2026-2027

Sandwell Schools Admissions Booklet

A guide to annual and in-year school admissions and appeals

Sandwell Schools Admissions Service

Sandwell Metropolitan Borough Council

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Introduction: Sandwell School Admissions Service

What we do

Applying for a school place for your child, particularly if it is for the first time, can be a daunting prospect with many misconceptions about the application process and the schools for which you are applying. We hope that this information will help you to make informed and realistic school preferences. Please do remember that it is a preference you are indicating when applying for a school place, you are not choosing a school for your child to attend.

Our Admissions Service administers and co-ordinates admissions for **all** types of non-fee-paying Sandwell schools – a total of 115 primary and secondary schools, handling around 15,000 annual and in-year applications every academic year. Our team works to ensure that its admissions and appeals processes and procedures are administered in a professional, fair and efficient manner in order to best serve the needs of Sandwell schools, parents and children. We are continuously striving to refine and improve our service to ensure that we provide a fair and straightforward school admissions system which is transparent, promotes equality and most importantly ensures fair access for all. This is illustrated by the fact that **95%** of Sandwell parents who applied on time being offered one of their top three preferred schools last year.

What you need to do

To ensure that you have the best chance to secure a place at one of your preferred schools, it is essential that you meet the admissions criteria for the school(s) as closely as possible. Make sure you look at the admission criteria for the schools you are interested in – home to school distance (straight line measurement) is one of the most common criteria to be applied so consider how closely your child lives to the school. The distance of the furthest successful applicant will vary year by year depending on how many applicants there are, where they live and the number of applicants with siblings at a particular school.

Before confirming your preferred schools please also look carefully at any other criteria e.g., Children Looked After or Previously Looked After (CLA/PLA), Educational Health and Care Plan (EHCP), sibling connection, denominational or aptitude criteria, which may apply to you.

How to contact us

You can contact us by e-mail, telephone, via MS Teams, by letter or face to face. For further details please visit our School Admissions Website

Schools in Sandwell

What types of schools are there in Sandwell?

- **Community and Voluntary Controlled schools**

  The local authority (LA) is responsible for managing the admissions process at these schools.

- **Voluntary-Aided schools**

  The Governing Body is responsible for offering and refusing places at these schools. The LA will deal with the administrative process on the governors' behalf. Voluntary-Aided schools participate in the scheme for co-ordinated admissions.

- **Trust schools**

  Trust schools are maintained by LA's and supported by a charitable Foundation or Trust. The Governing Body is responsible for deciding which applicants are offered places, but the LA will deal with the administrative process on the governors' behalf. Trust schools also participate in the scheme for co-ordinated admissions.

- **Academies**

  Academies are independent, state funded schools and the Governing Board or Academy Trust is responsible for deciding which applicants are offered places. Academies also participate in the co-ordinated admissions scheme.

- **Free schools**

  Free schools (known as Academies once open) are independent state funded schools, and the Governing Board is responsible for deciding which applicants are offered places. Once a Funding Agreement is in place for the new Academy the LA will deal with the administrative process on the Governors' behalf. Free schools also participate in the scheme for co-ordinated admissions.

- **University Technical College (UTC)**

  The UTC is an independent state funded school in Sandwell and the Governing Board is responsible for deciding which applicants are offered places. Once a funding agreement is in place the LA will deal with the administrative process on the Governors' behalf. UTC's also participate in the scheme for co-ordinated admissions.

Locations and types of schools

Primary and secondary schools by location

Key:		
	Academy	[A]
	Community	[C]
	Free School	[FS]
	Trust	[T]
	Voluntary Aided	[VA]
	Voluntary Controlled	[VC]

Oldbury

Annie Lennard Primary [C]
Bleakhouse Primary [C]
Brandhall Primary [C]
Burnt Tree Primary [C]
Causeway Green Primary [C]
Christ Church CE Primary [VA]
Langley Primary [C]
Lightwoods Primary [A]
Moat Farm Infant [A]
Moat Farm Junior Trust [T]
Our Lady and St Hubert's Catholic Primary [A]
Perryfields Primary [C]
Rounds Green Primary [A]
St Francis Xavier Catholic Primary [A]
St James' CE Primary [VC]
Tividale Community Primary [C]
Bristnall Hall Academy [A]
Oldbury Academy [A]
Ormiston Sandwell Community Academy [A]
Perryfields Academy [A]
Q3 Academy - Langley [A]

Rowley Regis

Blackheath Primary [C]
Brickhouse Primary [T]
Corngreaves Academy [A]
Grace Mary Primary [C]
Highfields Primary [C]
Oakham Primary [C]
Old Hill Primary [T]
Reddal Hill Primary [C]
Rowley Hall Primary [T]
Springfield Primary [T]
Temple Meadow Primary [T]
Timbertree Academy [A]
Tividale Hall Primary [C]
Ormiston Forge Academy [A]
St Michael's CofE High [VA]

Smethwick

Abbey Infant [C]
Abbey Junior [C]
Bearwood Primary [C]
Cape Primary [C]
Crocketts Community Primary [C]
Devonshire Infant Academy [A]
Devonshire Junior Academy [A]
Galton Valley Primary [C]
George Betts Primary Academy [A]
Rood End Primary [C]
Shireland Hall Primary Academy [A]
Shireland Technology Primary [A]
St Gregory's Catholic Primary [A]
St Matthew's CE Primary [VA]
St Philip's Catholic Primary [A]
Uplands Manor Primary [C]
Victoria Park Primary Academy [A]
Holly Lodge High School [T]
Sandwell Academy [A]
Shireland Collegiate Academy [A]
Windsor Olympus Academy [A]

Tipton

Glebefields Primary [C]
Great Bridge Primary [C]
Joseph Turner Primary [C]
Jubilee Park Academy [A]
Newtown Primary [A]
Ocker Hill Academy [A]
Ocker Hill Infant [C]
Sacred Heart Primary [C]
Silvertrees Academy [A]
St Martin's CE Primary [VC]
St Paul's CofE Academy [A]
Summerhill Primary Academy [A]
Tipton Green Junior [A]
Wednesbury Oak Academy [A]
Gospel Oak School [A]
Q3 Academy - Tipton [A]

Wednesbury

Albert Pritchard Infant [T]
Harvills Hawthorn Primary [T]
Holyhead Primary Academy [A]
Mesty Croft Academy [A]
Moorlands Primary [T]
Old Park Primary [T]
Park Hill Primary [T]
St John's CE Primary Academy [A]
St Mary's Catholic Primary [A]
Tameside Primary Academy [A]
The Priory Primary [C]
Wood Green Junior [T]
Stuart Bathurst Catholic High [A]
Wodensborough Ormiston Academy [A]
Wood Green Academy [A]

West Bromwich

All Saints CE Primary [VA]
Eaton Valley Primary [C]
Ferndale Primary [C]
Grove Vale Primary [C]
Hall Green Primary [C]
Hamstead Primary School [C]
Hanbury Primary [C]
Hargate Primary [C]
Hateley Heath Primary [A]
Holy Name Catholic Primary [VA]
Holy Trinity CE Primary [VC]
King George V Primary [C]
Lodge Primary [C]
Lyng Primary [C]
Pennyhill Primary [C]
Ryders Green Primary [C]
St John Bosco Catholic Primary [VA]
St Margaret's CE Primary [VA]
St Mary Magdalene CE Primary [VC]
Whitecrest Primary [C]
Yew Tree Primary [C]
George Salter Academy [A]
Shireland Biomedical University Technical College [UTC]
Q3 Academy - Great Barr [A]
Phoenix Collegiate [T]
West Bromwich Collegiate Academy [A]
Shireland CBSO Academy [A]

University Technical Colleges (UTCs) and Independent Schools

The following offer technically oriented courses of study for students entering Year 10* or Year 12:

Birmingham Ormiston Academy (BOA)

BOA specialises in Creative, Digital and Performing Arts and is sponsored by Ormiston Trust and Birmingham City University. It has a Published Admission Number of 150 for Year 10. For further details and how to apply please visit their website.

