

**Your Ref:**

Our Ref:

Date: September 2025

Ask for: **School Admissions****ALL WALSALL PRIMARY AND JUNIOR SCHOOLS**

Dear Colleagues,

**Re: Y6 Pupils - Secondary Transfer Arrangements for 2026**

The secondary admissions round for September 2026 is now open for applications. Please see attached a letter for distribution to the parents and carers of all Walsall resident children who are on roll in Year 6 at your school. In accordance with the process that was adopted last year I would be grateful if this could be circulated to parents via your parent mail and also uploaded to your website.

This letter provides a brief overview of the process and includes contact details for Walsall Secondary Schools. More detailed information is provided in the Information for Parents Booklet which is available on the Secondary Admissions page of the Walsall Council website.

The Information for Parents Booklet is available on the Walsall Council website along with Supplementary Information Forms to download and print from the School Admissions pages.

In line with the published admission arrangements, parents are required to submit their applications online.

Officers from the Admissions and Education Sufficiency Team will be in regular contact throughout the application period providing schools with lists of those children for whom the Local Authority has yet to receive a secondary school application. This will enable schools and the Team to work together to identify those families that may require support with the application process and ensure that appropriate support is provided.

A timetable showing the key dates for the 2026 secondary transfer process is also enclosed.

The closing date for applications to be submitted is **31 October 2025**. However the Local Authority is advising applicants to complete and submit their applications by **24 October 2025** given that the statutory deadline falls during half term week.

If you require any further advice or support please contact the Admissions and Education Sufficiency Team at [schooladmissionsadvice@walsall.gov.uk](mailto:schooladmissionsadvice@walsall.gov.uk) and a member of the team will be pleased to assist.

Thank you for your ongoing co-operation and support,

Yours faithfully,

**Mrs Alex Groom**

Admissions & Education Sufficiency Service Manager