

## Year 7 School Admissions for September – National offer day 1<sup>st</sup> March

### Reception & Junior (Year 3) School Admissions for September – National offer day 16<sup>th</sup> April

- **Accepting a school place**  
You do not have to accept this offer if the school offered is within Sandwell as this will be done automatically for you. However, if the school offered is **outside** of Sandwell you may need to contact the relevant local authority to accept the place.
- **Refusing a school place**  
If you are emailing to refuse the school place this will be updated accordingly, please include your child's full name, date of birth and the school you are refusing  
Please accept this automated response as confirmation that your email has been received and actioned, if any further information is required, we will contact you.
- **Waiting Lists**
  - Your child has been automatically placed on the waiting list for any schools within Sandwell for which you have been refused, if you wish to know your child's position on the waiting list(s) for these schools please email with your child's full name date of birth.
  - **Shireland Collegiate Academy & West Bromwich Collegiate Academy** you can contact School Admissions via email **5 working days after the 1<sup>st</sup> March** for your child's waiting list position.
  - **Sandwell Academy** please email the school directly as they hold their own waiting list  
[year7admissions@sandwellacademy.com](mailto:year7admissions@sandwellacademy.com)
  - **For schools not in Sandwell** you will need to contact the School Admissions Team in the borough where the school is based.
- **Adding a new school(s) to your application?**  
If you are contacting us to add additional school(s) to your application, please accept this automated response as confirmation that your email has been received and your request is being processed. If further information is required, we will contact you and once a decision has been made we will write to you with the decision in due course.
- **Lodging an appeal**
  - You can ONLY appeal for a school(s) that were a higher preference and for which you were refused

- To appeal for a Sandwell school please complete the appeals form either via an electronic form on My Sandwell <https://my.sandwell.gov.uk/> or you can download the form from the website [https://www.sandwell.gov.uk/info/200303/school\\_admissions/2054/pupil\\_admissions\\_appeal](https://www.sandwell.gov.uk/info/200303/school_admissions/2054/pupil_admissions_appeal)
- To appeal for a place at Sandwell Academy please contact the school directly
- To appeal for a school not in Sandwell please contact the School Admissions Team in the borough where the schools is based
- For a timetable of dates for appeals please visit <https://www.sandwell.gov.uk/downloads/download/219/appeal-timetable>

- **Proof of address, change of address, date of birth, name change**

If you are providing proof of any of the above please accept this automated response as confirmation that your email has been received and that the relevant changes will be made, if further information or evidence is required, we will contact you.

- **Late applications**

If you haven't made an application for a place in Year 7, Reception or Infant to Junior starting September please complete a late application form which is available on the website you can then either email the completed form back to us or post it to the address on the form.

<https://www.sandwell.gov.uk/school-admissions/applying-secondary-school>

<https://www.sandwell.gov.uk/school-admissions/applying-reception-place-year-3-junior-school>

**Contact us:** 0121 569 6765