Walsall Studio School

Specialises in the Performing Arts, Music, Digital Media Industries It has a Published Admission Number of 60 for Year 10. For further details and how to apply please visit their website.

Aston University Engineering Academy*

Aston University Academy offers places for students aged 13 to 19 and provides them the opportunity to specialise in technical qualifications in engineering, science and business.

It has a Published Admission Number of 80 for Year 9. For further details and how to apply please visit their website.

Independent Schools

There are a number of independent schools in Sandwell. If you wish to find out more information about these schools, please contact them directly.

You can view further details and a list of schools here.

To apply for a place at an independent school you **do not** apply through the LA, you contact the relevant school directly.

Annual Admissions

Applying for an annual school place (in Reception, Infant to Junior School or Year 7)

You can apply for up to six schools so please ensure that you complete only **one** form. **Remember**: Sandwell residents must use this form to apply for any school including those located in neighbouring local authorities.

Residents from neighbouring authorities applying for Sandwell schools must include their Sandwell preferences on **their own local authority's** application form. A Sandwell form must not be used.

All parents / carers will receive only **one** offer of a place.

Before you apply visit the schools you think you might like your child to go to. Talk to the Head Teacher and get a copy of their school's prospectus.

Schools outside of Sandwell

If you are interested in a school in a neighbouring authority, please select from the authorities listed below to go to their website for further information. Also, you may wish to contact the school you are interested in directly for their admission criteria.

- Birmingham
- Dudley
- Solihull
- Walsall
- Wolverhampton
- Worcester

Decide which schools you would like your child to go to. It is always best to consider more than one school because popular schools can have more children wanting to go there than there are places available.

Considering your preferences

To ensure that you are in the best position to make *informed* and *realistic* school preferences on your application, it is strongly advised that you consider the following:

- Don't make your decisions based purely on perception or what a school may have been like in the past. Look at the schools' more recent indicators in areas such as development, performance and ethos. If you still have questions about a particular school, then ask the school.

- Research the school(s) which you may be considering – look at their websites and prospectus, attend their open events and when you are closer to deciding upon your preferred school(s), look carefully at their admissions criteria and assess how closely you match them. Though qualification through distance and / or sibling criteria is common to many schools' admissions criteria, there may be other criteria specific to the school.
- When you have completed your research, make a draft list of the schools for which you intend to apply and then re-check the admissions criteria before applying online.

Normally we will be able to offer you a place at one of the schools you have listed. Sometimes this is not possible, so we will try to find a school with places available as close as possible to your home. You are advised to apply to a number of schools. Your chances of being offered a place at any particular school are not improved by limiting your preferences.

If you have a question related to the application process, please contact the School Admissions Parent Support Line (0121 569 6765) and one of our team will be pleased to help.

Applying for a Reception school place

Children must, **by law**, start school at the beginning of the term after their fifth birthday. However, children usually start school in the September of the school year in which they have their fifth birthday.

Parents may delay their child's entry to school, but all children must start school by the term after their fifth birthday. If you want to delay your child's entry to school to after their fifth birthday then please write to the Schools Admissions Service, well before the closing date for submitting your application.

In special cases, the admission of your child can be deferred for a year; for further information please read our policy.

Sandwell's School Admissions Service **does not** process applications for nursery places. Application forms are available direct from the school or nursery.

If you wish to speak to someone about the free nursery places available for two, three and four-year-olds you should contact:

Sandwell Family Information Service
Sandwell Council House
Oldbury B69 3DE

Email: family_information@sandwell.gov.uk
Website: Sandwell Family Information Service

If you are applying for a place at a school nursery, you **must** apply separately to the school you want.

Please be aware that having a place in a nursery class attached to a school **does not** improve your chances of getting a place in the Reception class at that school.

Parents applying for a place in Reception class should note the law governs the maximum size of classes in Key Stage 1 (Reception, Year 1 and Year 2). The law states that it is unlawful for a class in Key Stage 1 to have more than 30 pupils being taught by a single teacher.

Travel choices for the journey to school

Although schools can be reached by a number of travel methods, the best method is walking, if not all the way then for at least part of the way.

School entrances are very busy places at drop-off and pick-up times, with many people using pavements and crossing roads. Roads around schools can also suffer from congestion and pollution from traffic. It is therefore necessary to minimise car journeys near schools to keep pedestrians as safe as possible and for any children arriving by car to be dropped-off or picked-up at least five minutes' walk away from school entrances.

A brisk walk to school can help children to get their daily exercise and arrive at school or home, refreshed and energised. Walking can have a positive effect on a child's emotional wellbeing. It can encourage independence, road sense and also be an opportunity to chat with friends.

To help you with planning walking journeys to the schools that you have chosen, Google Maps can be used by entering your home postcode and the postcode of the schools. Postcodes of schools are available on Sandwell Council's website. The website can find direct or less busy routes and provide information about the distance, time taken, calories used, and carbon dioxide saved by not using a car on school journeys.

Applying for a place in a Junior School

Most children already at an Infant school want to go to the nearby Junior School. In Sandwell, priority will be given to pupils who already attend the linked Infant School and also to those who have brothers or sisters attending either the linked Infant School or the Junior School for which they are applying at the time of admission:

You can only apply for a place at a Junior School**,** if you wish to apply for a year three place in a Primary School, this must be done by making a in-year transfer application but not until **August** 2026.

Linked Infant - Junior Schools:

- Abbey Infant - Abbey Junior
- Albert Pritchard Infant - Wood Green Junior
- Devonshire Infant Academy - Devonshire Junior Academy
- Moat Farm Infant - Moat Farm Junior Trust
- Ocker Hill Infant - Ocker Hill Academy
- Silvertrees Academy - Tipton Green Junior

Applying for a Year 7 Secondary School place

Secondary schools in Sandwell often hold open evenings for parents / carers who are interested in their children attending that school.

