



UPLANDS MANOR PRIMARY SCHOOL

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URGENT ACTION NEEDED

December 2025

Dear Parent/Carer

Applying Online for your child's Reception place for September 2026

This letter is to inform you need to apply for a reception school place for your child as soon as possible.

You will be able to apply online at www.sandwell.gov.uk/schooladmissions until 15th January 2026.

Once on the website to go **click -apply for school place – click on starting reception- click on apply for school place.**

If you do not have a computer at home, you can apply from one of Sandwell's libraries or from a mobile device (e.g. smartphone or tablet)

In the meantime, should you have any questions or concerns about applying online, please contact Sandwell Council's Parent Support Line on 0121 569 6765 or talk to a member of our school staff who will be more than happy to help you.

Kind regards

Mrs J Durnall
Assistant Head Teacher - EYFS

Achievement

Belief

Creativity

Determination

Enthusiasm

