

My ref: School Admissions

Parent Support Line: 0121 569 6765

Date: July 2017

Dear Parent / Carer,

**Applying Online for your Reception place for September 2018**

This is to give you notice that you will soon need to apply for a Reception school place for your child. You will be able to apply online at [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions) during the period from:

Monday 18 September 2017 until the closing date of Monday 15 January 2018

**Non Sandwell residents must contact their home Authority**

Now is the time to start thinking about your options. When considering which schools to apply for, we suggest that you look out for details of open days/evenings which will be publicised on the schools and council's website and local press. Consider how closely you meet the school's admission criteria and visit the council's website to view our parent information booklet which will be published in late July 2017.

To assist you with your online application, further information will be sent to Sandwell residents in September.

Don't worry, if you don't have a computer at home you can also apply from one of Sandwell's 19 libraries and at Sandwell primary schools that offer computer support. You may also apply from a mobile device (eg smartphone or tablet).

Remember:

- You cannot apply for a reception or junior school (Year 3) before 18 September
- To have the best chance of getting the school you prefer you must apply before 15 January 2018.

Should you have any questions or concerns please contact our Parent Support Line 0121 569 6765.

Yours sincerely,

**School Admissions Team**

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