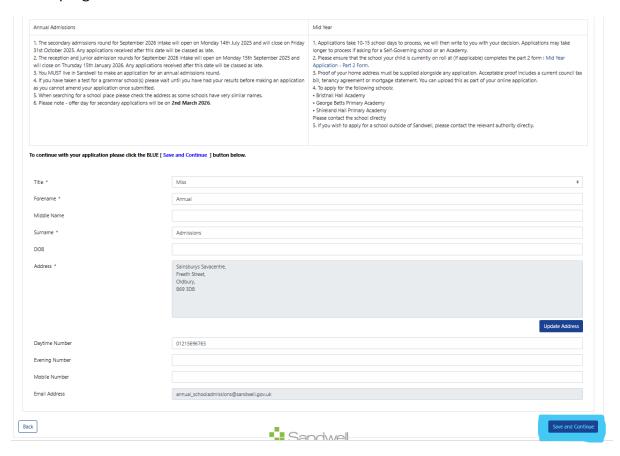
Once you have signed in or made an account on the Parent Portal, you will be directed to your applicant details. You will need to save and continue to progress.



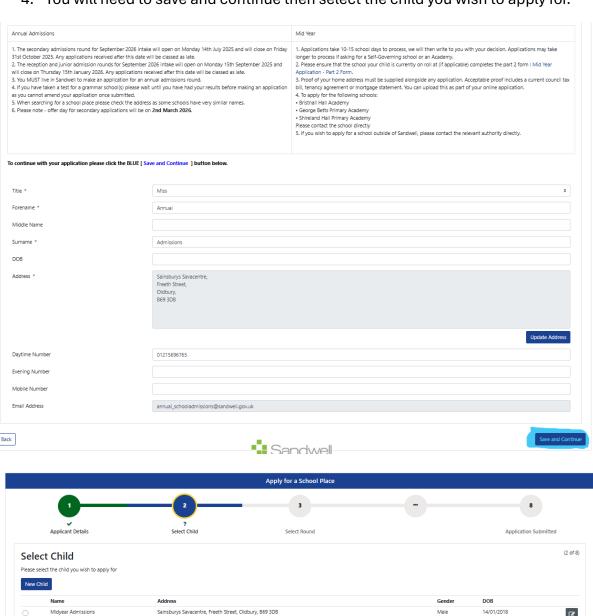
2. If you already have an account, your children should be on the system already. Otherwise, you will need to add them by selecting 'New child.'



