

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.

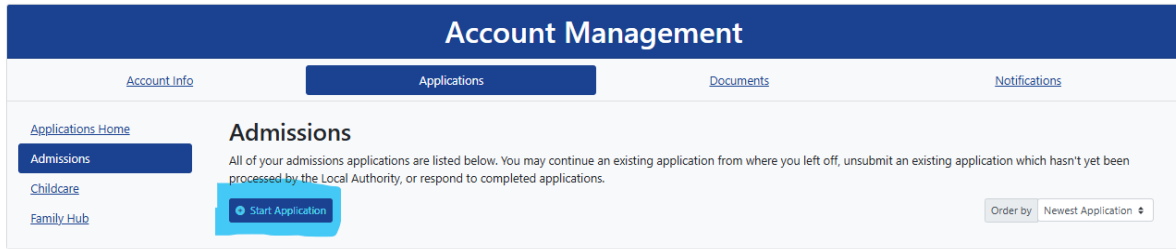
Personal Details

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	Sainsbury's 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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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.




The screenshot shows the 'Account Management' interface. At the top, there are tabs for 'Account Info', 'Applications', 'Documents', and 'Notifications'. The 'Applications' tab is selected. On the left, there is a sidebar with 'Admissions' highlighted, along with links for 'Applications Home', 'Childcare', and 'Family Hub'. The main content area is titled 'Admissions' and contains a blue button labeled 'Start Application'. Below the button, there is a dropdown menu set to 'Newest Application'.

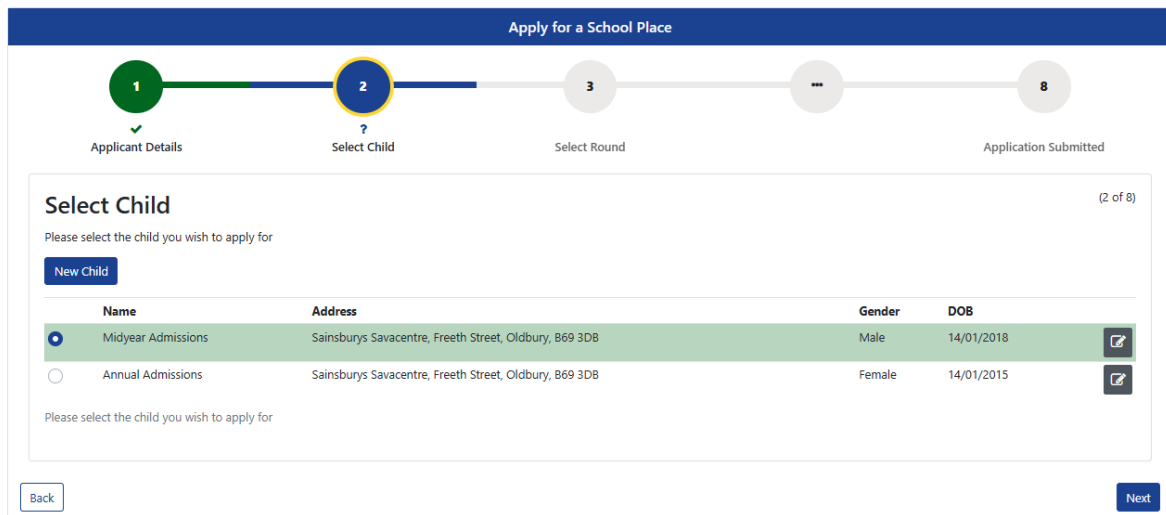
4. Please save and continue your personal details to continue.

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

[Back](#)  [Save and Continue](#)

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



The screenshot shows the 'Apply for a School Place' process. At the top, there is a progress bar with five steps: 1. Applicant Details (completed), 2. Select Child (current step), 3. Select Round, 4. Application Submitted, and 5. Application Submitted. The 'Select Child' step is highlighted with a blue circle and a question mark. Below the progress bar, there is a 'Select Child' section with a 'New Child' button. A table lists two children for selection:

Name	Address	Gender	DOB	
<input checked="" type="radio"/> Midyear Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Male	14/01/2018	Edit
<input type="radio"/> Annual Admissions	Sainsburys Savacentre, Freeth Street, Oldbury, B69 3DB	Female	14/01/2015	Edit

[Back](#) [Next](#)

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

Apply for a School Place

1 ✓ Applicant Details 2 ✓ Select Child 3 ? Select Round ... 8 Application Submitted

Select Round (3 of 8)

Please select a round from the below options

Selected Child:
Midyear 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)
No rounds available at this time		

Start a new in-year application

For child looking to change schools during the school year

Round	Deadline	DOB Range (From - To)
<input checked="" type="radio"/> Mid Year 2025 - N.C.Y. 3 - On-Time	31/08/2026 00:00	01/09/2017 - 31/08/2018

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

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](#)

Application Reason *
House Move within Sandwell ✓

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

Date of Current / Previous Attendance
01 Sep 2020 ✓

New School Request Date
01 Sep 2025 ✓

Reason for Changing School
We have moved address within Sandwell and require a closer school. ✓

Is the Child a New Arrival to the UK? *
 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

[Back](#)  [Save and Continue](#)

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

Fair Access Questions (5 of 9)

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
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Please answer the following Fair Access Questions below

Has your child been issued with Child In Need (CIN) or Child Protection (CP) status within the last 12 months ? *

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 ? *

Does your child have special educational needs (without an EHC plan), disabilities or medical conditions ? *

Is your child a carer ? *

Is your child homeless or living in temporary accommodation ? *

Children who are Gypsies, Roma, Travellers, Refugees or Asylum Seekers *

Children refused on challenging behaviour (3.10 of code) *


Has your child been out of education 4 weeks or more - because there are no places available ? *

Has your child been previously looked after - where the LA was unable to promptly secure a school place ? *

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 *

Do you have shared responsibility for your child ? (Both parties must agree to this transfer request as both parties will be contacted in relation to the request) *

BackSave 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
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Disable animations


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

	School	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.

BackSave 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.

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- 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

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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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: