Applying for a In Year admission transfer online.

1. You will need to log in or create an account on the Sandwell Parent Portal. Your username is your email address. If you have forgotten your password, you can request a token to reset it. This will be sent to your email address/username.

Sign in or create an account with us.

Enter your username

[   ]

Next

Back

Create Account

Sign in

Enter your password

[   ]

Sign In

Change User

Forgot Password

Create Account

2. Once you have logged in, please contact your personal details are correct. You can update them if not and press save at the bottom of the page.

My Details

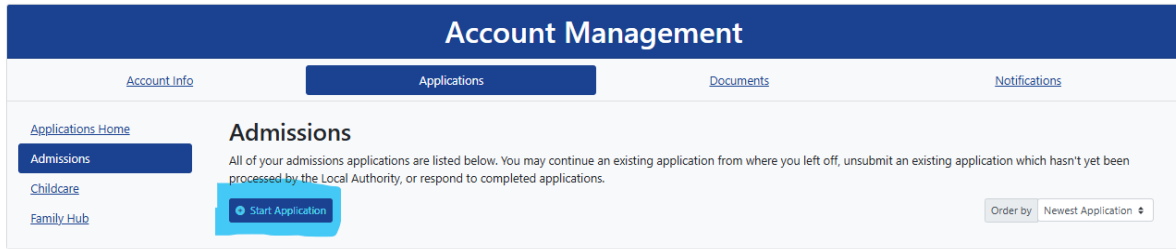All of your details can be found below.

Personal Details

Update your personal details using the below fields. When you are happy with your changes, click save at the bottom of the page. Your email address can be updated by going to the Security section. Required fields are marked with a *.

Title *	Miss
Forename *	Annual
Middle Name	
Surname *	Admissions
DOB	
NI Number	National Insurance Number
NASS Number	National Asylum Support Service Number
Address	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB

Update Address

Daytime Number	01215696765
Evening Number	
Mobile Number	
Email Address	annual_schooladmissions@sandwell.gov.uk

Save

Sandwell

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3. Select 'Applications' in the top tab and select 'Admissions' on the left-hand side. You will need to select 'Start Application' to progress further.
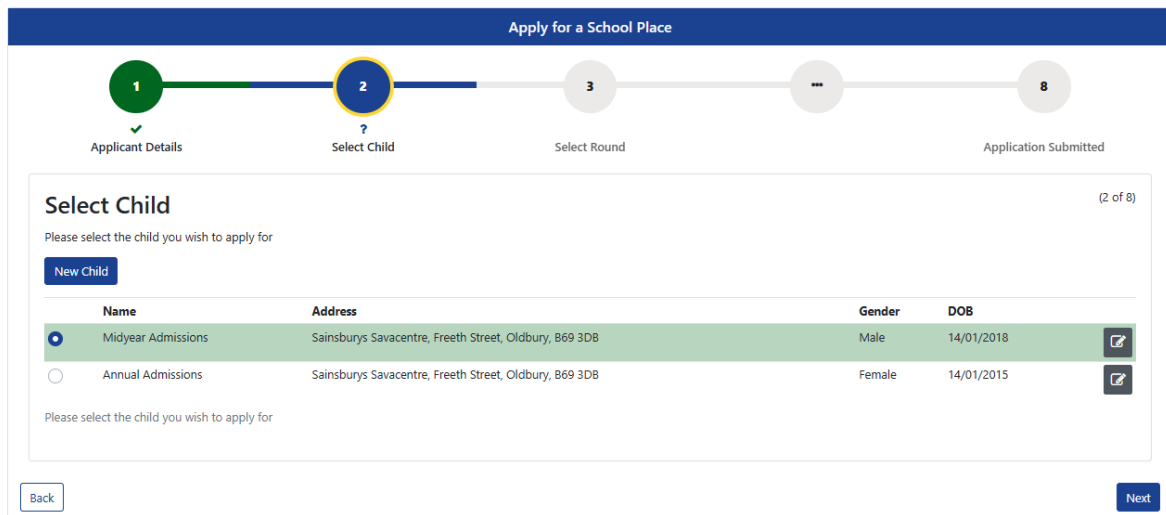
4. Please save and continue your personal details to continue.