3. Once your children have been added, you will need to select the applications tab.



4. You will need to save and continue then select the child you wish to apply for.



Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB

Annual Admissions

Please select the child you wish to apply for

Back

Male

Female

14/01/2018

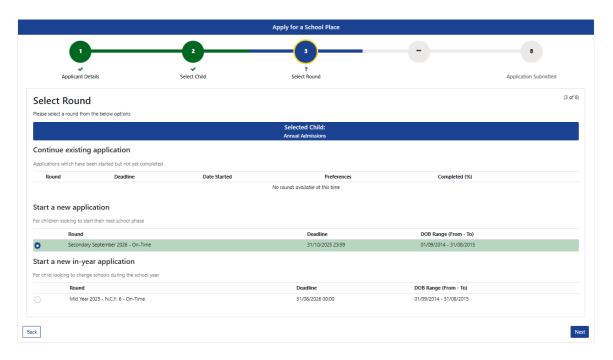
14/01/2015

3

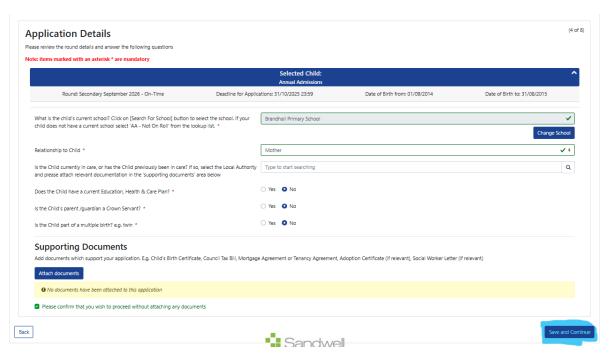
Ø

Next

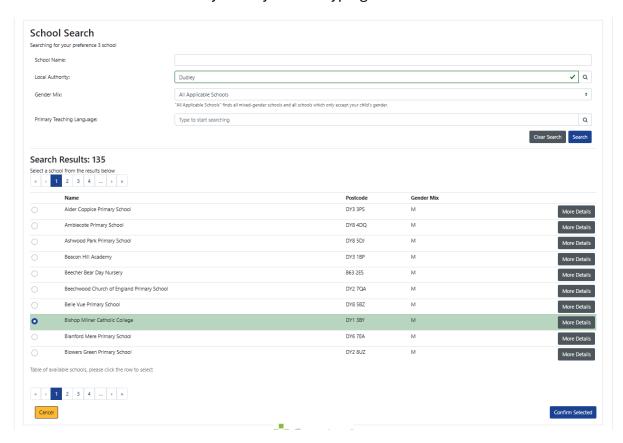
5. Then select the relevant application round e.g. Secondary September 2026.



6. Please complete the questions asked and select continue. When completing this section, you will need to upload the documents requested.



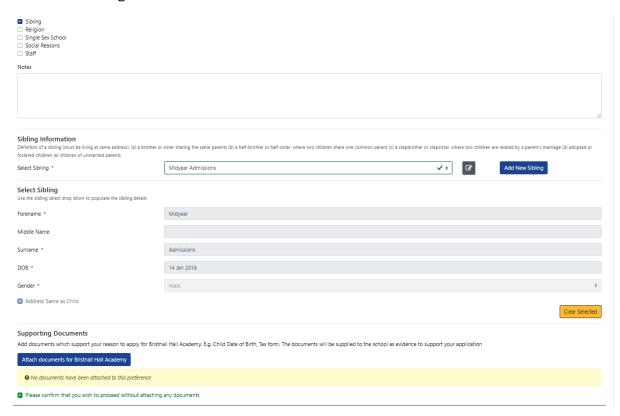
7. The next page is where you select your school preferences. If you are applying for a non-Sandwell school, you will need to click 'Advanced Search' and change the LA from Sandwell to the relevant authority. If the school is in Sandwell, this will be found automatically when you start typing the school's name.



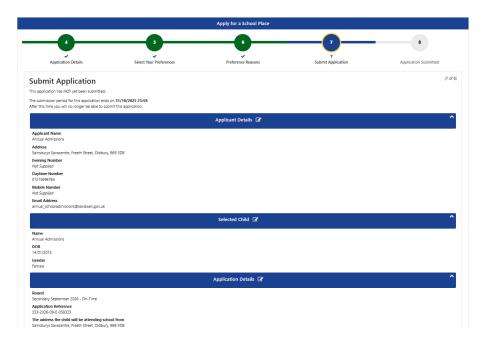
8. You will need to confirm your school preferences before proceeding. Please make sure these are in the correct order before submitting your application.



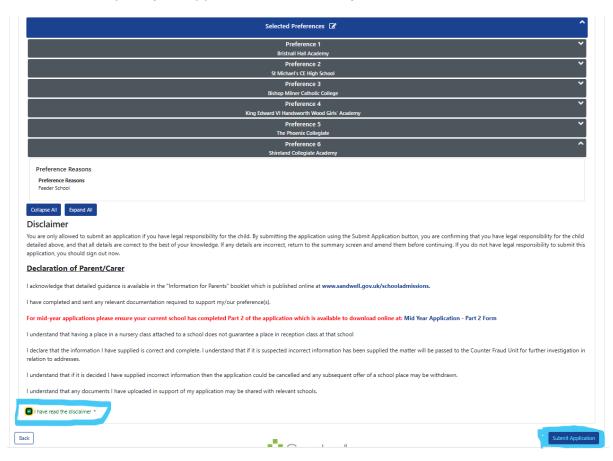
9. If you are applying for a school where you have other children, you will need to select sibling and confirm the details of the youngest sibling who is already attending that school.



10. Please ensure all the below information is correct before submitting your form. Once it has been submitted, you will be unable to make any changes to your application.



11. You will need to read the disclaimer and confirm this has been read before you can complete your application. Otherwise, you will be unable to continue.



12. If your application has now been submitted, you will receive a confirmation email to confirm your application has been done. This is your confirmation that you do not need to do anything else, and you have applied for the relevant school place.

Dear Parent / Guardian,

This email confirms that you have submitted your child's online admissions application.

Application Details:

Secondary September 2026

- Preference 1: Wood Green Academy
- Preference 2: Wodensborough Ormiston Academy

You can also view your application by clicking the link below: