

Admissions to Primary Schools in 2024

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 2024 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 16th April or the next working day if 16th April falls over a weekend.

Q. When is the Primary offer date?

A. Tuesday 16th April 2024.

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 Tuesday 16th April 2024. 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 Wednesday 17th April 2024 then please email the Admissions and Education Sufficiency Team at 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 2024 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 2024 will receive the outcome of their offer by **email** after 16 April 2024 in line with the following timetable:

Date	Late application processing timetable
16 April 2024	National Offer Day – offers sent to on-time applicants
13 May 2024	Phase 1 – late offers (late applications received between 16/01/24 – 08/05/24)
15 May 2024	Waiting list positions available
17 May 2024	Appeal deadline
28 June 2024	Phase 2 – late offers (late applications received between 09/05/24 – 27/06/24)
As Required	Any further offers for 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 Wednesday 15 May 2024. 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 Admissions and Education Sufficiency Team at schooladmissionsadvice@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 are successful at appeal. The school that is offered is the school that your child must attend from September 2024. 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. We do not recommend that you decline the school offered unless: a place becomes available at one of your preferred schools from the waiting list, you have made arrangements for your child to attend an independent school or you will be educating your child at home. Please consider the following before refusing the place offered for you child.

- The place will be allocated to another child.
- Your child will not have a secured school place for September 2024 which could result in them missing education.
- There is no guarantee that we will be able to offer your child a place at any of the higher preferred schools that you have named in your application.

If you do still wish to refuse the place offered please contact the Admissions and Education Sufficiency Team by email schooladmissionsadvice@walsall.gov.uk

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 Tuesday 16th April 2024.

Appeal forms will need to be returned by 17th May 2024 to ensure that they can be heard prior to the end of summer term 2024.

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 2024 but I haven't yet submitted an application. How can I 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 Admissions and Education Sufficiency Team, by email at schooladmissionsadvice@walsall.gov.uk or by telephone on 01922 652585.

Please note that the Admissions and Education Sufficiency 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.