



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

# Applying to start full-time school in September 2024

For children starting reception  
and born between  
1 September 2019 and 31 August 2020





## How to apply?

Apply online at [www.solihull.gov.uk/pp](http://www.solihull.gov.uk/pp).

You will need an email address to create your account.

You will need to remember your login details on offer day. Make a careful note of exactly how you entered them, e.g. if you used capital or lower case letters. You can log into your account at any time to view your application.

**Closing date:** 15 January 2024

**Offer day:** National offer day is 16 April each year. If this date falls on a weekend or bank holiday, the offers will be made on the next working day.

## Applying for a reception place in school

If your child was born between 1 September 2019 and 31 August 2020 you must apply now for a place in full-time school. This first year is called reception. You must apply even if your child already goes to the school nursery. If you live in Solihull you should apply online at [www.solihull.gov.uk/pp](http://www.solihull.gov.uk/pp).

You can apply for up to five schools including faith schools and academies. They can be in Solihull, or in another council area. You must rank the schools in order of preference. The school you name first should be the one you would most like your child to go to.

If you live outside Solihull you should apply to your home council even if you want to apply for a place in a Solihull school.

If a school receives more applications than places available, we use the admission criteria to decide who is offered a place. You can find the admission criteria for each school on our website.

We strongly recommend that you apply for five local schools and include your catchment-area school among your preferences, even if it is your lowest preference. You can find out your catchment-area school at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps)

Living in the catchment area does not guarantee that you will be given a place, but you will have a high priority. If we cannot offer your child a place at any of the schools you have applied for, you will be offered a place at the nearest school with a vacancy after all the other places have been offered. Your catchment-area school is likely to be full with applicants who did apply.

If you live outside the catchment area and you are offered a place, there is a risk that younger siblings will not be offered a place. If it is important that your children go to the same school your best chance is at your catchment-area school or your parish school.

Find out if the school you are applying for needs any supplementary information and send it to the school. For example, some faith schools need you to fill in an extra form, or provide a certificate of baptism or proof of your attendance at church. You can find out this information from the school or online.

Priority is given, at some Solihull schools, for some exceptional social or medical reasons. You should look online for more information or on how to be considered for exceptional social or medical reasons and what evidence you will be asked to provide.

Your child may already attend a nursery at a school in Solihull. Most schools do not give additional priority to children attending their nursery. This makes it much harder to get a place in reception especially if you are applying for a school outside your catchment area or parish.

You can find more information about the process online. You can see how to make a realistic application, how places have been offered in previous years and each school's admission criteria at [www.solihull.gov.uk/admissions](http://www.solihull.gov.uk/admissions). You should read the admissions criteria for each school that you want to apply for to ensure that you have correctly submitted your application.

You can find your catchment-area school and measure your distance from your home to a school at [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps)

If you are offered a place in an 'infant' school your child is guaranteed a place in year 3 at the linked 'junior' school provided you apply on time.

## **Deferred entry to school**

After a place at a school has been offered you can choose to defer the date your child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Or, if you wish, your child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## Admission outside normal age range

Occasionally, it may be in the best interests of a child to teach him or her out of their chronological year group. This may be because of serious illness or severe learning difficulties. This request can be supported by professional evidence such as a speech and language therapist.

Parents of summer-born children, defined by the DfE as children born between 1 April and 31 August may also request that their child be taught out of the normal age group. Your request may, but does not have to, be supported by professional evidence.

Parents wishing to make a request are advised to follow this process:

- › Apply for a place for your child's normal age group at the usual time
- › Submit a request for admission out of the normal age group at the same time and by the closing date by emailing **admissions@solihull.gov.uk** for local authority school or direct to an academy or voluntary aided school
- › Admission authorities will respond to the request before national offer day
- › If the request is agreed the application for the normal age group will be withdrawn before a place is offered
- › If the request is refused the application will proceed for the normal age group and you must decide whether to accept the offer of a place, or to refuse it and make an in-year application for admission once your child reaches statutory school age
- › If your request is agreed, this is not an offer of a school place, you must make a new application as part of the main admissions round the following year

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

## **What if my application is late?**

Applications received after the closing date are late and will not be processed until after offer day. Applying late will affect the offer you can expect to get.

## **What happens if I move house?**

If you are moving house you should apply on time to your home council. Apply for school(s) in the area you are moving to as well as your local school.

When you have moved into your new home and sent us documents to prove your move we will update your application. More information on moving house and providing proof of your address can be found on our website: [www.solihull.gov/admissions](http://www.solihull.gov/admissions)

If you move house after your child has been offered a place and there are children on the waiting list with a higher priority, or the same priority but closer on distance, your child's offer of a place will be withdrawn.

Informal living arrangements with friends or relatives will not be classed as the child's main residence and will not be used for admissions purposes. Temporary addresses used to improve your child's priority for a school place will also not be accepted.

## **Can I change my application?**

If you want to change your application you can email us with the details. We will send you an email confirming your changes. You cannot make changes online after you have submitted your application. Any changes we make for you will not be seen online. Your online outcome, on offer day, will show your changes.

If you make changes to your application involving schools outside Solihull the details will be sent to the relevant council to be dealt with by their rules.

## **What happens if the information I give is not correct?**

The law says that a school place can be withdrawn after a child has started at the school if the place was gained by fraudulent or intentionally misleading information.

It is important that the information you provide is accurate and honest. If we find that any information in your application is false and you are not entitled to the place you have been offered it will be withdrawn.

If you know anyone who is using an incorrect address you should contact us and we will investigate.

## **Your right of appeal**

You can appeal if you are unhappy with your offer. You will receive more information with your outcome.



## Contact details



admissions@solihull.gov.uk



0121 704 6693



School Admissions, Solihull Council, Manor Square,  
Solihull, B91 3QB

## More information

[www.solihull.gov.uk/admissions](http://www.solihull.gov.uk/admissions)  
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