My ref: School Admissions

Your ref:

Parent Support Line: 0121 569 6765

Date: July 2019

Dear Parent/Carer

**PLEASE KEEP THIS LETTER SAFE FOR YOUR SCHOOL APPLICATION**

**Applying online for your secondary place for September 2020**

This is to give you notice that you will be able to apply for a secondary (Year 7) school place for your child from Monday 15 July 2019.

Now is the time to start thinking about your options. When considering which schools to apply for, we suggest that you look out for details of open days/evenings which will be publicised on the schools and LA’s website and local press. Consider how closely you meet the school’s admission criteria and visit the LA website to view our parent information booklet which will be published mid‑July.

To apply please first register at [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions) , you will then receive an email with a link to complete and submit your application **(Non‑Sandwell residents should contact their home Authority)**.

Please note: You cannot apply before 15 July 2019 and to have the best chance of getting the school you want, you must apply by the closing date of 31 October 2019.

Applying online is easy and secure - over 95% of parents did last year. Don’t worry, if you don’t have a computer at home, you can also apply from one of Sandwell’s 19 libraries and at Sandwell primary schools that offer computer support. You may also apply from a mobile device (e.g. smartphone or tablet).

When you have **completed** and **submitted** your application you **must** return the reply slip below to your child’s current school.

Should you require further assistance please do not hesitate to contact us via email at annual\_schooladmissions@sandwell.gov.uk, phone our Parent Support Line -0121 569 6765 or view our parent guide online

<http://www.sandwell.gov.uk/schooladmissions>

Yours sincerely

**School Admissions Team**

Please return to your child’s current school (if Sandwell) if not, to School Admissions, Education Support Services, PO Box 16230, Sandwell Council House, Freeth Street, Oldbury, West Midlands B69 9EX

This is to confirm that I have applied online for:

Name of child:

Current school (if applicable):

I have applied for a Year 7 place for September 2020 (*please tick*) [ ]

Parent/Carer signature:

Date:

Contact phone number: