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Information for Parents

Admission to Secondary School in September 2024

How to apply for a school place

Apply online by 31 October 2023



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Foreword by the Interim Assistant Director of Education and Skills

Applying for a place at secondary school is an exciting and important time for children and their parents.

The time has now come for you to take that important step and apply for your child's secondary school place for September 2024. To make the process as easy as possible, West Sussex County Council encourages you to apply using the online application system at www.westsussex.gov.uk/admissions.

All the information you need to help you through the process of applying for a secondary school place is in this booklet. Before completing your application, please take the time to read this important information. The frequently asked questions pages and the admission arrangements for schools may help you decide on the best secondary schools for your child.

Before making your final decision about which schools to apply for, we would strongly encourage you to find out more about the schools you wish to consider. Many schools have enhanced their web presence due to past Covid measures, with virtual tours and additional information being offered and this can be a useful source of information for you. During the autumn term, schools will be providing opportunities for prospective parents to find out more about the school and we advise you to contact schools to check their particular arrangements.

Although many children do secure a place at the first preference secondary school, this is not always possible if there are more applications for a school than there are places available. When this happens, places will be offered by applying the oversubscription criteria. You are strongly advised to provide preferences for the three different secondary schools you would like your child to attend as this provides you with the best chance of getting your child into a secondary school of your choice. Remember if you want your child to attend their catchment secondary school, you must include this as one of your preferences. Where we are unable to meet one of your preferences we will allocate a place at the catchment school where possible, or at the next nearest school to your home address where there is space if the catchment school is full.

It is really important that you apply by the national deadline of **31 October 2023**. Applying after this deadline may significantly affect the secondary school that can be offered. I wish your son or daughter the very best for when they start at their new school.



Steve Nyakatawa
Interim Assistant Director of Education and Skills

When you can apply

Online applications open at 9am on 4 September 2023 and the deadline for making an application is **31 October 2023**. If your application is received after the application deadline it will not be processed until after all on time applications. This means that your preferences will be considered after all the preferences received on time and increases the possibility that there may not be a place available at the schools you requested or at a local school. After the application deadline you cannot change your preferences unless there is a genuine unforeseeable reason for doing so, for example if a sibling changes school. Before the application deadline you can amend the preferences by logging back into the Parent Portal, unsubmitting your application and updating it. **You must resubmit your application every time you unsubmit it.** Only your last submitted preferences, prior to the deadline, will be considered in the allocation.

After the deadline date, if you wish to make any changes to your application, you will need to complete a change of application form. This can be found on our website. Changes can include new or different priority of preferences, change of address, etc.

If you need help making an application, or have any further questions concerning the process after reading this guidance, please telephone 03330 142 903.

West Sussex County Council tries to ensure that all parents of children due to transfer from a West Sussex state-funded primary school in September 2024 receive information on how to apply for a secondary school place. However, the responsibility for obtaining information and making an application before the application deadline rests solely with parents.

Process Timeline:

- **4 September 2023:** Online applications open and we ask West Sussex state-funded primary schools to send details of how to apply online to parents of children who attend Year 6 in their school.
- **31 October 2023:** Application deadline for on time applications. After the deadline of 31 October 2023 any changes to your details or application must be notified to the Pupil Admissions Team by email or post.

Late applications can be made via the Parent Portal as long as an ontime application has not been made.

If you have to complete a paper form it is your responsibility to ensure that the form is returned to your local school by the deadline. Please note that schools will be closed for half term between 23-27 October 2023. Paper forms will not be acknowledged. The most secure way to apply is online. Please note that the Governors or Academy Trust of some own admission authority schools ask parents to complete the school's Supplementary Information Form (SIF) by the same closing date. This extra information enables these schools to rank applications correctly against their admissions criteria. SIFs can be found in Appendix 2 of this booklet and can be obtained from the school concerned.

