



Metropolitan Borough of Sandwell



Headteacher: Mr D Heather

Wolverley Crescent  
Oldbury  
West Midlands  
B69 1BG

Dear Parent / Carer,

Tel: 0121 552 5491  
[www.stjamesprimary.co.uk](http://www.stjamesprimary.co.uk)

### Applying Online for your Reception place for September 2025

This is to give you notice that you need to apply for a Reception school place for your child, if their birthday falls between the dates of 01/09/2020 to 31/08/2021.

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 the parent information booklet.

To assist you with your online application, further information will be sent to Sandwell residents by the local authority 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 15 January 2025
- Even though your child attends St James CE nursery they will not automatically get a place in reception and you will still have to apply for a place.

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

Yours sincerely,

L. Dearn  
Deputy Headteacher