

My ref: School Admissions
Your ref:

Parent Support Line: 0121 569 6765

Date: July 2024

Dear Parent/Carer

PLEASE KEEP THIS LETTER SAFE FOR YOUR SCHOOL APPLICATION

Applying online for your secondary place for September 2025

This is to give you notice that you will be able to apply for a secondary (Year 7) school place for your child from Monday 15 July 2024.

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 LA's website and local press. Consider how closely you meet the school's admission criteria and visit the LA website to view our parent information booklet which will be published week commencing 15 July 2024.

To apply please first register at <https://sandwell.cloud.servelec-synergy.com/Synergy/Parents>, you will then receive an email with a link to complete and submit your application (Non-Sandwell residents should contact their home Authority).

Please note: You **cannot** apply before 15 July 2024 and to have the best chance of getting the school you want, you must apply by the closing date of 31 October 2024.

Applying online is easy and secure - over 95% of parents did last year. 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 (e.g. smartphone or tablet).

Should you require further assistance please do not hesitate to contact us via email at annual_schooladmissions@sandwell.gov.uk, phone our Parent Support Line - 0121 569 6765 or view our parent guide online <http://www.sandwell.gov.uk/schooladmissions>

Yours sincerely

School Admissions Team

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