

# Primary Admissions 2024



Walsall Council

**PROUD** OF OUR **PAST** OUR **PRESENT** AND FOR OUR **FUTURE**

# Diary dates

- The application portal opens 6<sup>th</sup> November 2023.
- Closing date for on-time applications: 15<sup>th</sup> January 2024.
- Primary school offer date: 16<sup>th</sup> 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 header with the council logo and name, a search bar for council services, and a menu button. Below the header is a beta notice and a coronavirus information banner. The main content area is titled 'Quick links to our services' and features a grid of nine service categories, each with an icon and text: Benefits, Bins and recycling, Births, marriages and deaths, Business, Children and young people, Council tax, Housing, Jobs and careers, and Museums, libraries and galleries.

**Walsall Council** Search council services Menu

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

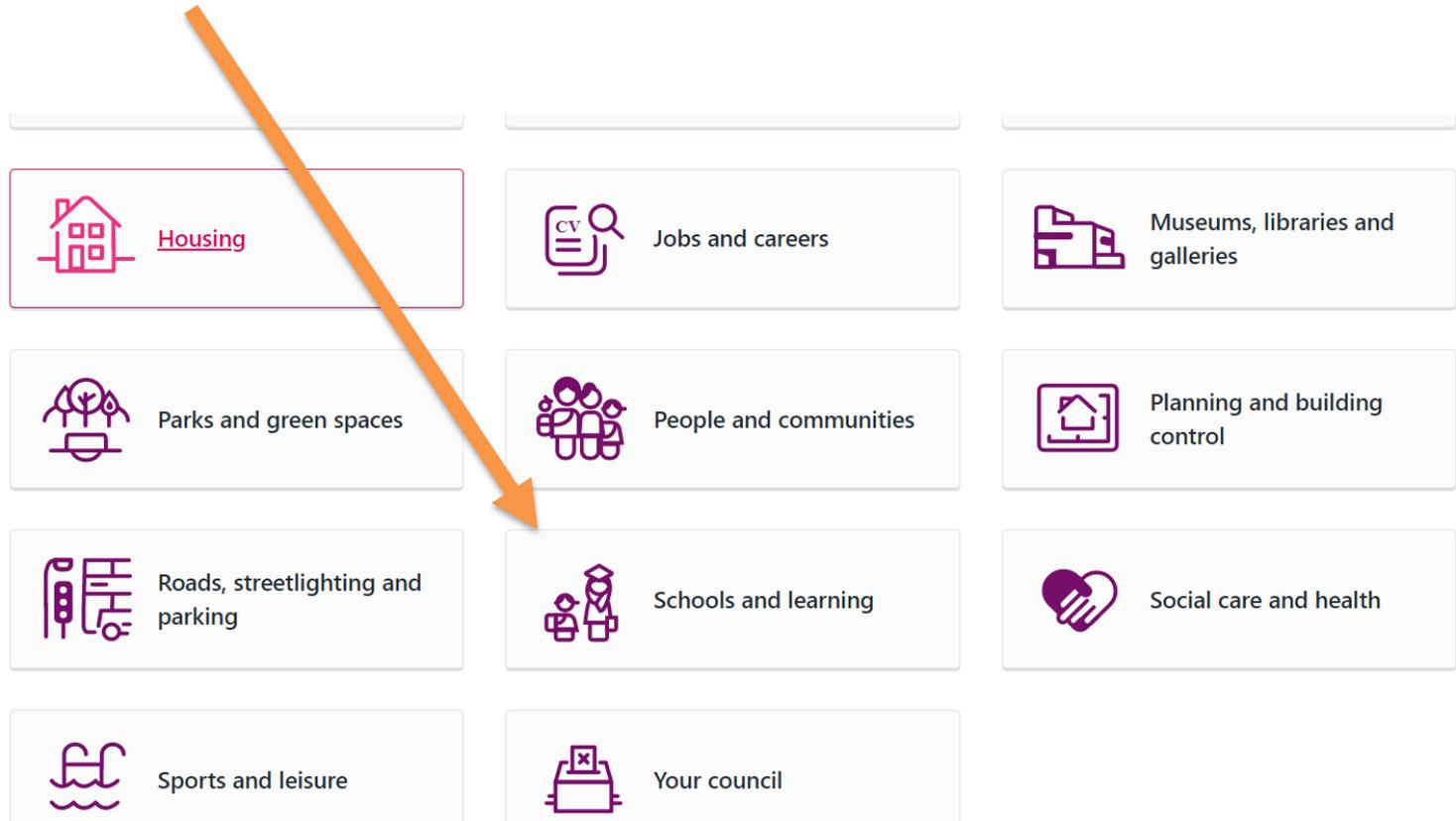
**Coronavirus:** [Read the latest guidance, information and support.](#)

### Quick links to our services

Benefits	Bins and recycling	Births, marriages and deaths
Business	Children and young people	Council tax
Housing	Jobs and careers	Museums, libraries and galleries

# Applying online

- Select 'Schools and Learning'



# Applying online

- Select School Admissions

The screenshot shows the Walsall Council website interface. At the top left is the Walsall Council logo. To its right is a search bar labeled 'Search council services' and a 'Menu' button. Below the header is a purple banner with the text 'BETA This is a new service - your [feedback](#) will help us to improve it.' Below that is a pink banner for 'Coronavirus: [Read the latest guidance, information and support.](#)' with 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'. An orange arrow points from the top of the page down to the 'School admissions' button. Below the heading are three buttons: 'School admissions', 'School term dates', and 'Schools in Walsall'. There are also three empty button slots below these.

# 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.
- 16<sup>th</sup> April 2024 is national offer day.
- You can amend your application after it has been submitted up until the closing date of 15<sup>th</sup> January 2024. **Please remember to re-submit your application after you make any changes.**

# Top tips

- Submit your application by **15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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](http://www.walsall.gov.uk/education) to view/download the Primary Admissions booklet.
- **Email:** [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk)

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