The Process

The Co-ordinated Admissions Scheme is a process for children starting Reception, transferring from Infant to Junior school or starting Secondary school in Year 7. It is a national scheme and applies to all non-fee-paying schools in all council areas. It is designed to make the admissions process simpler and fairer for parents because it means that:

After the closing date, we will apply the relevant published admission criteria to see whether you qualify for a place at any schools you have requested in Sandwell. We will pass on your details to any neighbouring LA you have requested a school place in for them to apply their rules to see if you qualify for a place. When they have told us the results we will look at all your preferences and try to offer you the school you have ranked as your highest preference on your application form. If we are unable to offer you one of your preferences, we will instead offer a place at the nearest school to your address which has places available in Sandwell. Once National Offer Day (2 March 2026 for Year 7 and 16 April 2026 for Reception / Year 3) has passed, if the LA are then able to offer you one of your higher preference(s) schools, this will be allocated automatically, and any previous offer will be removed unless you inform School Admissions that you no longer wish to be considered for your higher preference school(s).

If you are not happy with the school offered to you, you have the option to appeal. Appeals are heard by an Independent Appeals Panel. **It is however strongly recommended that you accept the school that has been offered to you even if you decide to appeal for your preferred school.** By accepting the school offered you will guarantee a school place for your child. If you refuse the place, you will further reduce the options available to you.

Accepting the place, you have been offered will have absolutely no bearing on the outcome of your appeal should you choose to make one.

What to do and when to do it

Year 7: Apply between 14 July 2025 and 31 October 2025

Reception and Junior: Apply between 15 September 2025 and 15 January 2026

Complete an online application (and additional forms if necessary).

Applying online explained

Parents / carers can apply from their home, a library or one of the many Sandwell schools that provide ICT support.

It is essential that you submit your application form before the relevant closing date – Year 7 – 31 October 2025, Reception and Junior – 15 January 2026. If the online application form is not submitted by the closing date your application will be treated as late and won't be considered until all on time applications have been processed.

Additional forms

The tables below show you where you should send your additional form(s) and any other required documents. Please check this carefully before submitting your application.

Applying for a place on medical grounds.

You may also have to complete an additional form if you are applying for a place on medical grounds. Please note that a place will only be granted on medical grounds if the preferred school follows the criteria and is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the LA to decide whether the child's needs can be met most appropriately by the preferred school.

Medical grounds - considered only by the following secondary schools: • Holly Lodge High School • Oldbury Academy • Ormiston Sandwell Community Academy • Ormiston Forge Academy • Perryfields Academy • The Phoenix Collegiate • Wodensborough Ormiston Academy	
Medical form All Primary schools apart from: • All Saints CE Primary • Holy Name Catholic Primary • St Francis Xavier Catholic Primary • St Gregory's Catholic Primary • Our Lady and St Hubert's Catholic Primary • St Mary's Catholic Primary • St Matthew's CE Primary • St John Bosco Catholic Primary	Complete and return the form and send direct to School Admissions (LA).

Applying for a place on denominational grounds

You may also have to complete an additional form and enclose a baptism certificate if you are applying for a place on denominational grounds. If you intend to apply for more than one Voluntary Aided or Voluntary Controlled school on denominational grounds you will need to complete a separate form for each school.

All Saints CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/A)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: deb.fiddian@allsaints-sch.co.uk

Christ Church CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/A)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: fleur.rowlands@christchurch.sandwell.org

Holy Name Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form.

Holy Trinity CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/VC)	When complete, return the form direct to School Admissions Service (LA) or scan and email to: annual_schooladmissions@sandwell.gov.uk

Our Lady and St Hubert's Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: enquiry_olh@emmausmac.com

St Francis Xavier Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: mmarshall@emmausmac.com

St Gregory's Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: enquiry_gre@emmausmac.com

St James' CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/VC)	When complete, return the form direct to School Admissions Service (LA) or scan and email to: annual_schooladmissions@sandwell.gov.uk

St John's CE Primary Academy	
Declaration form to support application on denominational grounds, Church of England (ASU 75/A)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: admin@stjohnsacademy.co.uk

St John Bosco Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: sarah.brierley@st-johnbosco.sandwell.sch.uk

St Martin's CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/VC)	When complete, return the form direct to School Admissions Service (LA) or scan and email to: annual_schooladmissions@sandwell.gov.uk or office@st-martins.sandwell.sch.uk

St Margaret's CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/A)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: postbox@st-margarets.sandwell.sch.uk

St Mary Magdalene CE Primary	
Declaration form to support application on denominational grounds, Church of England (ASU 75/VC)	When complete, return the form direct to School Admissions Service (LA) or scan and email to: annual_schooladmissions@sandwell.gov.uk or lisa.vale@st-marymagdalene.sandwell.sch.uk

St Mary's Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: office@st-marys.sandwell.sch.uk

St Paul's Church of England Academy	
Declaration form to support application on denominational grounds, Church of England (ASU 75/VC)	When complete, return the form direct to School Admissions Service (LA) or scan and email to: office@st-pauls.sandwell.sch.uk

St Philip's Catholic Primary	
Declaration form to support application on denominational grounds, Catholic (ASU 76/C)	When complete, return the form to the school named on the form by post, or hand deliver or scan and email to: rslater@emmausmac.com

Stuart Bathurst Catholic High	
Stuart Bathurst Catholic High Denominational form	When complete, return the form to Stuart Bathurst Catholic High School by post, or hand deliver or scan and email to: admissions@stuart-bathurst.org.uk

Applying for a place on aptitude grounds

You will have to complete an additional form to apply for a place based on the school's aptitude.

George Salter Academy	
George Salter Academy Aptitude form	When complete, return the form to George Salter Academy by post, or hand deliver.

Shireland Collegiate Academy	
Shireland Collegiate Academy Aptitude form	When complete, return the form to Shireland Collegiate Academy by post, or hand deliver or scan and email to: info@sca.shirelandcat.net

Shireland CBSO Academy	
Shireland CBSO Academy	To apply on music aptitude grounds please use this link

Windsor Olympus Academy	
Windsor Olympus Academy Sporting Aptitude Form	When complete, return the form to Windsor Olympus Academy by post, or hand deliver or scan and email to: admissions@olympusacademy.windsoracademytrust.org.uk

Wood Green Academy	
Wood Green Academy Sporting Aptitude	To apply on sporting aptitude grounds please use this link.

For some schools outside Sandwell you may need to fill in an additional form. To find out if this applies to any of your preferences, please contact the school direct or speak to the admissions team in the relevant LA. Contact details are included in the "school admission teams in your area" section in this guidance.

If you are required to complete an additional form, then this must be submitted by the relevant closing date.

If you are applying for more than one school place due to multiple births e.g. twins, it is important that you complete separate application forms / additional forms for each child.

Please note: For a definition of "sibling", please see frequently asked questions below.

Siblings (Secondary)

All schools in Sandwell use sibling connection as part of their admission criteria apart from Sandwell Academy who **do not** use this at all. If the sibling (brother or sister) is either on roll in 2025-2026 in year group 7-10 or attending the schools sixth forms listed below in in 2026-2027, they count this as a sibling connection.

School	Sibling connection if sibling is in sixth form 2026-2027
George Salter Academy	Yes

School	Sibling connection if sibling is in sixth form 2026-2027
Holly Lodge High School	Yes
Ormiston Forge Academy	Yes
Q3 Academy – Great Barr	Yes
Q3 Academy Tipton	Yes
Stuart Bathurst Catholic High School	Yes
Wood Green Academy	Yes

How are places allocated?

