



Date: November 2022
Ask for: **School Admissions**

Dear Parent/Carer,

Admission to Reception and Transfer to Junior School September 2023

As your child was born between 1 September 2018 & 31 August 2019, or is in year 2 at an Infant school, they are due to commence reception, or transfer from an Infant to a Junior school in September 2023. This means that you must apply for reception or junior school place for your child by **15 January 2023**.

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 between 8am and 9.30pm each day up until the 15 January 2023.

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 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 booklet.

The deadline for submission of applications is **15 January 2023**.

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 2023. 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 17 April 2023.

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

You will be notified of the outcome of your application on 17 April 2023 (national offer day is 16 April or next working day. Offer day falls during the weekend in 2023 and will be the next working day of 19 April 2023).

If you require any advice or support with making your application then please contact the School Admissions and Appeals Team at schooladmissionsadvice@walsall.gov.uk. Members of the team will be pleased to assist you.

Yours faithfully



**Rob Thomas,
Head of Access,**