

## Admissions to Secondary Schools in 2024. Frequently Asked Questions

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

### **Q. What is secondary 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 secondary school in September 2024 and submit an on-time application are made a single offer of a school place on the same secondary National Offer Day. This normally falls on the 1st March or the next working day if 1st March falls over a weekend.

### **Q. When is the secondary offer date?**

A. Friday 1st March 2024.

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

A. You can log on to the Capita Admissions portal using your log in details from 8 am on Friday 1st March 2024 and access the details of your offer.

Parents who submitted an on time application to Walsall Council will receive notification of the outcome of their application by email on Friday 1st March 2024. The emails are sent automatically by Capita, the local authority's automated admissions system, throughout the offer day, and we are unable to give a precise time when you will receive your email.

### **Q. I submitted my application after the closing date of 31st October 2023 when will I be notified of the outcome of my application for a secondary school place?**

A. Late applicants who submitted their application after the national closing date of 31st October 2023 will receive details of the outcome of their offer by email after the offer date, in line with the timetable of key dates on the secondary admissions webpage: [Apply for a secondary school place - Walsall Council](#)

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

A. If you are an on-time applicant and you have not received your offer email by Monday 4th March 2024 then please email the Admissions and Education Sufficiency 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. 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 secondary 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 one of your preferred schools that falls outside of the Walsall Local Authority area then please contact the relevant Local Authority directly. Contact details below:

Local Authority Contact Details

Local Authority	Contact Details
<b>Birmingham LA</b> Tel: (0121) 303 1888	School Admissions and Fair Access Service, PO Box 16513, Birmingham, B2 2FF <a href="#">Birmingham School Admissions</a>
<b>Dudley LA</b> Tel: 0300 555 2345 (Option 5 then Option 6)	People Services Directorate, School Admissions Service, The Council House, Priors Road, Dudley, DY1 1HF <a href="#">Dudley School Admissions</a>
<b>Sandwell LA</b> Tel: (0121) 569 6765	Admissions & Appeals Service, PO Box 16230, Sandwell Council House, Freeth Street, Oldbury, B69 9EX <a href="#">Sandwell School Admissions</a>
<b>Staffordshire LA</b> Tel: 0300 111 8007 (Option for School Admissions & Transport)	Schools Admissions & Transport Service, Staffordshire City Council, 2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH <a href="#">Staffordshire Council</a>
<b>Wolverhampton LA</b> Tel: (01902) 551122	City of Wolverhampton Council Education, Admissions and Appeals, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RR <a href="#">Wolverhampton School Admissions</a>

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

A. Waiting lists for all schools, except for Walsall Academy, will be available from 20th March 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](mailto:schooladmissionsadvice@walsall.gov.uk)

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

Please note any enquiries about waiting list positions for Walsall Academy need to be made directly to the Academy.

**Q. Do I need to notify the local authority 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 is expected from September 2024. It is not necessary for you to contact Walsall Council to accept the offer.

**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](mailto: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. All Walsall Secondary Schools are responsible for arranging their own admissions appeals so appeals for Walsall schools need to be submitted directly to the relevant school.

If you wish to appeal for a school outside of the Walsall Local Authority area, you should contact the Local Authority for that school.

#### **Q. I am a Walsall resident and my child is eligible to start secondary 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 through the school admissions pages of the Walsall Council website. Late offers will be made in line with the timetable of key dates on the secondary admissions webpage: [Apply for a secondary school place - Walsall Council](#)

#### **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 that your questions is answered 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](mailto:schooladmissionsadvice@walsall.gov.uk) or by telephone on 01922 652585.

Please note that the Admissions and Education Sufficiency Team receive a large volume of telephone calls and emails during the weeks following secondary 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 endeavour 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 to your enquiry.

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.