There may be more requests for places at some schools than there are places available. When this happens, places will be offered using the published admission criteria.

Although the LA is arranging admissions on behalf of the Governing Bodies of Academies, Trust, Foundation and Voluntary Aided primary schools in Sandwell, the admission priorities for these schools may be different from those used by the LA. Details of admission arrangements for Sandwell schools are included here. You should read these closely before deciding which school(s) you would like your child to attend. If you wish to apply for a place at a school outside Sandwell you are strongly advised to consult the prospectus for the individual school or the prospectus published by the LA in which the school is situated.

Each school for which you have made a preference is assessed by the relevant admission authority in accordance with the published criteria. This is regardless of whether you have ranked a school first or last on the application form. We then see whether your child is sufficiently high enough on each school's priority list to be able to offer a place. If we are able to offer more than one of your preferences, we will offer you the preference which you ranked highest.

If we cannot offer any of your preferences, we will offer your child a place at the nearest school to your home that still has places available in Sandwell.

Your child's details will be added to the waiting list at any higher preferred Sandwell school that the LA has been unable to offer. If, however you no longer wish to be considered for the higher preference school(s) and you are happy to remain with the school offered please inform School Admissions who will remove you from these waiting lists.

Any new requests made will override any previous requests.

If you move address at any point during the admissions process you **must** inform the LA as this could affect your application.

If we receive your application after the closing date (**Secondary: 31 October 2025 / Primary: 15 January 2026)**, we will only consider it alongside “on time” applications if there are exceptional circumstances **and** we receive it before decisions about offers of a place are made. These dates are **7 January 2026** for **Year 7** and **20 March 2026** for **Reception and Junior**.

Exceptional circumstances are:

- If you are moving into Sandwell or moving within the borough, you must provide proof of your new address by the relevant date stated above. If the admissions service does not receive sufficient proof by this date, your original address must be used for admission purposes.
- If the move is related to a purchase of a residential property, proof should be in the form of a letter from your solicitor confirming the exchange of contracts and completion date. For a rental property, proof should be a copy of a rental agreement for at least six months, signed by both the tenant and the landlord.
- If your move involves you returning to a property that you already own, you will need to provide appropriate written evidence of the date that you will resume living in the property and that you intend to remain living there for the foreseeable future. If you have rented this property out, please provide evidence that you have given your tenants notice to leave.

  Please note that unless the written evidence provided proves, to the satisfaction of the LA, that you have moved or will move to the address that you have indicated, we will not be able to consider your application from your new address. Please discuss this with the Admissions Service, if you require further clarification.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school (not the Nursery or sixth form) after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long-term illness of more than six weeks duration from the date on which application forms became available.

If none of the above exceptional circumstances apply, then your application will not be considered until the on time and accepted late applications have been allocated places. In some cases, on time and accepted late applications will be offered a school for which they have not made a preference. This is because their preference(s) could not be met and the offered school is the nearest available with places in Sandwell.

We will send late applications to other admission authorities, but they may not be able to consider them. You may also need to check with neighbouring authorities to see how they treat late applications.

On **2 March 2026** for **Year 7** and **16 April 2026** for **Reception and Junior**, if you applied online, we will send you an email to let you know which school we can offer your child. You can also log into your online account to view the school you have been offered. You will receive a letter if you have made a paper application or your application was late,

letters will be sent by second class post. If you have not received your letter within one week of the offer date you may request a copy from the School Admissions Service, Parent Support Line (**0121 569 6765**). Due to Data Protection regulations, we cannot tell you the outcome of your application by telephone.

Late applications after offer day

If an application is received after the national offer dates, this will be processed, and parents will be written to with a decision. If none of the preferences can be met, we will offer an alternative school, and the child will be added to the waiting lists of the schools applied for.

You may appeal against a decision not to offer a place at any school listed on your application form. For further information on how to appeal please see the "Appeals" section of this book.

Your child's name will automatically be placed on the waiting list(s) for any Sandwell school listed as a higher preference that we have been unable to offer you; this list will be kept until **31 December 2026,** after this date Sandwell will keep waiting lists for all Community Controlled and Voluntary Controlled Schools. In relation to self-governing schools and schools outside of Sandwell you will need to contact them directly as they may keep their own waiting lists.

Your child cannot be placed on a waiting list for a school that you did not apply for. Parents should inform the School Admissions in writing if they wish to be considered for new preferences or be placed on the waiting lists for lower preferred schools when a higher preference has been offered. If any places become available, they will be filled in line with the admission policy and not how long your child's name has been on the list. It is possible for names to fall down the list if other applicants are added who meet higher admissions criterion.

Should your application include out of borough schools you should contact the relevant authority to ensure that your child is added to the relevant waiting list(s).

Timeline for applications

Action	Reception/Junior	Secondary
Application can be submitted from (Parent Portal)	15 September 2025	14 July 2025
Deadline for return of all applications *(Failure to return your form by the due date is likely to affect the outcome of your application see exceptional circumstances.)*	15 January 2026	31 October 2025
Decision emails sent to online applicants *(from 9.00am onwards)*	16 April 2026	2 March 2026
Decision letter to applicants applying on paper forms *(posted 2nd class)*	Posted: 16 April 2026	Posted: 2 March 2026
Any appeal should be received by this date *(20 school days following notification that application was unsuccessful)*	16 May 2026	31 March 2026
On time appeals take place *(late appeals may be included with on time appeals if received prior to that schools hearing, if not the appeal will be heard individually later but before the end of the school year)*	July 2026 onwards	May 2026 onwards

Note: *some of these dates may vary in other local authorities*

Frequently asked questions (Primary and Secondary)

Q: What help is available for me to decide which schools to apply for?

A: Before you decide on a particular school, you should visit the schools in your area (details of secondary school open days/evenings). These are arranged for you to look around the school and ask questions which are important to you and your child. Please wait until you have visited all the schools you are interested in before applying.

You can also receive advice from the School Admissions Parent Support Line on **0121 569 6765**.

If you would like information on how particular schools are performing, you can get a summary of the latest Ofsted report from the school or see full reports on Ofsted's website. You can find information on the school's exam results on the Department for Education website**,** on the school's website or in their prospectus.

Q: What is the definition of a sibling?

A: The definition of a brother or sister is:

(a) a brother or sister sharing the same parents*;

(b) a half-brother or half-sister, where two children share one common parent*.

(c) a stepbrother or stepsister, where two children are related by a parent's marriage*;

(d) adopted or fostered children*,

(e) children of unmarried parents*

**and living at the same address;*

It does not include:

(a) cousins or other family relationships.

(b) brothers or sisters who, at 1 September in the year of entry, will not be registered pupils at the preferred school;

brothers or sisters who, at 1 September in the year of entry, will be in the sixth form at the preferred school.

Q: What happens if I move house during the allocation process?

A: We hold records of all children attending Sandwell schools. If the address you give on the application form is different from that which we have on our records, or if you move house during the application process, you will need to inform us. Otherwise, your school offer could be withdrawn due to fraudulent or misleading information.

As proof of your house move, we will require one document from the following list:

- A copy of your recent Council Tax

- A signed and dated 12-month (including your commencement date) Tenancy Agreement from either Sandwell Local Authority, a known Sandwell Housing Association or a registered landlord/letting agent.
- Solicitor's letter confirming completion of purchase of a residential property.

Please note that this list is not comprehensive, we may contact you to request additional proof where necessary.

We will **not** accept bank statements; mortgage offers or letters from estate agents as proof. If proof of change of address has not reached School Admissions by **7 January 2026** / **20 March 2026,** we will consider your application from your current address.

If you cannot provide any documents from the above list, please send an alternative form of identity; we will take these into consideration and contact you if we require further proof.

When considering applications, the address we use is the child's permanent address at the time of allocation, excluding Sandwell Academy, Shireland Collegiate Academy and West Bromwich Collegiate Academy. For these schools, it is the address the child resided at the time of sitting the aptitude test.

Q: How do Sandwell process applications of split families?

A: Where parents cannot agree their preferred school(s) for their child, the Local Authority will not get involved in any family dispute. It is for the parents to resolve this matter internally or failing that to pursue mediation or a decision through the courts.

Q: What address should be used if the parents have shared responsibility?

A: Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.

Q: What happens if I provide false information?

A: Each year a very small number of parents give intentionally misleading information to obtain a place at their preferred school, e.g., the address of a relative living nearer the school.

Information from parents is verified and if found to be fraudulent or intentionally misleading, places offered will be withdrawn.

Last year and in previous years the verification process revealed a number of preferences involving false addresses. These were investigated and in proven cases places were withdrawn.

Q: Can my school place be withdrawn once it has been offered?

A: Once we have made an offer of a school place, we would only withdraw the offer in limited circumstances. These include:

- If you have not accepted the place, you have been offered within a reasonable time (if applicable)
- If you have made a fraudulent or misleading application (for example, you have falsely claimed that your child lives at an address that is closer to your preferred school, which means that a child with a stronger claim has not been offered a place); or
- If your child has been offered a place by the LA by mistake.

Q: What happens if I want to change my preferences, or my circumstances change after I have submitted my application?

A: If you want to change your preferences after the closing date of **31 October 2025 / 15 January 2026,** you can do so if there are exceptional circumstances. We will consider your changed preferences only if we receive them before **7 January 2026 [Secondary] / 20 March 2026 [Primary].**
Any property move made prior to these dates **must be** disclosed, failing to do this could result in a school place being withdrawn.
You need to put your request in writing, including your child's details, what your original preference(s) were, what you would like to change your preference(s) to and the reasons why. **Please do not complete a new application.** If you request us to make any changes to your preference(s) after the closing date, then these will only be considered as "on time" if one of the exceptional circumstances are met, or when your child has a medical condition which was not present when the previous application was submitted, and your child's needs can be most appropriately met at the preferred school.

You may need to check with neighbouring authorities to see how they treat changes of preference(s).

Q: Are school places allocated on a 'first-come, first-served' basis?

A: No, all places are allocated depending on how closely you meet the criteria for that school (but you must also ensure that your application is on time).

Q What will happen if my child can be offered a place at a higher preference school or a new requested preference school that has been accepted after offer day?

A: If your child can be offered a higher preference or a new requested preference this offer will be made automatically and the original offered/accepted school will be removed.

Q: What are my chances of being offered my first preferred school?

A: In the admission year **2025-2026** we were able to meet **93.83%** Reception, **99.4%** Junior and **79.90%** of Year 7 first preferences that were received on time. We will attempt to meet parental preferences wherever possible but cannot always meet all requests.

Q: What will happen if you can't offer my child a place at any of the schools I want?

A: If we are unable to give you any of your preferred schools, we will offer your child a place at your closest school with available places in Sandwell. **If you do not apply for a local school and it becomes full, you may find that the school we allocate your child is some distance from your home.**

Q: What will happen if my child can be offered a place at more than one of the schools I want?

A: If your child can be offered more than one school you have listed, we will offer a place at your highest-ranked preference.

Q: Do Sandwell schools have catchment areas?

A: None of Sandwell's schools (with the exception of Holly Lodge School and Wood Green Academy), have a catchment area. Though home to school distance forms a key part of all Sandwell schools' admissions criteria, it is important to remember that distance (i.e., the furthest distance that a child lived from their preferred school but was still offered a place), will vary from year-to-year dependent upon how many people apply and where they live.

Q: Are faith schools only for children of that faith?

A: No, children do get priority for places in faith schools if they follow that faith, but if there are places still available then other children can be offered a place.

Q: Can I apply for a place at a school outside Sandwell?

A: Yes. If you wish your child to go to a school outside Sandwell, you should contact the Head Teacher to request a visit. Applications by Sandwell residents for schools outside of Sandwell **must** be included on the Sandwell application form. If particular schools outside Sandwell require the completion of additional forms, you will need to complete these and return them to the school **direct otherwise your application may be invalid.**

Q: Why can't Sandwell residents be given priority for Sandwell schools?

A: Often parents/carers live in one LA's area but are closer to schools in a neighbouring authority. In 1989 the Court of Appeal ruled (the Greenwich Judgement) that priority may not be given to children simply because they live within the area of a particular LA. This means that applications for Sandwell schools by parents/carers living outside Sandwell must be considered equally.

Q: How many children can be admitted to each school?

A: Every school has a "Published Admission Number". This is the number of children the school is able to admit in that year. This can be found in our determined arrangements.

Q: Can a school let me know how my application is progressing?

A: Your preferred school will not know how your application is progressing as the process is run by the School Admissions Service.

Q: I don't want my child to go to a "bad" school!

A: The vast majority of Sandwell schools have now been graded as satisfactory, good or outstanding following Ofsted inspections. Each school has pupils who achieve very high standards academically. However, a good or a poor reputation can often be gained by schools based on evidence/memories from years gone by. Things can change in schools very quickly, so a school that you went to 20 years ago may be very different to the school as it is today. Also, many people look at GCSE results tables to see how well a school is performing, however, this is only an ***indicator*** of a school's performance and *does not* give the complete picture. Unless you have personal experience (and even if you have), go and visit the schools. You may be pleasantly surprised at what you find.

In-year Admissions

Moving your child to another school is a very serious step to take and you should consider whether a transfer is really the best option. Before deciding to move your child to another school, please read this information carefully.

Many things that worry parents and pupils can be resolved without the need to move schools. Talking to your child and staff at your child's present school should avoid a transfer between schools in almost all circumstances.

- **If your child is unhappy at school:**
  Speak to their class teacher or make an appointment to see the Head Teacher.
- **If you have a complaint about the school, the teachers or the work your child is doing:**
  If it cannot be resolved by the teaching staff or the Head Teacher, put your complaint in writing to the school's governors.
- **If your child is not attending school:**
  Talk to your child about why they do not want to attend and speak to their teachers. You can also talk to an Attendance Officer.
- **If your child has special educational needs:**
  Speak to the teacher in charge of special needs (SENCO) or contact the Special Educational Needs Team at your LA.
- **If you child is about to be excluded:**
  Speak to your child's class teacher or make an appointment to see the Head Teacher for advice.

There are strict regulations about the transfer of children between schools and the circumstances under which they can be taken off the school's register.

