

How to complete a Secondary September 2026 online application form.

1. 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.

Annual Admissions

1. The secondary admissions round for September 2026 intake will open on Monday 14th July 2025 and will close on Friday 31st October 2025. Any applications received after this date will be classed as late.
2. The reception and junior admission rounds for September 2026 intake will open on Monday 15th September 2025 and will close on Thursday 15th January 2026. Any applications received after this date will be classed as late.
3. You MUST live in Sandwell to make an application for an annual admissions round.
4. If you have taken a test for a grammar school(s) please wait until you have had your results before making an application as you cannot amend your application once submitted.
5. When searching for a school place please check the address as some schools have very similar names.
6. Please note - offer day for secondary applications will be on **2nd March 2026**.

Mid Year

1. Applications take 10-15 school days to process, we will then write to you with your decision. Applications may take longer to process if asking for a Self-Governing school or an Academy.
2. Please ensure that the school your child is currently on roll at (if applicable) completes the part 2 form : [Mid Year Application - Part 2 Form](#).
3. Proof of your home address must be supplied alongside any application. Acceptable proof includes a current council tax bill, tenancy agreement or mortgage statement. You can upload this as part of your online application.
4. To apply for the following schools:
• Bristnall Hall Academy
• George Betts Primary Academy
• Shireland Hall Primary Academy
Please contact the school directly
5. If you wish to apply for a school outside of Sandwell, please contact the relevant authority directly.

To continue with your application please click the BLUE [[Save and Continue](#)] button below.

Title *

Miss

Forename *

Annual

Middle Name

Surname *

Admissions

DOB

Address *

Sainsburys Savacentre,
Freeth Street,
Oldbury,
B69 3DB

Update Address

Daytime Number

01215696765

Evening Number

Mobile Number

Email Address

annual_schooladmissions@sandwell.gov.uk

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Save and Continue

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.'

Account Management

Account Info

Applications

Documents

Notifications

My Details

My Children

Security

My Children

You can update the details of any children in your care using the table below. Click 'New Child' to add a child and 'Edit Child' to update that child's details
A form will be displayed to enter/update the relevant details and it will be saved independently of the other sections on this page.

New Child

Name	Address	Gender	DOB	
Midyear Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Male	14/01/2018	
Annual Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Female	14/01/2015	

Table of your children

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

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Account Management

[Account Info](#)[Applications](#)[Documents](#)[Notifications](#)

[Applications Home](#)

[Admissions](#)[Childcare](#)[Family Hub](#)

Admissions

All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.

[Start Application](#)

Order by | Newest Application

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

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Mid Year

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To continue with your application please click the BLUE [[Save and Continue](#)] button below.

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Miss

Forename *

Annual

Middle Name

Surname *

Admissions

DOB

Address *

Sainsburys Savacentre,
Freeth Street,
Oldbury,
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[Update Address](#)

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01215696765

Evening Number

Mobile Number

Email Address

annual_schooladmissions@sandwell.gov.uk

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[Save and Continue](#)

Apply for a School Place

1

2

3

4

5

Applicant Details

Select Child

Select Round

Application Submitted

Select Child

(2 of 8)

Please select the child you wish to apply for

New Child

Name	Address	Gender	DOB	
☐ Midyear Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Male	14/01/2018	
☒ Annual Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Female	14/01/2015	

Please select the child you wish to apply for

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

Apply for a School Place

1

2

3

4

5

Applicant Details

Select Child

Select Round

Application Submitted

Select Round

(3 of 8)

Please select a round from the below options

Selected Child:

Annual Admissions

Continue existing application

Applications which have been started but not yet completed

Round	Deadline	Date Started	Preferences	Completed (%)
No rounds available at this time				

Start a new application

For children looking to start their next school phase

Round	Deadline	DOB Range (From - To)
☒ Secondary September 2026 - On-Time	31/10/2025 23:59	01/09/2014 - 31/08/2015

Start a new in-year application

For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
☐ Mid Year 2025 - N.C.Y. 6 - On-Time	31/08/2026 00:00	01/09/2014 - 31/08/2015

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

Application Details

(4 of 8)