5. Select the child you wish to apply for and click next in the bottom right hand corner.

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6. Select the round (Year Group) you wish to apply for and select next.

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

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8. Again please complete the questions asked and select save and continue.

Fair Access Questions

We would like to ensure that children without a school place are found a suitable school as quickly as possible. If there are no vacancies in any schools, we may ask schools to go over their published admission number if any of the categories listed below apply to your child. Please answer the questions below.

NOTE: Items marked with an asterisk * are mandatory

Selected Child:			
Midyear Admissions			
Round: Mid Year 2025 - N.C.Y. 3 - On-Time	Deadline for Applications: 31/08/2026 00:00	Date of Birth from: 01/09/2017	Date of Birth to: 31/08/2018

Please answer the following Fair Access Questions below

Question	Yes	No
Has your child been issued with Child In Need (CIN) or Child Protection (CP) status within the last 12 months ? *	○ Yes	● No
Is your child in Alternative provision and waiting to be reintegrated into mainstream education OR have they been permanently excluded, but deemed suitable for mainstream education ? *	○ Yes	● No
Does your child have special educational needs (without an EHC plan), disabilities or medical conditions ? *	○ Yes	● No
Is your child a carer ? *	○ Yes	● No
Is you child homeless or living in temporary accommodation ? *	○ Yes	● No
Children who are Gypsies, Roma, Travellers, Refugees or Asylum Seekers *	○ Yes	● No
Children refused on challenging behaviour (3.10 of code) *	○ Yes	● No
Has your child been out of education 4 weeks or more - because there are no places available ? *	○ Yes	● No
Has your child been previously looked after - where the LA was unable to promptly secure a school place ? *	○ Yes	● No
If we are unable to offer a place at one of your preferences, your child will continue at their current school, if you want to be considered for another school in Sandwell please choose YES *	● Yes	○ No
Do you have shared responsibilty for your child ? (Both parties must agree to this transfer request as both parties will be contacted in relation to the request) *	○ Yes	● No

Back   Save and Continue

9. Please select the school you wish to apply for. PLEASE NOTE – you can only apply for schools in Sandwell on this application form.

Selected Child:			
Midyear Admissions			
Round: Mid Year 2025 - N.C.Y. 3 - On-Time	Deadline for Applications: 31/08/2026 00:00	Date of Birth from: 01/09/2017	Date of Birth to: 31/08/2018

⊙ Disable animations

Preference	School : If your child does not have a current school select 'AA - Not On Roll' from the lookup list	Rank Order	
1 *	Blackheath Primary School ⓘ	↓	🗑
2	Rowley Hall Primary Academy ⓘ	↑	🗑

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

☑ I confirm that I am happy to proceed with 2 of 2 possible preferences.
Leaving blank schools does not increase your chances of getting your first preference.

Back   Save and Continue

10. Please select the reason why you are applying for these schools. If you have another child at one of your preferences, please include the details of the youngest sibling who is on roll at this school. Then save and continue.

- ☑ Sibling
- ☐ Single Sex School
- ☐ Social Reasons
- ☐ Catchment Area
- ☐ Feeder School
- ☐ Other
- ☐ Religion

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 *   Annual Admissions   ✔ ⇕   [✎]   [Add New Sibling]

Select Sibling

Use the sibling select drop down to populate the sibling details

Forename *	Annual
Middle Name	
Surname *	Admissions
DOB *	14 Jan 2015
Gender *	Female

☑ Address Same as Child

[Clear Selected]

11. 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. 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
Blackheath Primary School

Preference 2
Rowley Hall Primary Academy

[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 *

[Back]   Sandwell   [Submit Application]

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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:

Mid Year 2025 - N.C.Y. 3

- Preference 1: Wednesbury Oak Academy
- Preference 2: Ocker Hill Academy

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