- **27 November 2023:** Processing deadline for receipt of out of time applications made after the application deadline and receipt of evidence regarding a request to change preferences due to a genuine unforeseeable reason. Also the deadline for receipt of evidence for house movers; please see page 10 for further information on the implications

of moving during the allocation of places. Any applications received on or after 28 November 2023 will be late applications, received outside of the normal admissions round, and will not be processed until after 2 April 2024.

- **28 November 2023 – 29 February 2024:** Preferences processed and information exchanged with schools and other Local Authorities.
- **1 March 2024:** All applicants who apply through the Parent Portal will be sent an email with their offer. Parents that applied via the Parent Portal can log back into their account on this day, which will show their result. Those who apply before 27 November 2023 will receive the result on 1 March 2024. Please do not ring to ask which school has been offered because no decisions will be issued by telephone. Applicants who do not supply an email address will be sent a letter by second class post, posted during the day.
- **2 April 2024** onwards: Late applications received on or after 28 November 2023, made outside the normal admissions round, processed and offers made. Waiting lists will be established and places offered if they become available.
- **April 2024** onwards: Appeals heard by independent appeal panels.
- **2 September 2024:** New academic year starts.

Applying for a school place (using the Parent Portal)

All parents should apply for a school online by using the Parent Portal, details of which can be found on the admissions pages of the WSCC website at: [Secondary school places - West Sussex County Council](#). When you submit your application you will receive an email confirming the order of preferences on your application as confirmation that your application has been received.

Parents who apply online will benefit as follows:

1. You can save your application before submitting it and can therefore return to it to make amendments. However, you must ensure that you submit the completed application on or before the application deadline of **31 October 2023**. Once submitted, before the application deadline, you can amend the preferences by logging back into the Parent Portal, unsubsubmitting your application and updating it. **You must resubmit your application every time you unsubsubmit it.** Only your last submitted preferences, prior to the deadline, will be considered in the allocation. Any changes made after the deadline date will not be received by West Sussex County Council.
2. An acknowledgement of your application is automatically sent by the system so you know your application has been received. You may need to amend your security settings in order to receive the automatic acknowledgement or it may be placed in the 'junk' or 'bulk' folder. We strongly recommend that you keep a copy of the automated acknowledgement email, as it is your only proof that you applied and we cannot investigate issues without this.
3. Free internet access will be available at all West Sussex libraries for parents who do not otherwise have access to the internet.
4. All applicants who apply on or before 27 November 2023, and supply an email address, receive an email on 1 March 2024 confirming the result of their application.

We would advise parents that applying online very close to the application deadline (31 October 2023) could be difficult due to high user volume. Please apply ahead of the application deadline, after visiting schools and considering the admission arrangements. On time applications close at 23:59 on 31 October 2023. If you need to apply after this date please apply using the Parent Portal, details of which can be found on the admissions pages of the WSCC website.

If you have no option but to apply on a paper form, please telephone 03330 142 903 to request one. Please note that it is your responsibility to ensure that the completed form is returned to your local West Sussex primary school by the application deadline. Please note that schools will be closed for half term between 23-27 October 2023. Parents are not encouraged to return their paper forms directly to the Pupil Admissions Team unless they use Recorded Delivery post. Claims regarding missing forms will not be investigated unless you can provide evidence that it was received by the Pupil Admissions Team. West Sussex County Council is not responsible for forms lost or delayed in the post. We recommend that you keep a copy of the form and evidence of posting.

Please note that the Governors or Academy Trust of some own admission authority schools ask parents to complete the school's Supplementary Information Form (SIF) by the same closing date. This extra information enables these schools to rank applications correctly against their admissions criteria. The school must still consider your application if you choose not to complete the SIF, however failing to do so may affect the priority the school give your application under their admission criteria. SIFs can be found in Appendix 2 of this booklet and can be obtained from the school concerned.

Points to consider before submitting your three preferences

- Make sure you use all three of your preferences wisely, be realistic and apply on time. School places are allocated according to the published oversubscription criteria for each school so study these carefully. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. You have a higher priority for your catchment school. If you make a preference for an oversubscribed school, the further away you live the less likely you are to be offered a place. If you make a preference for a school that is not your catchment school, and are offered that school, there is no guarantee that siblings will obtain places in the future. Similarly, there may be no eligibility for assistance with transport (please see the transport information on pages 39-46 of this booklet for more information).
- Personal circumstances, such as childcare arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. You are strongly encouraged to include your catchment school as one of your three preferences. If you wish your child to be considered for a place at their catchment school you must include this as one of your three preferences. You can check the catchment school for your address on our website. If you do not have access to the internet and you are not sure which is your catchment school please call 03330 142 903 to find out.
- Please do not include a school you do not want as a preference as you may be offered this school. Please do not put independent schools or Elective Home Education as preferences as they will be disregarded. Information regarding home education is available from West Sussex County Council's Elective Home Education Team on 0330 222 3300.
- After the application deadline you cannot change your on time preferences unless there is a genuine unforeseeable reason for doing so, for example if a sibling has changed school.

You are advised to contact the Pupil Admissions Team to discuss your reason for changing preferences before submitting a new application.

- If you are planning to move house you must notify the Pupil Admissions Team. You may wish to contact the Pupil Admissions Team to discuss your preferences if your house move is not yet confirmed. Further information on moving house is available on page 10. If you change residency before 1 September 2024 without informing the Pupil Admissions Team, and without providing evidence of the date that you moved to your new address, this may result in the offer made being withdrawn.
- Some own admission authority schools will ask you to complete their Supplementary Information Form (SIF) to enable the Governors or Academy Trust to consider your application against the school's oversubscription criteria. The form may ask for information about church attendance, baptism, parents working at the school etc. The school must still consider your application if you choose not to complete the SIF, however failing to do so may affect the priority the school give your application. SIFs can be found in Appendix 2 of this booklet and can be obtained from the school concerned.
- If you have previously visited a school and completed papers for them, you must still complete an online application before the application deadline to apply for a place at the school.
- For schools where West Sussex County Council determines the admission arrangements (i.e. community and voluntary controlled schools) a 'feeder school' system is not generally used. Feeder school systems are used by some schools that are their own admission authority (for example some church voluntary aided schools and some academies). Please check the admission arrangements for these schools before making your application. See appendix 1 for further details.

Information about addresses

The majority of West Sussex Schools have a catchment area. It is important that the address information for each pupil is accurate to ensure the correct priority is applied to the application.

It is the parent's responsibility to notify the Pupil Admissions Team of any changes to their address in writing at any time before 1 September 2024.

All changes of address that are received after the allocation will be reviewed and, if the application gained an unfair advantage and the place would not have been offered, we will withdraw the offer made. We may request evidence of the date of your address change at any time.

Fraudulent use of addresses

If you are aware that a fraudulent address has been used for an application, you should inform the Pupil Admissions Team in writing providing as much information regarding the child and address as possible. All information will be treated as confidential and will be investigated.

If it is found that a place has been allocated using incorrect or knowingly misleading information which allowed the application an unfair advantage, the offered place will be withdrawn. If the school that should have been offered was full at allocation an alternative will be offered and this may be further away.

Shared residency

The Pupil Admissions Team can only use one address for the purpose of allocating a school place. The address for the application is the one held on our records as being the address for your child. If your child regularly stays overnight with another parent or relative on a shared residency basis and therefore potentially has more than one address, you must confirm this in writing after making your application online. You should give both addresses and details of your child's living arrangements and state which address you believe should be used for the application i.e. your child's main address. We may contact you for further supporting evidence and this could include documentation such as a: council tax bill, medical card, utility bill, bank statement or child benefit documentation. Additional enquiries may also be made where necessary. Priority for your preferences will be decided according to the address which the Pupil Admissions Team determines as your child's main address. Parents should note that overnight stays relating to childcare arrangements are rarely considered to be a formal 'shared residency' and priority will not be given from a relative/carer's address in these circumstances. Parents should submit details of their child's shared residency by covering letter addressed to the Pupil Admissions Team.

Children coming from abroad during the normal admission round

If you are moving from abroad, or from Scotland, Wales and Northern Ireland, you can make an applications direct to West Sussex County Council.

If a child is coming from abroad to the UK certain conditions must be met. Before applying for a state-funded school place it is the parent's responsibility to ensure that they and their child have a right of abode in the UK or that the conditions of their immigration status otherwise permit them to access a state-funded school. If a place is offered and it transpires that these conditions have not been met the place will be withdrawn.

If a family has proof of returning to a currently owned West Sussex property, or if you can provide acceptable evidence of a West Sussex address where you will be living, please do so before the deadline. Acceptable proof of address (that is either proof of current ownership, proof of exchange of contracts on a new purchase or a signed and dated rental agreement on a rental) must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery. An acknowledgement that the acceptable proof of address has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgment of safe receipt of the evidence provided is received. Please do not send original documents as these cannot be returned. If in doubt please contact the Pupil Admissions Team for advice.

Moving house

Moving after an application has been made but prior to allocation

If you are a resident in England, you must make an application through your current Local Authority prior to the deadline of **31 October 2023**. If you fail to make an application to your current Local Authority before 31 October 2023 then any subsequent application made from 1 November 2023 will be late. If you are planning to move house prior to the new school year in September, you **must** advise the Pupil Admissions Team in **writing** to ensure that your application receives the correct priority for the allocation.

Acceptable confirmation of your new address (a signed tenancy agreement or confirmation of contract exchange for a purchase) must be received by the West Sussex Pupil Admissions Team

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by 27 November 2023, which is our final processing deadline to allow us to use your new address for allocation. Any changes received after this date will not be processed until 2 April 2024. In these circumstances your previous address will be used for allocation on 1 March 2024 and your current Local Authority will write to you with an offer, but your new address will be used for correspondence and waiting lists after allocation.

Any school place offered for your child will be on the basis of the address held on the Pupil Admissions Team records and the expectation that **your child will still be resident at this address in September 2024**. If you fail to tell us of a confirmed move before 27 November 2023, and a place would not have been offered from your new address, then the place offered will be withdrawn.

Moving within West Sussex after school places have been allocated

The Pupil Admissions Team must be advised of any changes to a pupil's address in writing at any time before 1 September 2024. For an oversubscribed school you will need to provide evidence of the date you moved to your new address.

If you are moving within West Sussex and wish to submit new preferences, a new application must be submitted along with acceptable confirmation of the new address. Where availability allows, we will offer the preferred school and the place previously offered will be withdrawn. Where we have to refuse a place because the preferred school is oversubscribed pupils will be placed on a waiting list following an application. We will confirm this and, if necessary, the alternative school offered when we write to you refusing you a place at the preferred school.

Moving into West Sussex after school places have been allocated

Families moving into West Sussex from outside the county after the allocation date with an acceptable confirmation of address can make applications direct to West Sussex County Council. If acceptable confirmation of the new address is not available, and you are a resident in England, an application must be made via your current Local Authority, requesting your preferred schools in West Sussex. Where availability allows, we will offer your preferred school and the place previously offered by your Local Authority will be withdrawn. Where we have to refuse a place because the preferred school is oversubscribed, pupils will be placed on a waiting list following an application. Once confirmation of your West Sussex address has been received, an alternative school place will be offered and the place previously offered by your former Local Authority will be withdrawn.

Moving out of West Sussex to another county

Families moving out of West Sussex to another county in England must still apply through West Sussex prior to the deadline of **31 October 2023**. Any preferences for out of county schools will be sent to the relevant Local Authority for consideration.

It is advisable to contact your new Local Authority to discuss their process for moving and deadlines as they may not be the same as the ones for West Sussex.

If you are moving to Scotland, Wales or Northern Ireland, you should contact the school or council in that area for advice about how to apply.

Shared parental responsibility – duplicate and disputed applications

It is for parents to agree between themselves which school(s) will be applied for before an application is submitted. You should note that the Local Authority or the Admission Authority will only process one application per child and will only make one offer of a school place. Where parents cannot agree about their child's educational arrangements and cannot come to an agreement as to which school(s) to apply for then they may wish to seek to have the dispute determined through the Family Courts. The Local Authority or the Admission Authority will not mediate between parent disputes about school applications. Where more than one application is received, the Local Authority or the Admission Authority will determine which application to process, this is normally determined on the basis of the information detailed in the Child Benefit documentation, the address held by the current educational establishment, a council tax bill or medical records. Additional enquiries may also be made where applicable. Please note that the Local Authority or Admission Authority will contact both applicants to advise that more than one application has been received. Failing to disclose information can result in a delay in offering a school place or an offer being withdrawn.

SEND Information, Advice and Support Service

The SEND IAS offers support to any parents who, for a variety of reasons, may have difficulties with the school application process. This includes helping parents formulate their thoughts when choosing the type of school that may be suitable for their child and supporting parents who may need assistance completing their application. For further information on this service contact: helpline on 0330 222 8555 (Mon.-Fri. 9am – 4pm), or by email: send.ias@westsussex.gov.uk

Looked after children or previously looked after children

Evidence is required to support applications for looked after children, or previously looked after children who ceased to be so because they were adopted, became subject to a special guardianship order, residence order or child arrangement order direct from care.

- Applications for looked after children, who are subject to a care order (under Section 31 of the Children Act 1989), should be made by the allocated social worker.
- Applications for previously looked after children who are adopted should be supported by a copy of the adoption certificate. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- Applications for previously looked after children who become subject to a special guardianship order (made under Section 14A of the Children Act 1989 - as amended by the Adoption and Children Act 2002) should be supported by a copy of the special guardianship order confirming the details of the arrangements for the child.
- Applications for previously looked after children who become subject to a residence order (made under Section 8 of the Children Act 1989) or child arrangement order (made under made under Section 12 of the Children and Families Act 2014) should be supported by a copy of the court order confirming the details of the arrangements for the child.

Children subject to a Special Guardianship Order who are not care leavers

West Sussex County Council give priority to children who are placed under a Special Guardianship Order (SGO), who have not previously been in the care of the local authority, in their community and controlled schools.

Parents wishing to apply to church voluntary aided schools, foundation schools and academies (type of school is shown in the contact list pages in this booklet), and schools in other local authority areas, under this criteria should contact the school to discuss the school's oversubscription criteria as they may not use this category.

Parents wishing to apply under this category must provide a copy of the SGO before the closing date. If this information is not received by the application deadline of **31 October 2023**, then the application will not be considered under this category but will be considered against the remaining admission criteria. The copy of the SGO must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery. An acknowledgement that the copy of the SGO has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the SGO is received. Please do not send original documents as these cannot be returned.

As priority under this category cannot be assumed, parents are strongly advised to name three different preferences. Doing so will not mean the first preference is treated with less consideration. Should priority not be given on the basis of the SGO submitted, the application will be considered against the remaining admission criteria, for example, residency within the catchment area.

Private fostering arrangements

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a close relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. In such circumstances it is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email: WSChildrenServices@westsussex.gov.uk

Applying under the exceptional and compelling category

Parents wishing to apply to church voluntary aided schools, foundation schools and academies (type of school is shown in the contact list pages in this booklet), and schools in other local authority areas, under this criteria should contact the school to discuss the school's oversubscription criteria as they may not use this category.

Parents wishing to apply for their first preference school under this category must provide independent professional evidence to support their application. ***The supporting evidence from the qualified professional (i.e. medical consultant or a psychologist) must explain clearly why it is essential for the child to attend the school named as their first preference. It must detail fully the child's needs and address the reason why these needs can only be met at the preferred school.*** Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not normally be taken into account. If the

evidence is not received by the application deadline of **31 October 2023**, then the application will not be considered under the exceptional and compelling category but will be considered against the remaining admission criteria. The evidence must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery mail. An acknowledgement that the evidence has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the evidence is received. Please do not send original documents as these cannot be returned.

