

Admissions to Primary Schools in 2025

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 2025 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 April or the next working day if 16 April falls over a weekend.

Q. When is the primary national offer date?

A. Wednesday 16 April 2025.

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 Wednesday 16 April 2025. 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 have forgot my customer portal login details; how can I log in?

A. If you have forgotten your customer portal login – you can request for a password reset. Please email schooladmissionsadvice@walsall.gov.uk for this request.

Q. I no longer have access to the email address I used to make my application; can you send my offer letter to a new email address?

A. If you are unable to access the email address you used to submit your application, please email schooladmissionsadvice@walsall.gov.uk to answer a range of security questions relating to your application. If you are unable to provide the security answers, applicants can request the offer letter to be sent to the home address, this request must also be provided to the school admissions advice inbox.

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 Thursday 17 April 2025 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 2025 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 2025 will receive the outcome of their offer by **email** after 16 April 2025 in line with the following timetable:

Date	Late application processing timetable
16 April 2025	PRIMARY NATIONAL OFFER DAY – if you applied on-time, you will receive an email confirming the primary school place offered to your child for September 2025
02 May 2025	Waiting list positions available for Reception & Junior 2025 applications.
06 May 2025	Late Offers - Phase 1 – Offers made for late applications received between 16 January 2025 & 20 April 2025
02 June 2025	Appeals deadline – see Information for Parents booklet for more information.
09 June 2025	Late Offers - Phase 2 – Offers made for late applications received between 21 April 2025 & 20 May 2025
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 Friday 2 May 2025. From this date, if 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 should attend from September 2025. 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. Why has my child been offered a school that wasn't a preference?

A. Walsall Council has a statutory duty to ensure all children are given a school place. When preferences cannot be met, we offer the closest school to the home address with a place available.

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

A. We will not remove the offer of a school place unless other suitable education arrangements have been made. This includes:

- Securing a place at another school
- Enrolling in an independent school
- Registering for elective home education

Until such arrangements are confirmed, the current offer remains in place, and we expect your child to attend the allocated school in September 2025.

If your child is compulsory school age and does not attend, the Council may issue a School Attendance Order (SAO), which is a legal requirement for your child to be enrolled at the named school. Failure to comply with an SAO could lead to legal action. Children become compulsory school age the first day of term after their fifth birthday.

If you have made other arrangements for your child's education, you must advise the Admissions and Education Sufficiency Team at 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.

Appeal forms will need to be returned by 2 June 2025 to ensure that they can be heard prior to the end of summer term 2025.

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 2025, 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.