



Date: November 2023
Ask for: **School Admissions**

Dear Parent/Carer,

Admission to Reception and Transfer to Junior School September 2024

As your child was born between 1 September 2019 & 31 August 2020, or is in year 2 at an Infant school, they are due to commence reception, or transfer from Infant to Junior school in September 2024. This means that you must apply for reception or junior school place for your child by **15 January 2024**.

To do this, you must submit an on-line application through the Primary Admissions web page of Walsall Council website: www.walsall.gov.uk/primary_school_admissions Alternatively, from the front page of the Walsall Council website, follow: Schools and Learning – School Admissions – Apply for a primary school place.

You will also find, on this web page, an online booklet that provides more information about the school admissions process. We strongly recommend that you read this booklet before making your application.

Please note that the online application portal is open daily each day up until the 15 January 2024.

You should only apply through the Walsall Council website if you are a Walsall resident. If you pay your council tax to a different Local Authority (LA), then you should apply through them. Contact details for neighbouring LA's are provided in the online Information for Parents booklet.

You can list up to three schools on your application, in your order of preference. List all of the schools that you are interested in, including those that may be located in other local authority areas.

Some schools also require applicants to complete an additional Supplementary Information Form (SIF) in addition to naming the school on the online application form. Please refer to the online information booklet to see if you need to complete a Supplementary Information Form for any of your preferred schools. If you intend to name any schools outside Walsall then please contact the relevant LA to check if you are required to complete a Supplementary Information Form for that school.

All places are offered based on how well a child meets the over-subscription criteria for each school and, regrettably, it is not possible to guarantee that a place will be offered at a particular preferred school. We strongly recommend that you use all three preferences and include at least one local school in your selection that you feel that your child would have met the admission criteria for in previous years.

Details of each school's admissions criteria and how places have been offered in previous years are included in the on-line Information for Parents booklet.

The deadline for submission of applications is **15 January 2024**.

There is ample time for you to consider which schools you intend to list and make your application, there is no priority given to applicants who make their application earlier than others,

It is however extremely important that your application has been submitted by 15 January 2024. Any applications, or changes to your preferred schools, made after this date means that your application will be processed as late and you will not receive your offer until after the national primary offer date of 16 April 2024.

Making a late reception or junior school application will significantly reduce the chance of your child being offered a place at one of your preferred schools.

All on-time applicants will be notified of the outcome of your application on 16 April 2024.

A timetable of key dates is included overleaf.

If you require any advice or support with making your application then please contact the Admissions and Education Sufficiency Team at schooladmissionsadvice@walsall.gov.uk.

Yours faithfully



**Rob Thomas,
Head of Access,**

Date	Primary 2024 Application Key Dates
04 September 2023	Information for Parents booklets available online - Primary 2024
06 November 2023	Portal for Reception 2024 & Junior 2024 applications opens.
15 January 2024	CLOSING DATE FOR ON-TIME RECEPTION 2024 & JUNIOR 2024 APPLICATIONS
16 January 2024 - 13 February 2024	Late application received within this period may be considered as on time but only in exceptional circumstances (see Information for Parents booklet for more information)
14 February 2024	All applications received from this date forward will be considered late regardless of the circumstances
16 April 2024	National Offer Day - all on-time applicants will be offered a primary school place for September 2024
13 May 2024	Late Offers - Phase 1 - Offers made for late applications received between 16/01/2024 & 08/05/2024
15 May 2024	Waiting List Positions available for Reception 2024 & Junior 2024 applications
17 May 2024	Appeals Deadline - see information for parents' booklet for more information
28 June 2024	Late Offers - Phase 2 - Offers made for late applications received between 09/05/2024 & 27/06/2024
As Required	Further offers for late applications will be made as required
June/July 2024	Appeal Hearings - dates to be confirmed to applicants as appropriate
June/July 2024	Inset Dates - to be confirmed by the school of offer

Primary Admissions 2024



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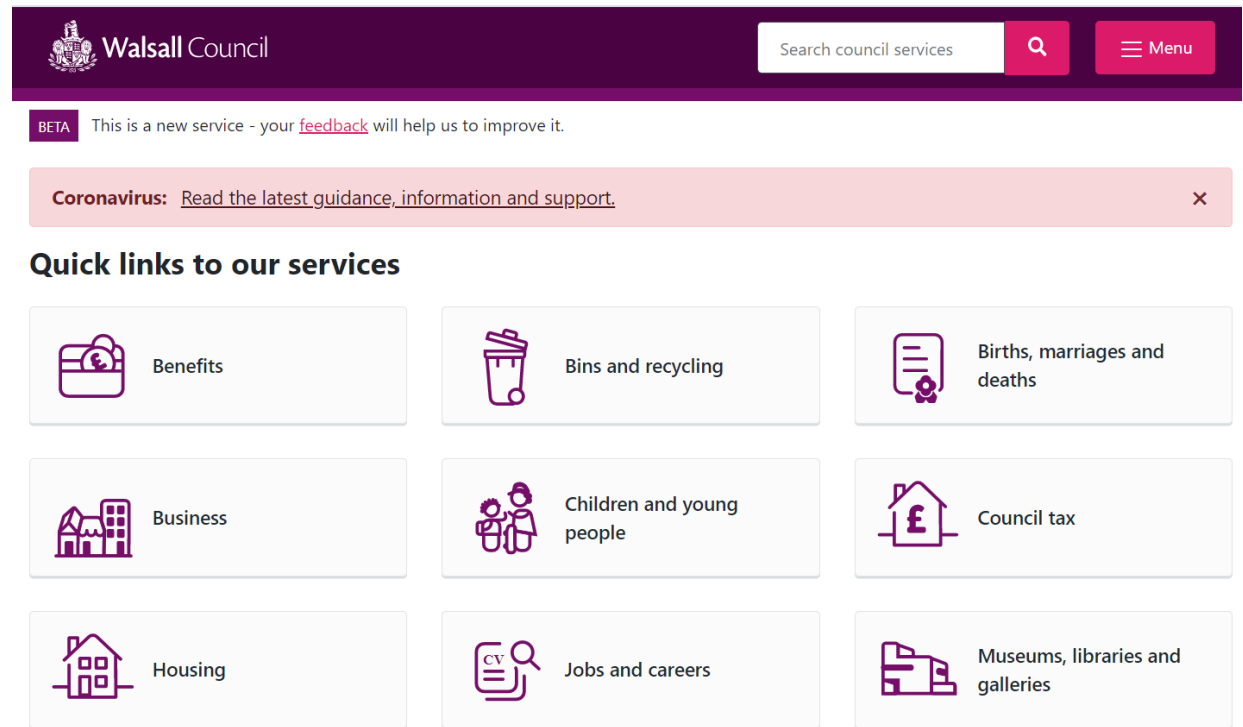
Diary dates

- The application portal opens 6th November 2023.
- Closing date for on-time applications: 15th January 2024.
- Primary school offer date: 16th April 2024










Applying online

- Walsall residents must submit an online application.
- You will need to visit the Walsall Council website.

- Scroll down the page and...'

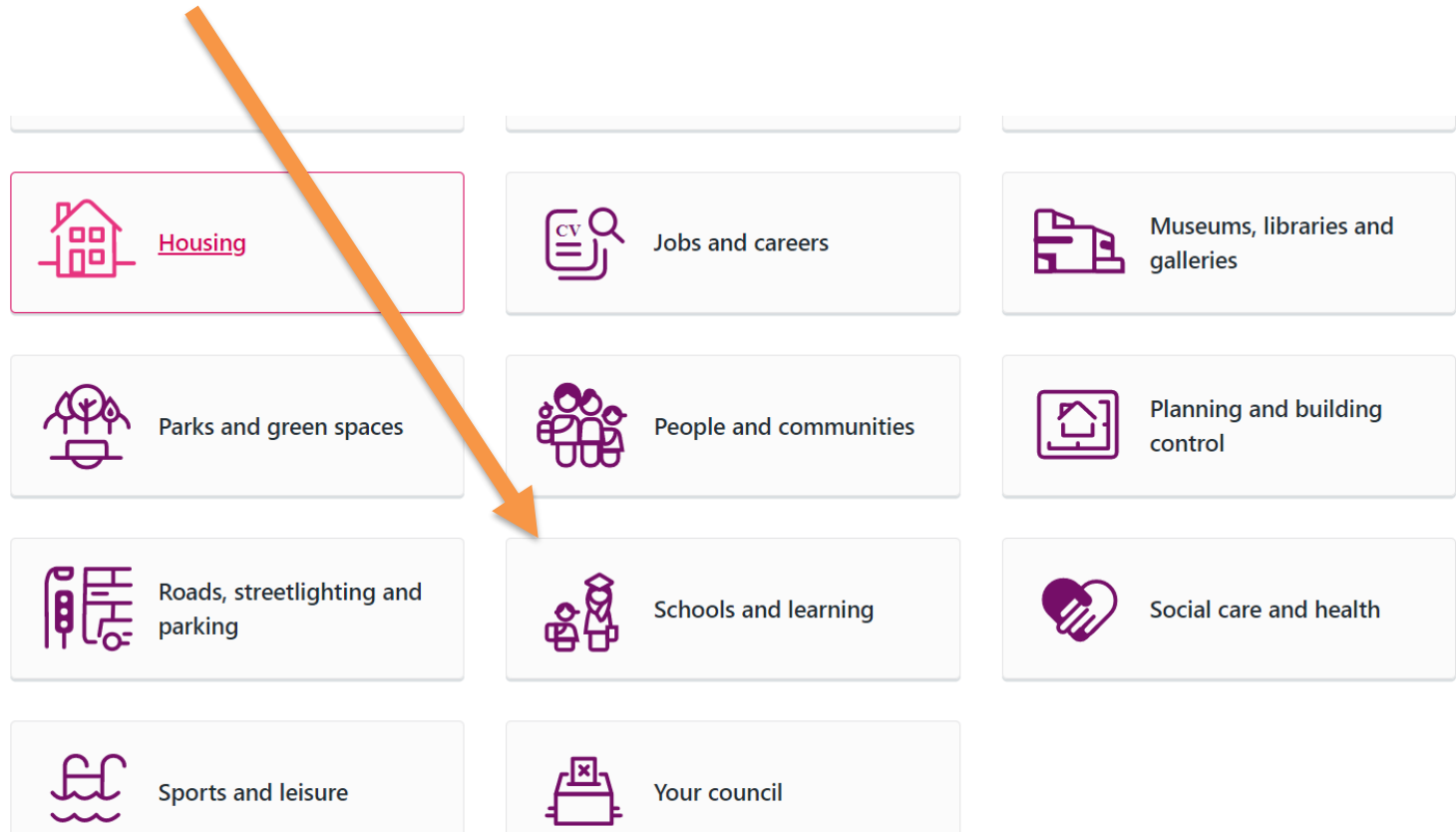


The screenshot shows the Walsall Council website. The header is dark blue with the Walsall Council logo and name on the left, a search bar with the text "Search council services" and a magnifying glass icon in the center, and a "Menu" button with a hamburger icon on the right. Below the header, there is a blue banner with the text "BETA This is a new service - your [feedback](#) will help us to improve it." followed by a red banner with the text "Coronavirus: [Read the latest guidance, information and support.](#)" and a close button (X). Below these banners, the section "Quick links to our services" is displayed, featuring a grid of nine service tiles, each with an icon and a text label.

Quick links to our services		
	Benefits	
	Business	
	Housing	
		
		
		

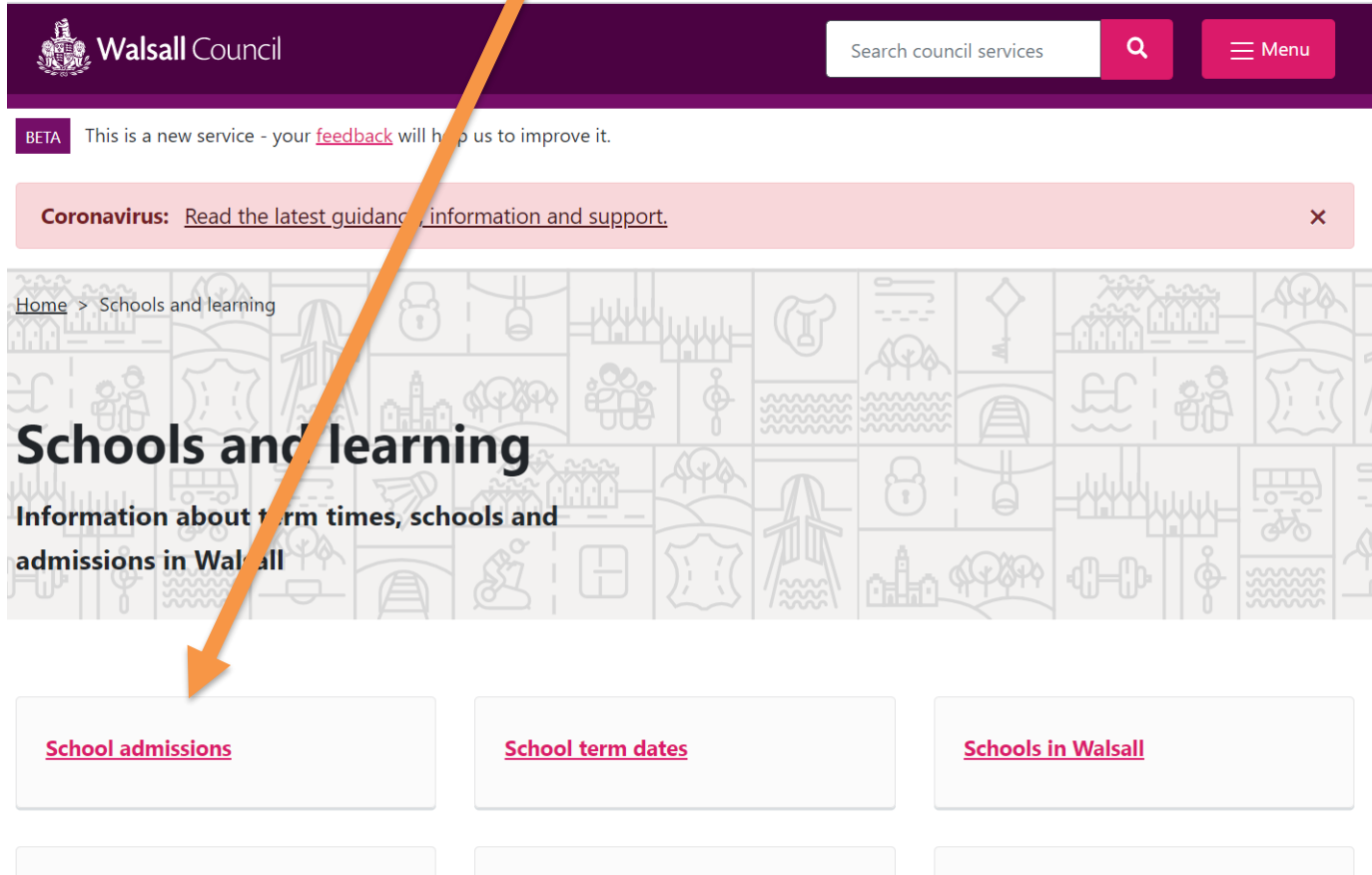
Applying online

- Select 'Schools and Learning'



Applying online

- Select School Admissions



The screenshot shows the Walsall Council website. At the top is a purple header with the Walsall Council logo, a search bar labeled 'Search council services', and a 'Menu' button. Below the header is a purple banner with a 'BETA' tag and the text 'This is a new service - your [feedback](#) will help us to improve it.' Below this is a pink banner with the text 'Coronavirus: [Read the latest guidance, information and support.](#)' and a close button. The main content area has a breadcrumb trail 'Home > Schools and learning' and a large heading 'Schools and learning' with the subtext 'Information about term times, schools and admissions in Walsall'. Below this is a grid of icons. At the bottom, there are three buttons: 'School admissions', 'School term dates', and 'Schools in Walsall'. An orange arrow points from the top of the page down to the 'School admissions' button.

Walsall Council

Search council services

Menu

BETA This is a new service - your [feedback](#) will help us to improve it.

Coronavirus: [Read the latest guidance, information and support.](#)

Home > Schools and learning

Schools and learning

Information about term times, schools and admissions in Walsall

[School admissions](#)

[School term dates](#)

[Schools in Walsall](#)

Applying online

- Select 'Apply for a primary school place'



Apply for a primary school place

Apply for September 2023 for your child to start reception, or transfer from infant to junior school



Apply for a secondary school place

Apply for a September 2023 start if your child is due to transfer to a secondary school (year 7)



Moving to a different school

Also called a mid-year admission or transfer, you can apply to move your child to a different school at a non-standard point

Applying online

- Read through the information on the page and select 'Apply for a primary school place'

How to apply

To apply for a September 2023 place, complete our online application by 15 January 2023. You can use the application portal every day from 8am to 9.30pm.



Apply for a primary school place

If you miss the closing date, your application will be treated as late. This will reduce your chances of being offered a preferred school.

Applying online




Walsall Council

Citizen Portal

 Home

 Login

 Register

 English/Cymraeg ▾

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to the Walsall Council Citizen Portal

To use this site you will need to first register then you can add and view applications for school places. Before you use this site please ensure you have read your Information for Parents Leaflet and the Information for Parents Booklet (available from the [Walsall Council Web Site](#)).

If you wish to apply for free school meals, please click here [Apply for Free School Meals online here](#).

Please [Click Here](#) for more information about the Walsall SEND Local offer for Children with Special Educational Needs and Disabilities.

Register and apply



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Benefits of applying Online

- Not a paper form.
- Secure and safe system.
- Your offer notification will be emailed to you on offer day.
- 16th April 2024 is national offer day.
- You can amend your application after it has been submitted up until the closing date of 15th January 2024. **Please remember to re-submit your application after you make any changes.**

Top tips

- Submit your application by **15th January 2024**.
- Do your research.
- Read the information for parents booklet.
- You have 3 school preferences, use them.
- Include at least one local school that you feel your child would have qualified for in previous years.
- If your preferred schools are oversubscribed and a place cannot be offered, your child will be placed on a waiting list and the LA will allocate a place at the closest school with a vacancy.
- Some schools require supplementary forms.

Result of a late application:

It is extremely important that you submit your application by 15th January 2024.

- Late applications are processed after all those submitted on time.
- Your child might not be offered a place at **any** of your preferred schools, even though you may live very close to the school and have other children attending there.
- Your child could be allocated a place at an alternative Walsall school which may not be your most local, or one that you would have chosen.
- It is unlikely that a place would become available at your preferred school from the waiting list.

Useful Information

- Read the information for parents booklet
- You **MUST** submit your application by 15th January 2024.
- List 3 school preferences on your application.
- Some Walsall Faith schools require supplementary forms – they must also be submitted on time, **directly to the schools.**

Useful Contacts:

- Use this website www.walsall.gov.uk/education to view/download the Primary Admissions booklet.
- **Email:** schooladmissionsadvice@walsall.gov.uk

The Admissions and Education Sufficiency team aim to respond to enquiries within 2 working days.