

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