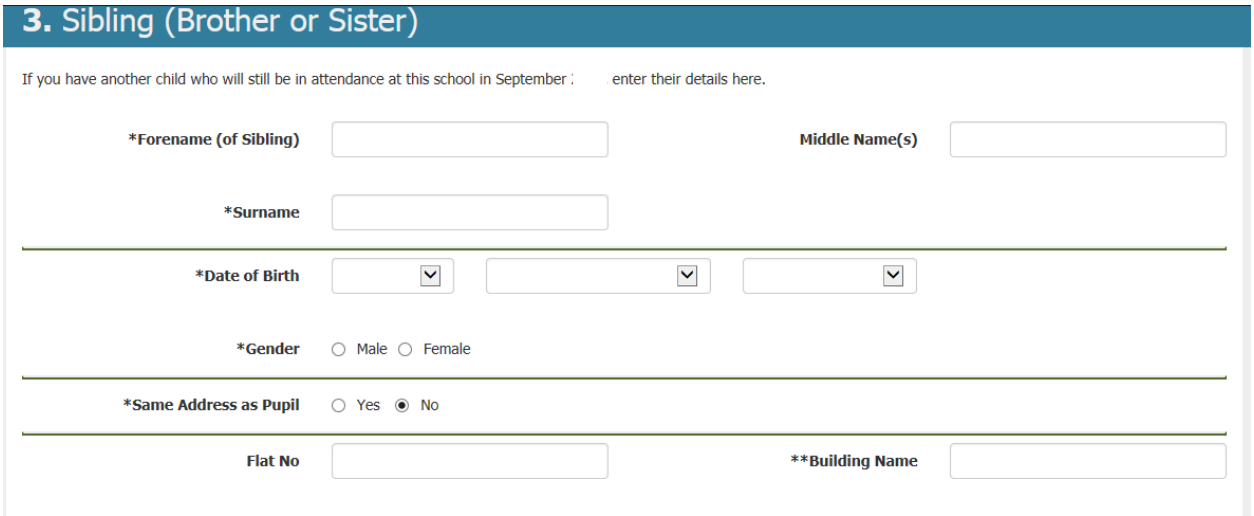
Then use the other drop down list to select the school you'd like to list as your highest preference.

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.

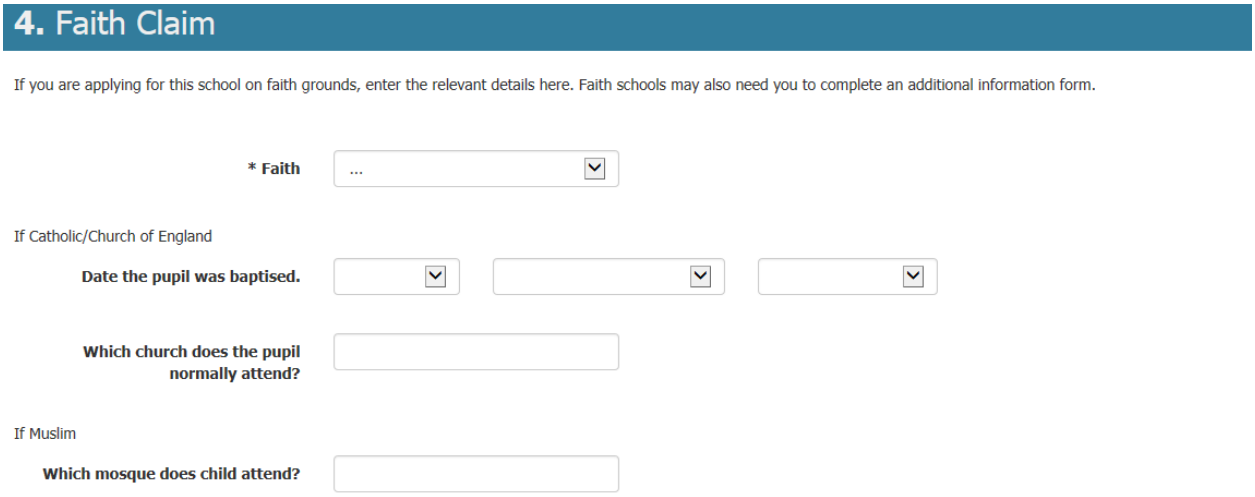


Next put a tick next to any of reasons that apply. If you put your cursor over a blue question mark it will provide further information about that option.

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



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



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.

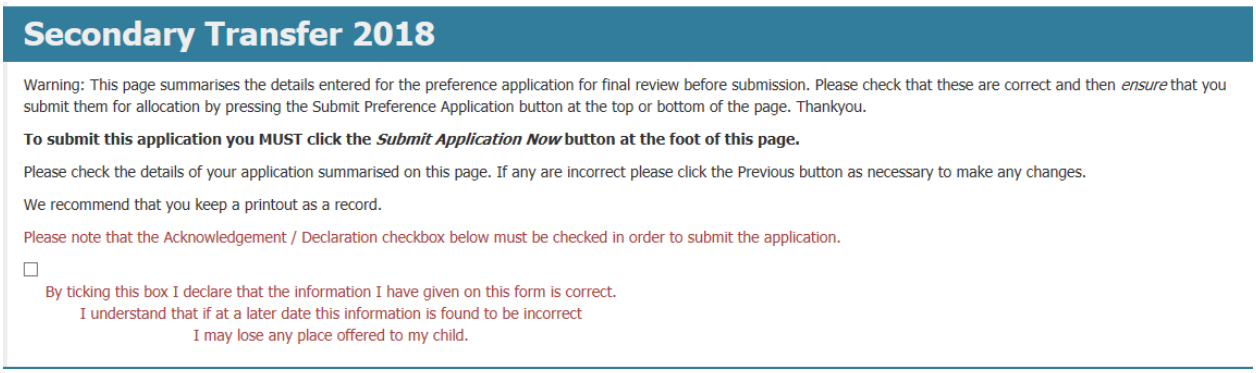
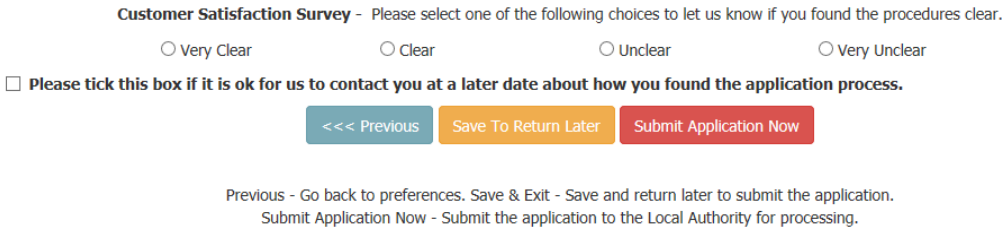
The information required for each preference is the same as the information required for the highest preference.

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/schooladmisions

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.



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.