The Pupil Admissions Team will not contact third parties to obtain information relating to an application. It is the parent's responsibility to send any evidence relating to their child to support their application and to ensure acknowledgement of receipt. In the case of schools where admissions are decided by West Sussex County Council, a panel of Senior Officers will consider the supporting evidence and make a decision, which will be communicated to parents on national allocation day in March. Applications or evidence submitted late will only be considered in exceptional circumstances. Applications under this category can only be made when the preference is originally requested.

Applying under the staff criteria

West Sussex County Council give priority in their community and controlled schools to children of staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Parents wishing to apply to church voluntary aided schools, foundation schools and academies (type of school is shown in the contact list pages in this booklet), and schools in other local authority areas, under this criteria should contact the school to discuss the school's oversubscription criteria (and evidence requirements) as they may not use this category.

Parents wishing to apply under this category must provide a letter from the headteacher of the preferred school, confirming the circumstances giving entitlement to staff priority, before the closing date. If a letter from the headteacher of the preferred school is not received by the application deadline of **31 October 2023**, then the application will not be considered under this category but will be considered against the remaining admission criteria. The letter from the headteacher of the preferred school must be sent to the Pupil Admissions Team, preferably by email but if posted it must be sent by Recorded Delivery. An acknowledgement that the letter has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the letter is received. Please note that the original letter cannot be returned.

As priority under this category cannot be assumed, parents are strongly advised to name three different preferences. Doing so will not mean that higher preferences are treated with less consideration. Should priority not be given on the basis of the letter submitted, the application will be considered against the remaining admission criteria, for example, residency within the catchment area.

What happens if you apply after the deadline (out of time and late applications)?

To be treated as on time your completed application must be submitted by the national application deadline of **31 October 2023**. Applying after the deadline can seriously impact on the likelihood of a place being available at your preferred school.

On time applications close at 23:59 on **31 October 2023**. If you need to apply after this date please apply using the Parent Portal, details of which can be found on the admissions pages of the WSCC website. Free internet access is available at West Sussex County Council libraries. If you cannot access the internet please telephone 03330 142 903 to request a paper form.

After the deadline of 31 October 2023 any changes to your details or application must be notified to the Pupil Admissions Team by email or post.

If your application is received after the application deadline of **31 October 2023** but between 1 November 2023 and 27 November 2023, it is out of time and while your preferences will be processed they will be considered after all the applications received on time. Provided you have given an email address you will be notified of the outcome of your application by email on 1 March 2024.

If your application is received on or after 28 November 2023 it is late, outside the normal admissions round, and will not be processed until after 2 April 2024. Therefore you will not receive an allocation on 1 March 2024.

How places are allocated

All schools have a Published Admission Number (PAN) and oversubscription criteria that apply if there are more applications than places available. The PANs for all community and controlled, church voluntary aided and foundation secondary schools and academies in West Sussex are shown on pages 24-34. The oversubscription criteria for all community and controlled secondary schools in West Sussex is shown on page 34-35. The oversubscription criteria for church aided and foundation schools and academies in West Sussex are available in Appendix 1 of this booklet. The full Admissions Policy is available either on the schools' websites or from the school.

All your preferences will be considered at the same time against the oversubscription criteria applicable to the relevant school. In the case of oversubscription in any of the West Sussex County Council categories, priority is given to applicants who live nearest the school (measured by a straight line from school to the child's home address, using Ordnance Survey data within the curtilage of the property). Other tie-breaks may apply to church aided and foundation schools and academies.

All your preferences are equal and an admission authority cannot discriminate against an application simply because the school was not named first on an application. Every school that a parent names on their application is treated as if it were a separate application – each one is equal – and the highest possible preference that can be met will be offered. At allocation the Pupil Admissions Team determine which if any of the three preferences can and cannot be met. If more than one preference can be met then the order the preferences were listed on the application becomes relevant and a place is offered at the school listed as the higher preference. More information for parents on the Equal Preference System is available on request.

If you wish to discuss the implications of the order of your preferences please contact the Pupil Admissions Team. We can only allocate a child one school place and any subsequent application and offer will result in the original offer being withdrawn.

Parents should note that children are not automatically considered for their catchment school and residing in a catchment area does not guarantee a place at the catchment school. Parents are strongly encouraged to include their catchment school as one of their three preferences.

Frequently asked questions

What is the role of the Pupil Admissions Team?

The role of the Pupil Admissions Team is to administer West Sussex County Council's coordinated admissions scheme, including the allocation of places at all schools in accordance with the Council's published admission policy. The Team is able to offer advice and guidance to parents making an application for their child's transfer. However, the Team is unable to:

- offer opinions on schools' suitability and performance;
- arrange visits to schools;
- allocate places outside West Sussex County Council's criteria or take account of personal circumstances, outside of exceptional and compelling cases;
- change a child's details (name or address) without written confirmation, by letter or email, and acceptable supporting documentation where appropriate;
- investigate anonymous allegations regarding false addresses without sufficient information. West Sussex County Council does treat the issue of using a false address very seriously and any correspondence of this nature is dealt with confidentially.

If you are dissatisfied with the service of the Pupil Admissions Team, in the first instance please write to the Pupil Admissions Manager for the area, see page 51. Complaints about schools should be referred to the Headteacher or the school's Governing Body.

How likely is it that my preference will be met?

Please see the section on using your three preferences wisely and being realistic (under 'Points to consider before submitting your three preferences') on pages 7-8. The lower priority you have under a school's oversubscription criteria the less likely you are to be offered a place if that school has more applications than places. For the 2023 secondary transfer rounds 86.4% of parents who applied on time were offered their first preference school and 96.1% were offered one of their three preferred schools.

The table on pages 24-34 gives details about the number of places offered and children refused at each state-funded secondary school in West Sussex for September 2023 admissions. This is only a guide because patterns of parental preference and the number of pupils in the area vary from year to year. The outcome of your application cannot be guaranteed. If you want further information about the previous patterns of admission to your preferred schools, please contact the Pupil Admissions Team.

Where can I find out information about schools?

It is important that you do not base your preferences on other people's opinions. Each school has a prospectus and website which include details of the school's policies, uniform, the curriculum and teaching methods, term dates and school times as well as other helpful information. You can obtain a copy of the prospectus from the school and you are welcome to make an appointment to visit the school. School websites can be accessed through the West Sussex County Council website. You can find links to school OFSTED reports and Department for Education performance tables by going to this [Government website](#). This information should also be available from the school or your local library.

Schools may invite you to attend an open session and this invitation or receipt of a prospectus should not be seen as an offer of a school place as all offers are made through the Local Authority. Headteachers may confirm that they would be happy to have your child in their school but again this is not an offer because all applications are subject to the admission criteria. Primary school children visiting a secondary school, or taking part in linked activities, does not give priority for a school.

For information on open session times and dates for schools in West Sussex please see individual school websites or contact the school.

Can I ask for my child to go to any secondary school in West Sussex?

You can express a preference for any of the secondary schools listed on pages 24-34. West Sussex County Council makes every effort to meet parental preference but some schools receive more applications than the number of places available. When this happens, the oversubscription criteria are used to decide which children are offered a place. Please also see the answer to the question 'How likely is it that my preference will be met?' on page 16 for further information and advice on using your three preferences wisely and being realistic on pages 7-8.

Schools are categorised as community, controlled, church aided (sometimes called voluntary aided), foundation schools and academies. All community and voluntary controlled schools have catchment areas and West Sussex County Council determine and manage the admissions. You can check your catchment school by entering your postcode on our website [here](#).