Please review the round details and answer the following questions

Note: items marked with an asterisk * are mandatory

Selected Child:

Annual Admissions

Round: Secondary September 2026 - On-Time

Deadline for Applications: 31/10/2025 23:59

Date of Birth from: 01/09/2014

Date of Birth to: 31/08/2015

What is the child's current school? Click on [Search For School] button to select the school. If your child does not have a current school select 'AA - Not On Roll' from the lookup list. *

Brandhall Primary School

Change School

Relationship to Child *

Mother

Is the Child currently in care, or has the Child previously been in care? If so, select the Local Authority and please attach relevant documentation in the 'supporting documents' area below

Type to start searching

Does the Child have a current Education, Health & Care Plan? *

☐ Yes ☒ No

Is the Child's parent /guardian a Crown Servant? *

☐ Yes ☒ No

Is the Child part of a multiple birth? e.g. twin *

☐ Yes ☒ No

Supporting Documents

Add documents which support your application. E.g. Child's Birth Certificate, Council Tax Bill, Mortgage Agreement or Tenancy Agreement, Adoption Certificate (if relevant), Social Worker Letter (if relevant)

Attach documents

No documents have been attached to this application

☒ Please confirm that you wish to proceed without attaching any documents

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Save and Continue

Sandwell

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- 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.

School Search

Searching for your preference 3 school

School Name:

Local Authority: ☒

Gender Mix:

All Applicable Schools finds all mixed-gender schools and all schools which only accept your child's gender.

Primary Teaching Language:

Search Results: 135

Select a school from the results below

	Name	Postcode	Gender Mix	
☐	Alder Coppice Primary School	DY3 3PS	M	More Details
☐	Ambicote Primary School	DY6 4DQ	M	More Details
☐	Ashwood Park Primary School	DY8 5DJ	M	More Details
☐	Beacon Hill Academy	DY3 1BP	M	More Details
☐	Beecher Bear Day Nursery	B63 2ES	M	More Details
☐	Beechwood Church of England Primary School	DY2 7QA	M	More Details
☐	Belle Vue Primary School	DY8 5BZ	M	More Details
☒	Bishop Minner Catholic College	DY1 3BY	M	More Details
☐	Bianford Mere Primary School	DY6 7EA	M	More Details
☐	Blowers Green Primary School	DY2 8UZ	M	More Details

Table of available schools, please click the row to select

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

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2. The reception and junior admission rounds for September 2026 intake will open on Thursday 15th September 2025 and will close on Wednesday 15th January 2026. Any applications received after this date will be classed as late.

3. You MUST live in Sandwell to make an application for an annual admissions round.

4. If you have taken a test for a grammar school(s) please wait until you have had your results before making an application as you cannot amend your application once submitted.

5. When searching for a school place please check the address as some schools have very similar names.

6. Please note - offer day for secondary applications will be on **2nd March 2026**.

During the school holiday we will continue to process applications and offer school places where places are showing available. If schools are full, your application will be 'on hold' until we receive the new figures from schools in September. If you are applying for a self-governing school or Academy, we will write to you once we receive the school's decision in September.

1. Applications take 10-15 school days to process, we will then write to you with your decision. Applications may take longer to process if asking for a Self-Governing school or an Academy.

2. Please ensure that the school your child is currently on roll at (if applicable) completes the part 2 form - Mid Year Application - Part 2 Form.

3. Proof of your home address must be supplied alongside any application. Acceptable proof includes a current council tax bill, tenancy agreement or mortgage statement. You can upload this as part of your online application.

4. To apply for the following schools:

- Bristnall Hall Academy
- George Betts Primary Academy
- Shireland Hall Primary Academy

Please contact the school directly

5. If you wish to apply for a school outside of Sandwell, please contact the relevant authority directly.

1. Please select or search for schools below and rank them in your desired order

2. To apply for a school that is not within Sandwell, click on the blue [Advanced Search](#) button below (*Not applicable for Mid Year applications*)

Selected Child:

Annual Admissions

Round: Secondary September 2026 - On-Time

Deadline for Applications: 31/10/2025 23:59

Date of Birth from: 01/09/2014

Date of Birth to: 31/08/2015

Preference School : If your child does not have a current school select 'AA - Not On Roll' from the lookup list

	Rank Order
1 * Bristnall Hall Academy	+ 1 2
2 St Michael's CE High School	+ 1 2
3 Bishop Minner Catholic College	+ 1 2
4 King Edward VI Handsworth Wood Girls' Academy	+ 1 2
5 The Phoenix Collegiate	+ 1 2
6 Shireland Collegiate Academy	+ 1 2

Your preferred schools. You need to select a minimum of one school.

☒ I confirm that I am happy to proceed with 6 of 6 possible preferences.
Leaving blank schools does not increase your chance of getting your first preference.

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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.

☒ Sibling
☐ Religion
☐ Single Sex School
☐ Social Reasons
☐ Staff

Notes

Sibling Information
Definition of a sibling (must be living at same address): (a) a brother or sister sharing the same parents (b) a half-brother or half-sister, where two children share one common parent (c) a stepbrother or stepsister, where two children are related by a parent's marriage (d) adopted or fostered children (e) children of unmarried parents

Select Sibling * Midyear Admissions ✓ ↕  [Add New Sibling](#)

Select Sibling
Use the sibling select drop down to populate the sibling details

Forename * Midyear

Middle Name

Surname * Admissions

DOB * 14 Jan 2018

Gender * Male ⌵

☒ Address Same as Child [Clear Selected](#)

Supporting Documents
Add documents which support your reason to apply for Bristnall Hall Academy. E.g. Child Date of Birth, Tax form. The documents will be supplied to the school as evidence to support your application

[Attach documents for Bristnall Hall Academy](#)

 No documents have been attached to this preference

☒ Please confirm that you wish to proceed without attaching any documents

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.

Apply for a School Place

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Application Details

5

Select Your Preferences

6

Preference Reasons

7

Submit Application

8

Application Submitted

Submit Application (7 of 8)
This application has NOT yet been submitted.
The submission period for this application ends on 31/10/2025 23:59.
After this time you will no longer be able to submit this application.**Applicant Details** Applicant Name
Annual AdmissionsAddress
Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DBEvening Number
Not SuppliedDaytime Number
01215696765Mobile Number
Not SuppliedEmail Address
annual_schooladmissions@sandwell.gov.uk**Selected Child** Name
Annual AdmissionsDOB
14/01/2015Gender
Female**Application Details** Round
Secondary September 2026 - On-TimeApplication Reference
333-2026-09-E-056333The address the child will be attending school from
Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB

How to complete a Secondary September 2026 online application form.

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.

Selected Preferences

Preference 1
Bristnall Hall Academy

Preference 2
St Michael's CE High School

Preference 3
Bishop Milner Catholic College

Preference 4
King Edward VI Handsworth Wood Girls' Academy

Preference 5
The Phoenix Collegiate

Preference 6
Shireland Collegiate Academy

Preference Reasons

Preference Reasons
Feeder School

Collapse All

Expand All

Disclaimer

You are only allowed to submit an application if you have legal responsibility for the child. By submitting the application using the Submit Application button, you are confirming that you have legal responsibility for the child detailed above, and that all details are correct to the best of your knowledge. If any details are incorrect, return to the summary screen and amend them before continuing. If you do not have legal responsibility to submit this application, you should sign out now.

Declaration of Parent/Carer

I acknowledge that detailed guidance is available in the "Information for Parents" booklet which is published online at www.sandwell.gov.uk/schooladmissions.

I have completed and sent any relevant documentation required to support my/our preference(s).

For mid-year applications please ensure your current school has completed Part 2 of the application which is available to download online at: [Mid Year Application - Part 2 Form](#)

I understand that having a place in a nursery class attached to a school does not guarantee a place in reception class at that school

I declare that the information I have supplied is correct and complete. I understand that if it is suspected incorrect information has been supplied the matter will be passed to the Counter Fraud Unit for further investigation in relation to addresses.

I understand that if it is decided I have supplied incorrect information then the application could be cancelled and any subsequent offer of a school place may be withdrawn.

I understand that any documents I have uploaded in support of my application may be shared with relevant schools.

I have read the disclaimer *

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Submit Application

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: