

**Your Ref:**

Our Ref:

Date: September 2024

Ask for: **School Admissions**

Dear Parent/Carer,

# Re: Transfer to Secondary School September 2025

As your child was born between 1 September 2013 & 31 August 2014, they are due to transfer to secondary school in September 2025.This means that you must apply for a secondary school place for your child by **31 October 2024.**

To do this, you must submit an on-line application through the Secondary Admissions web page of Walsall Council website: [Apply for a secondary school place (walsall.gov.uk)](https://go.walsall.gov.uk/schools_and_learning/schools_in_walsall/school_admissions/apply_for_a_secondary_school_place)

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

You should only apply through the Walsall Council website if you are a Walsall resident family. If you pay your Council Tax to a different Local Authority (LA), you should apply through them. Contact details for other neighboring LAs are available in the on-line Information for Parents booklet.

You can list up to five 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 parents to complete an additional Supplementary Information Form, as well as listing it as a preference on the online form. Please refer to the on-line ‘Information for Parents’ booklet for the details of those Walsall schools that require a Supplementary Information Form. If you are applying for any schools outside of the Walsall Local Authority area you should also check with that school directly to see if a Supplementary Information Form is also required.

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 also advise that applicants use all five preference options and include at least one local school in their selection where they are confident that their child would have met the admission criteria in previous years.

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

The deadline for submission of applications is **31 October 2024**.

This gives 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 is submitted by the closing deadline of 31 October 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 national secondary offer day of 3 March 2025. Late applicants will receive their offer after 3 March 2025.



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

Included with this letter is a sheet that provides contact details for all Walsall secondary schools. Please refer to each school’s website for further details of any upcoming open evenings or events.

All on time applicants will be notified of the outcome of their application on 3 March 2025.

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](mailto:schooladmissionsadvice@walsall.gov.uk) .

Yours faithfully

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Description automatically generated

**Mrs Alex Groom**

Admissions & Education Sufficiency Service Manager



