



Metropolitan Borough of Sandwell  
**ST JAMES CE PRIMARY SCHOOL**

Wolverley Crescent  
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West Midlands  
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[www.stjamesprimary.co.uk](http://www.stjamesprimary.co.uk)

*Headteacher: Mr D Heather*

Dear Parent / Carer,

Applying Online for your Secondary school place for September 2024

This is to give you notice that you need to apply for a secondary school place for your child, if their birthday falls between the dates of 01/09/2012 to 31/08/2013.

You will be able to apply online at [www.sandwell.gov.uk/schooladmissions](http://www.sandwell.gov.uk/schooladmissions)

Non Sandwell residents must contact their home Authority

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 council's website and local press. Consider how closely you meet the school's admission criteria and visit the council's website to view our parent information booklet.

To assist you with your online application, further information will be sent to Sandwell residents in September.

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 (eg smartphone or tablet).

Remember:

- To have the best chance of getting the school you prefer you must apply before 31<sup>st</sup> October 2023.

We also have Hannah Butler, the Education Advisement Transition Officer for Sandwell admissions, attending a meet the parents evening on Wednesday 27<sup>th</sup> September at 3.30pm in the Key Stage 2 hall.

Should you have any questions or concerns please contact our Parent Support Line 0121 569 6765.

Yours sincerely,

Mr D Heather  
Headteacher