

# Admissions to Primary Schools in 2023

## Frequently Asked Questions

This document includes answers to some questions that are frequently asked on primary admissions offer date. If you do not live in Walsall, please contact your home local authority for information about your application.

**Q. What is Primary school 'offer' day?**

A. Local authorities are required to ensure that all children that are resident in their local authority area, who are eligible to start Reception or transfer from an Infant to a Junior in September 2023 and submit an on-time application are made a single offer of a school place on the same Primary National Offer Day. This normally falls on the 16<sup>th</sup> April or the next working day if 16<sup>th</sup> April falls over a weekend.

**Q. When is the Primary offer date?**

A. Monday 17<sup>th</sup> April 2023.

**Q. How will I be notified of the outcome of my application for a primary school place?**

A. Parents who submitted an on time application to Walsall Council will receive notification of the outcome of their application by email on Monday 17<sup>th</sup> April 2023. The emails are sent automatically by Capita, the local authority's automated admissions system, throughout the day. Unfortunately, we are unable to give a precise time when you will receive your email.

**Q. I haven't yet received the outcome of my application. What should I do?**

A. If you have not received your offer email by Tuesday 18<sup>th</sup> April 2023 then please email the School Admissions and Appeals Team at [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk)

The team will be able to provide you with email confirmation of the outcome of your application subject to your request passing relevant data security checks. Please note confirmation of school offers will not be provided via telephone.

**Q. I submitted my application after the closing date of 15 January 2023 when will I be notified of the outcome of my application for a Reception/Junior school place?**

A. Late applicants who submitted their application after the national closing date of 15 January 2023 will receive the outcome of their offer by **email** after 17 April 2023 in line with the following timetable:

Date	Late application processing timetable
17 April 2023	National Offer Day – offers sent to on-time applicants
26 April 2023	Round 1 – late offers (late applications received between 16/01/23 – 16/04/23)
02 May 2023	Waiting list positions available
19 May 2023	Appeal deadline
29 May 2023	Round 2 – late offers (late applications received between 17/04/23 – 28/05/23)
As Required	Any further late applications

**Q. My child did not get my first preference, how do I add their name to the waiting list for the school?**

A. Your child's name will automatically be added to the waiting list for any Walsall Primary schools that were ranked more highly on your application than the school they have been offered. If you wish to be added to the waiting list for a school outside of the Walsall Local Authority area then please contact the relevant Local Authority directly.

**Q. When will the waiting lists be available?**

A. Waiting lists will be available from Monday 2<sup>nd</sup> May 2023. If after this date you wish to enquire about your child's position on a waiting list for a Walsall School then please email the School Admissions and Appeals team at [primary.admissions@walsall.gov.uk](mailto:primary.admissions@walsall.gov.uk).

The team will be able to provide you with email confirmation of your position on the relevant waiting subject to your request passing relevant data security checks. Please note information about waiting list positions will not be provided via telephone.

**Q. Do I need to notify Walsall Council that I want to accept the place that has been offered to my child?**

A. No. Walsall Council will only make one offer to your child, unless it becomes possible to offer a higher ranked preference later in the process or you have are successful at appeal. The school that is offered is the school that your child must attend from September 2023. It is not necessary for you to contact either Local Authority or the relevant School to accept the offer. Schools outside the Walsall Borough may require you to accept your school offer with that Local Authority.

**Q. Can I refuse the place that has been offered to my child?**

A. No. Walsall Council has a duty to ensure that your child has a school place for September 2023. The Local Authority will not withdraw an offer that has been made unless the place is no longer required due to a house move outside the borough, or because you have made other arrangements for your child's education and you are able to provide evidence of this.

**Q. Can I appeal for a place at one of my preferred schools?**

A. You can appeal against the decision to refuse a place at any of the preferred schools on your application. Information on how to appeal will be available on the Walsall Council website from Monday 17<sup>th</sup> April 2023.

Appeal forms will need to be returned by 19<sup>th</sup> May 2023 to ensure that they can be heard prior to the end of summer term 2023.

If you wish to appeal for a school outside of the Walsall Local Authority area, you should contact the relevant home Local Authority. More information about the appeals process is available on the Walsall Council website.

**Q. I am a Walsall resident and my child is eligible to start Primary School in September 2023 but I haven't yet submitted an application. How can I can submit my application and when will I find out the outcome?**

A. Please submit a late application at the earliest possible opportunity. The application can be found on the Walsall Council website.

**Q. I need some advice or support about my application or my offer, who can I contact?**

A. In the first instance please review this list of frequently asked questions as you may find the answer here.

However, if you still require advice and support you can contact the School Admissions and Appeals Team, by email at [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk) or by telephone on 01922 652585.

Please note that the School Admissions and Appeals Team receive a large numbers of telephone calls and emails during the weeks following primary offer day. Your calls and emails are important and we appreciate that this can be an anxious time for children and their families. The team will try to respond to all calls and emails as quickly as possible but it may take up to 5 working days for you to receive a response.

If you do not live in Walsall, please contact the school admissions team for your home local authority to discuss your application. These details will have been provided in the offer email that you have received from your home local authority.