In the majority of cases, children **should not** be taken **off** the school's register until they have been taken **on** to the roll of another school.

If parents are concerned that their child has been taken off the school's register inappropriately, the School Attendance Service can provide advice. Staff may be contacted on phone **0121 569 8147**.

If you suspect that your child may be being bullied:

- Talk to your child – ask them how they are – is there anything worrying them?
- If they report an incident – write it down.
- Has this happened before?
- It is very important they know that it is not their fault.
- If it happened at school – tell your child's teacher.
- Keep a record.
- Encourage your child to tell someone straight away.

If you believe your child is being bullied at school, it is very important to keep the school informed of any incidents so that they can deal with the situation effectively.

If, after speaking to your child's teacher and allowing time for actions to be taken, you are not satisfied with the way the matter was dealt with, contact the Head Teacher and arrange a meeting. The Head Teacher should investigate the matter and action should be taken.

However, if after speaking with the Head Teacher you are still not satisfied with the outcome, and you still feel your child is being bullied; your next action should be to contact the Chair of Governors and ask them to investigate.

Finally, if after speaking to the Head Teacher and the Chair of Governors, you are still unhappy put your complaint in writing. For Sandwell Community and Maintained Schools the council's complaints procedure is available from Customer Services, PO Box 2374, Oldbury, West Midlands B69 3DE or email: children_families@sandwell.gov.uk

For Academy Schools please refer to the Education and Skills Funding Agency who are part of the Department for Education

If you feel that a change of school is unavoidable, **and you live in Sandwell** you should apply online and ask your current Sandwell school for part 2 of the application form to attach to your online application, a delay in providing this information could result in your child not receiving the relevant education they require. If you wish to apply for a school outside Sandwell, please contact the relevant Local Authority on how to do this. If your child does not currently attend a Sandwell school you should also apply online and please contact your current/previous school to complete part 2 of the application process.

If the second part of the form is not attached to your online application form this may delay the processing of your application.

If you are applying for a school located within the Birmingham or Walsall area you must request an application form directly from your preferred school. If you are applying for a school within the Wolverhampton or Dudley area you must request your application form from the relevant LA.

If you are moving/have moved into Sandwell and require a school place in Sandwell

A In-year application to transfer your child to a new school can only be made if you are able to immediately take up the place should it be offered to you and are able to provide proof of address from the following list:

- A copy of your recent Council Tax
- A signed and dated 12 month (including your commencement date) Tenancy Agreement from either Sandwell Local Authority, a known Sandwell Housing Association or a registered landlord/letting agent
- Solicitor's letter confirming completion of purchase of a residential property

Please note that this list is not comprehensive, we may contact you to request additional proof where necessary.

We will not accept bank statements, mortgage offers or letters from estate agents as proof. If you cannot provide any documents from the above list, please send whatever you can; we will take these under consideration and contact you if we require further proof.

If you are new to the UK, please read the attached document on what you need to do to apply for a school place.

You may also access information about Sandwell schools and the admissions/application process at School Admissions and / or contact the Admissions Team on the Parent Support Line – 0121 569 6765.

How applications are processed

Applications are considered on a weekly basis. All applications for school places will be responded to within 10 school days although this can be longer in certain circumstances.

If it is not possible to offer a place at your preferred school, you may appeal against this decision to an independent appeal panel (see Appeals section). If your child is out of education, we will look to see if we are able to offer an alternative school place. This could be up to two miles for children up to eight years old and three miles for children aged eight years and above. This is a straight-line distance from the home address to the school.

The council is not the Admissions Authority for all schools in Sandwell. This means that we must consult the Governing Bodies of Voluntary-Aided, Trust and Foundation Schools and Academies about vacancies. This process can significantly affect the time taken to process an application particularly if you apply during a holiday period when the schools are closed.

For further information / advice or to make an application please visit our website

Waiting Lists

For all applications for Sandwell Community and Maintained Schools that are processed where there are no places available at the preferred school(s) children will be placed on a waiting list for that academic year. Should a place become available at the preferred school and your child qualifies for the place you will be contacted to see if the place is still required, if no response is received your child will be removed from the waiting list.

If a place doesn't become available from the waiting list within the academic year you will be required to complete a new application form.

Please note of you have applied for an Academy/Self Governing School you will need to contact these directly to see if they maintain a waiting list. This excludes Reception, Year 2-3 (Junior) and Year 7 up until 31st December each academic year, for more information see page 18

Fair Access

All LAs are required to have a Fair Access Protocol in place. This ensures that vulnerable or hard-to-place pupils are placed fairly and equitably across the schools in the LA. If your child meets the Fair Access criteria, then your application might need to be considered by one of our Fair Access Panels and so could take longer to process than normal.

Occasionally, the Panels will allocate a school which is not one of your preferred schools. In this event parents/carers have the right to an independent appeal. The rationale behind this decision is shared with the Independent Appeals Panel and will be taken into account as part of their decision-making.

Occasionally, and only in exceptional circumstances, it may be necessary to refuse an application made during the term for a place at a particular school even though there are places available because the school has a particular concentration of children with challenging behaviour AND the school:

- Is in Special Measures or has, within the last two years, come out.
- Has been identified by Ofsted as requiring significant improvement and given a "notice to improve".
- Is subject to a formal warning notice by the LA.

When you are informed that your application will be considered under the Fair Access Protocol further information will be provided to help you understand the process.

Fair Access Panels are run throughout the school year, during term-time. Secondary Panels are held every three weeks and Primary Panels are held every four weeks. If your child's application is referred to the Fair Access Panel you will be notified of this in writing and the case will be presented at the next available Panel. Once the Panel have met you will be notified of their decision within 5 school days.

Alternatively, you can contact the Fair Access Team on **0121 569 6765** or email Fair_Access@sandwell.gov.uk

Appeals

We always try to offer you a place for your child at the school you prefer but there are times when we are unable to meet any of your preferences.

For in-year applications, we will either offer your child a place in an alternative Sandwell Community / Voluntary Controlled school or include with your letter a list of the nearest Sandwell schools to your home which, at the time of writing the letter, has places available.

For annual applications we will make an offer of the nearest school to home with places available.

If we cannot offer your child a place at the school or schools you prefer, you have the right to appeal to an independent appeals panel. Please note that you are strongly advised not to give up the place offered to you – giving up a place will not improve your chances of your appeal being successful and you may be without a school place at all if your appeal is unsuccessful. If you do appeal you have the right to attend the appeal hearing. Different arrangements apply for different schools. If we have had to refuse an application for a place at a Sandwell school, (with the exception of those listed below), and you wish to appeal against this decision, or require further information about the appeals process, you should contact the Parent Support Line on 0121 569 6765.

To make an **annual appeal** please visit the website and complete the online appeal form.

To make a **in-year appeal** please visit the website and complete the online appeal form.

If we have had to refuse an application for a place at any of the schools listed below **you should contact the school directly** to request an appeal, and the school will make arrangements for your appeal to be heard.

- Christ Church CE Primary School
- Mesty Croft Academy
- St Matthew's CE Primary School
- Silvertrees Academy
- Sandwell Academy

In addition, it is also most important that you complete the reply slip included with your letter to let us know your intentions. You should send the completed slip to School Admissions Service at the address shown on your letter.

The Independent Appeals Panel

The Appeals Panel is independent of the LA and individual schools. The Panel that considers appeals for Community and Voluntary Controlled schools and self-governing schools (who have taken out a Service Level Agreement), is arranged by the Council's Democratic Services team. The Panel will consist of a minimum of three members. You will be invited to attend the appeal hearing to say why you would like your child to go to a particular school rather than the one offered. There will also be someone representing the Admission Authority and a clerk from the Democratic Services Team in attendance.

At the meeting, the Presenting Officer will explain why a place at the preferred school has been refused. You will then be invited to explain why you think a place should be provided.

The decision of the Panel is legally binding on parents/carers, the LA and schools. The council, Councillors and even Members of Parliament are unable to change its decision.

Infant class size legislation

The government has introduced legislation which limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher. Only in very limited circumstances can admission over this limit be allowed. This legislation has also restricted the grounds on which an appeal panel is able to agree an appeal where the class in question has reached the 30 pupil limit. Therefore, in considering whether to appeal against the decision you may wish to note the following which is contained in the DfE Code of Practice on Appeals:

The independent panel may only uphold the appeal where:

(a) it finds that the admission of additional children would not breach the infant class size limit; or

(b) it finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied, and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or

(c) it decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

As a result of this legislation only a small number of appeals are successful (an average of around 7% in Sandwell over the last three years).

Appeals timetable

For both primary and secondary schools, we aim to hold all appeal hearings within 30 (in-year) and 40 (annual) school days of the deadline for submitting an appeal. In some exceptional circumstances, we may need to hold hearings after this date. Annual appeals commence from early May through to the end of July each year.

The appeals service will correspond with you via email, and you will receive a minimum 10 school days' notice of an appeal hearing date and time.

Any appeal received after the middle of June 2026 is unlikely to be heard until September 2026 as we do not normally hear appeals during school holidays.

The decision

You should be made aware of the appeal decision via email within five school days of the last appeal for the school unless there is a good reason why the decision has been delayed. Appeals for heavily oversubscribed schools can last for up to two weeks.

For further information regarding the appeals process please visit the School Appeals Website

Which forms do I complete if I want to appeal?

Please refer to page 29.

Benefits

Home to School / College and Adult Learner Transport Policy

NB. Transport information in this section is correct at the time of publishing but it is possible that changes may be made before or after the beginning of the school year in September 2024.

Today in Sandwell more than 60% of pupils walk to school - which is above the West Midlands and national averages.

Sandwell Council is committed to improving the journey to school for all young people in the Borough and to promoting sustainable and healthier travel, by working with pupils, students, parents and schools. There are more than 45,000 young people travelling to more than 100 schools in Sandwell each day – that's about 20 million journeys every year! Even a small change in these travel patterns can and will make a big difference to us all. Already a lot is being done - but we can all do more.

For all information on sustainable travel and Home to School Travel in Sandwell visit Home to School Travel Assistance

Parental preference and school transport

Travel assistance is provided free of charge for pupils of secondary school age travelling over the statutory walking distance to/from the main entrance of their nearest appropriate school.

The council recognises its obligations under the Education Act 1996 and Education and Inspections Act 2006 to comply with parental preferences regarding choice of school. **However, parents/carers making a preference for a school further away from their home than the nearest appropriate school available will be responsible for transport costs.** (This may not be necessarily within the Borough of Sandwell.)

Information relating to Sandwell's Home to School/College and Adult Leaners Transport Policy is detailed above.

Transport Assistance to Mainstream Schools

Free travel assistance will be provided where:

- the pupil is a Sandwell resident; and,
- the school is the **nearest** appropriate school with places available; and is,
- more than three miles from the pupil's home, by the shortest pedestrian route, for pupils between 11 and 16.

- For parents with No Recourse to Public Funds (NRTPF) your child must be traveling over 3 miles to the nearest school to qualify.

Education and Inspections Act 2006 (legislative changes to home to school transport provision)

In accordance with the Education and Inspections Act 2006, the LA introduced changes to home and to school transport provision with effect from September 2008. One of the aims of the Act is to secure fair access to schools, especially for children from low-income groups where lack of affordable transport can act as a barrier to choose.

Low-income groups are defined as those who are entitled to free school meals or those families who are entitled to the maximum level of Working Tax Credit.

Additional travel assistance eligibility

- Children of secondary school age aged between 11-16, from low income families will be eligible for free home to school transport to one of their three nearest schools where they live more than two miles, but less than six miles from that school.
- Children of secondary school age, aged between 11-16, from low income families will also be eligible to free home to school transport to the **nearest** school of their religion or denomination, preferred on the grounds of the parent's religion or philosophical belief, where they live more than two miles and less than 15 miles from that school. The parent/carer will have to be able to demonstrate adherence to the faith of the school, as described in the section "Transport to Denominational schools" below.
- The two-mile distance will be determined using the shortest available walking route. The six-mile and 15 mile distances will be determined using the shortest available road route.

NB: Travel assistance offered before the start of the school year on low-income grounds are provisional and may need to be withdrawn if circumstances change. **Parents/carers must therefore note that there is no guarantee that travel assistance will be provided throughout their child's secondary education.**

- An annual reassessment of financial circumstances will be made.
- Where a pupil no longer meets the low-income requirements, transport assistance will be withdrawn at the start of the next academic year.
- Where a pupil from a low-income group no longer qualifies for assistance due to a change of address, meaning they no longer fall within the mileage criterion, travel assistance may be withdrawn immediately. Parents/carers would then become responsible for making arrangements to ensure their child attends school.
- In the light of the above, parents/carers must therefore note that there is no guarantee that free transport will be provided throughout their child's secondary education.

It is possible that changes may be made to Sandwell's Home to School Transport Policy before or after the beginning of the school year in September 2025. The information below is based on 2025-2026 entitlement. Parents/carers must therefore note that there is no guarantee that free transport will be provided throughout their child's secondary education.

Transport to denominational schools

For pupils attending denominational schools, free travel assistance will be provided where - the pupil is a Sandwell resident, and:

- The school is more than three miles from the pupil's home, by the shortest pedestrian route, for pupils between 11 and 16 and,
- The pupil is attending the school in which the religious education provided is that of the religion or denomination in which the pupil has been baptised or where that wish is based on the parent/carers religion or belief.
- Is the **nearest** appropriate school (in terms of **age range and denomination**) to the pupil's home.

(**This may not be necessarily within the Borough of Sandwell**.)

Transport arising from a change of address

Assistance will normally only be provided from the time of the house move irrespective of whether the school is located within Sandwell or another authority providing that all the following criteria are met:

- The pupil is in Year 10 or Year 11.
- Transfer to a school closer to home is impractical because of syllabus requirements.
- The distance between home and school by the shortest pedestrian route is three miles or more.

For details or assistance concerning transport policy, please contact the Education Benefits/Transport Team on 0121 569 8331 or email: education_benefits@sandwell.gov.uk. You are advised to check travel assistance entitlement before you make your application for school places if transport costs may affect your decision.

Medical need

Pupils requiring temporary provision due to a medical need e.g., a broken leg etc, may be considered for transport provision. For this to be considered by the LA the pupil's parent(s)/carer(s) must be in receipt of free school meals or Universal Credit with a monthly net earned income (after taxes and deductions 'take home pay') of below £616 and will be responsible for providing proof of their benefits and provide a signed letter of support from the child's Consultant or General Practitioner.

Further information about transport assistance is available from Special Educational Needs phone: 0121 569 8240.

School Meals / Free School Meals

Sandwell aims to secure, maintain and improve children's and young people's health by improving the nutritional quality of meals.

Meals are provided in all schools; the majority offering a choice menu, which takes into account health, religious and ethnic needs and preferences.

Pupils may be eligible for free school meals if their parents/carers are in receipt of Universal Credit with a monthly net earned income (after taxes and deductions 'take home pay') of below £616, Income Support, Employment and Support Allowance (Income Related) or Pension Credit (including Child Tax Credit), Income Based Jobseekers Allowance, Child Tax Credit (but with an income of less than £16,190 pa) or receiving support from the National Asylum Support Service.

For further information please contact the Education Benefits Team, phone 0121 569 8186 or 8189 or email education_benefits@sandwell.gov.uk.

NRTPF (No Recourse to Public Funds) - Parent's with NRTPF may be entitled to free school meals. Parent's will need to apply via their child(ren)s school as it is not assessed via the local authority. For further information and eligibility, this can be found at the following address; NRTPF Eligibility Criteria and Guidance

General Information

Local school admissions teams

Birmingham City Council
School Admissions and Pupil Placements Service
PO Box 16513
Birmingham B2 2FF

Phone: 0121 303 1888 (choose option 4)
Email: admissions@birmingham.gov.uk

Dudley Metropolitan Borough Council
People Directorate
Education Outcomes School Admissions
The Council House
Priory Road
Dudley DY1 1HF

Phone: 0300 555 2345
Email: admissions.cs@dudley.gov.uk

Solihull Metropolitan Borough Council
School Admissions
Council House
Manor Square
Solihull B91 3QB

Phone: 0121 704 6693
Email: admissions@solihull.gov.uk

Staffordshire County Council
School Admissions and Transport Service
2 Staffordshire Place
Stafford ST16 2DH

Phone: 0300 111 8007 (select option for school admissions and transport)
Email: admissions@staffordshire.gov.uk

Walsall Council
School Admissions
Walsall Children's Services
2nd Floor, Civic Centre
Darwall Street
Walsall WS1 1TP

Phone: 01922 652585
Email addresses:
Transfers during school year:
midyear.admissions@walsall.gov.uk
Reception/Junior admissions:
primary.admissions@walsall.gov.uk
Secondary (NCY7) admissions:
secondary.admissions@walsall.gov.uk

Wolverhampton City Council
Admissions and Appeals Section
School Places and Transport
Civic Centre
St. Peter's Square
Wolverhampton WV1 1RR

Phone: 01902 551122
Email:
schooladmissions@wolverhampton.gov.uk

Worcestershire County Council
School Admissions
Worcestershire Childrens First
County Hall
Spetchley Road
Worcester
WR5 2YA

Phone: 01905 822700
Email:
schooladmissions@worcschildrenfirst.org.uk

The Schools Adjudicator

The government has established the Office of the Schools Adjudicator, whose function is to ensure a fair admissions system and whether any departure from the National Code of Practice on admissions is justified.

The Adjudicator may receive referrals from a number of sources including parents who feel that admissions arrangements are unfair, or they have been unjustly treated.

The Schools Adjudicator may be contacted as follows:

Email: osa.team@osa.gsi.gov.uk

The Local Government Ombudsman

The Local Government Ombudsman investigates complaints about councils and certain other bodies. They investigate complaints about most council matters including housing, planning, education and social services. It is an independent, impartial and free service. The Ombudsman can investigate complaints about how the council has done something, but they cannot question what a council has done simply because someone does not agree with it. The Ombudsman may be contacted as follows:

If you would like to make a complaint, please refer to the Local Government Ombudsman website or call the number below.

Phone: 0300 061 0614 (helpline)

Education and Skills Funding Agency (ESFA)

With effect from March 2025 this became part of the Department for Education (DfE)

If you wish to make a complaint to the DfE please visit the website

Other useful contacts

Archdiocese of Birmingham (RC)

Diocese of Birmingham (CE)

Diocese of Lichfield (CE)

Department for Education
Phone: 0370 000 2288

Rights and Equality Sandwell
Victoria Park Skills Centre
Suffrage Street
Smethwick, B66 3QB
Email: enquiries@rightsandequalitysandwell.co.uk
Phone: 0121 541 1775

School Admissions Service
PO Box 16230 | Sandwell Council House | Freeth Street
Oldbury, B69 9EX

Parent Support Line - Phone: **0121 569 6765**

Email:

- Annual transfer: annual_schooladmissions@sandwell.gov.uk
- in-year transfer: inyear_admissions@sandwell.gov.uk
- Fair Access: Fair_Access@sandwell.gov.uk
- Appeals: schoolappeals_admisssions@sandwell.gov.uk

Apply online at the Sandwell website

Appendix

Determined admission arrangements for Community/Controlled schools
[Admission arrangements for Community and Voluntary Controlled Primary and Secondary schools in Sandwell for 2026-2027]

Determined admission arrangements for self-governing schools
[Admission arrangements for self- governing Primary and Secondary schools in Sandwell for 2026-2027]

Additional forms

- Medical form [ASU75/M]
- **Primary denominational forms:**

  Admission to Reception class in a Catholic Voluntary Aided/Academy Primary School [ASU/76/C]

  Declaration in support of your preference for a place at an Anglican (Church of England) Primary/Academy School [ASU75/A]

  Declaration in support of your preference for a place at an Anglican (Church of England) Controlled Primary School/Academy [ASU75/VC]
- **Secondary denominational forms:**

  Stuart Bathurst Catholic High School

  Aptitude forms:

  Wood Green Academy
  Shireland Collegiate Academy
  Shireland CBSO Academy
  George Salter Academy
  Windsor Olympus Academy

Deferred entry

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Sandwell's policy on deferred entry for community and voluntary controlled schools is available at: Deferred Entry

Independent schools

These are independent schools in Sandwell. For further information contact the school:

Homeschool Social Enterprise
Phone: 0121 649 1599

Impact Independent School
Phone: 0121 502 2645

Regis Academy
Phone: 0871 271 9840

Sandwell Valley School
Phone: 0121 679 7522

The British Muslim School
Phone: 0121 516 2264

Al-Khair School
Phone: 0121 544 2361

Please note: These schools operate outside of the council's control.

Annual statistics

- Annual admission statistics: Primary [Reception/Junior]
- Annual admission statistics: Secondary

Open days and evenings (Secondary)

Schedule for school term and holidays

Privacy Notice

To understand more about why we collect your information, what we do with your information, how you can access your information, your personal information rights, how and to whom to raise a complaint about your information, please visit our privacy notice page at http://www.sandwell.gov.uk/privacynotices