

TIMETABLE OF DATES FOR STARTING SCHOOL IN SEPTEMBER 2015

Information for parents/carers of children born between 1st September 2010 and 31st August 2011 starting school in September 2015.

Timetable

When	What happens?
October 2014	Birmingham City Council will attempt to write to parents/carers of children who are on roll at a community or private nursery advising them of how to apply for a reception class place.
Oct – Nov 2014	Schools hold open session events.
3 December 2014	You are strongly advised to have applied online or returned your completed preference form to the School Admissions and Pupil Placements Service by this date.
15 January 2015	this is the final closing date for acceptance of preference forms and online applications or change of preferences through moving address etc. All applications will be acknowledged in writing. If you do not receive an acknowledgement of your application by this date you should contact the Children's Information and Advice Service on 0121 303 1888 Option 4.
16 – 17 April 2015	Letters notifying applicants of the Reception Class place offered to their child will be posted on 16th April 2015. Letters will be sent by first class post and should arrive on 17 April 2015. Parent/carers who have submitted their application online will receive email notification of the school place offered on 16 April 2015. Therefore please note that online applicants will receive email notification one day ahead of postal applications.
30 April 2015	Deadline date for acceptance of reception class place offers. Parent/carers who have been offered a Birmingham School will be required to return the reply slip direct to that School. Failure to reply by this date will mean that you are at risk of losing the offer made. If you have been offered a school in another local authority, you must complete and return the reply slip on your offer letter by this date to the School Admissions and Pupil Placements Service.

- 15 May 2015** You must complete any appeals forms for community and voluntary controlled schools and return them by this date to the School Admissions and Pupil Placements Service.
- Some foundation, voluntary aided, free schools and academies may have different appeal procedures. You should contact the school/academy direct or the School Admissions and Pupil Placements Service for further information.
- June 2015** Coppice School will hold an evening Parent's Information Meeting. At this meeting you will meet your child's new Class Teacher and find out everything you need to know about starting your child at Coppice School.
- June/July 2015** Coppice will hold 4 "Stay and Play" Sessions. Your child will be invited to attend as many or as few as you wish.
- 7 September** School starts. Your child will be doing either mornings or afternoons this first week and will stay for lunch one day.
- 14 September** This week we hope all Reception children will be attending full time and staying for a school lunch.