Many church voluntary aided schools, foundation schools, free schools and academies also have catchment areas. In the case of church voluntary aided schools, the catchment area may be defined in terms of parishes or deaneries while others may serve an even wider area. For these schools the oversubscription criteria are shown in Appendix 1 of this booklet and full details can be found in the school's published admission arrangements on their website. Decisions to offer a place at these schools are made by the Governing Body or Academy Trust.

If you apply for a place for your child at a school that is not the catchment school for your address you should note the following:

- the Council will not provide assistance with travel or related expenses to the school;
- it is less likely that places will be available at oversubscribed schools for any brothers or sisters, should you wish them to attend at a later date;
- the tie-break for oversubscribed community and controlled schools, within any oversubscription category, is the straight line distance from home to school.

Can I apply for admission outside my child's normal age group?

Parents may seek a place for their child outside of their normal age group. An application should be made to the Admission Authority for the school you wish to apply for. The decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The right of appeal does not apply if a place is offered at the school but it is not in the preferred age group. For further information and advice please contact the Admissions Authority for the school you wish to apply for or see the WSCC website [Admission outside normal year group](#).

Do special rules apply to twins and multiple births?

A separate application must be made for every child. Please note that sibling priority is only given when a sibling is already attending, or has an existing offer for, the school; therefore twins and multiple births do not give sibling priority to each other and their details should not be included as siblings on an application. Where West Sussex County Council is the Admissions Authority for the school and the last child to be offered a place is a twin, the other twin will normally be admitted over the published admission number. For schools that are their own admission authority please check their policy direct with the school.

What if my child has special educational needs?

The great majority of pupils with some form of special educational need participate fully in mainstream schools, with help appropriate to their special needs. This includes most children for whom the Council has issued an Education, Health and Care Plan (EHCP).

If your child has an EHCP please do not apply via the Parent Portal. You have a right to make a request for a school and you should already have been contacted by the Special Educational Needs Assessment Team (SENAT). If not, please contact them using the contact details shown below. We try to arrange school admissions for children with EHCPs earlier in the year than other pupils to allow sufficient time to consider requests and for the necessary consultation process to take place.

If your child is in the process of an Education, Health and Care Needs Assessment, you should still complete an application online with your mainstream school preferences. The Council will let you know whether an EHCP will be made and if a draft EHCP is issued you will be able to make a request for the school you would like your child to attend at that time. On rare occasions, if school allocations overlap with your child being assessed for an EHCP, you may receive an allocation from the Pupil Admissions Team which is different to the school you were expecting. Should this happen please contact the SENAT for advice; your child will be offered the school most appropriate to meet their needs.

Whilst we aim to meet parent requests where possible, it is the Council's responsibility to ensure placements are appropriate and are an efficient use of resources. Only children with an EHCP/draft EHCP can apply for a place at a special school or a special support centre attached to a mainstream school.

If your child has an EHCP/draft EHCP and you have any queries about the admission process, please contact SENAT using the following telephone numbers:

0330 222 2516: Chichester, Bognor Regis, Midhurst, Petworth

0330 222 3120: Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing

Apply online: www.westsussex.gov.uk/admissions

0330 222 2722: Crawley

0330 222 3121: Burgess Hill, Horsham, Haywards Heath, Cuckfield, East Grinstead

SENAT are located at Room 72, County Hall, Chichester, PO19 1RF.
(Please note that callers must report to the main reception desk)

email: sensupportteam@westsussex.gov.uk.

Please only contact SENAT if your child has an EHCP/draft EHCP; for all other children admissions queries should be directed to the Pupil Admissions Team.

How do I apply to a church aided school?

You apply to a church voluntary aided school or academy with a religious character in the same way as you apply for a community or voluntary controlled school, foundation school or free school, i.e. you must complete an application through West Sussex County Council and return it online (applicants from outside West Sussex should follow their home Local Authority's application process).

For church voluntary aided schools and academies with a religious character, if you wish your application to be given priority on denominational grounds you must complete a Supplementary Information Form (SIF) and return it direct to the school. SIFs are available in Appendix 2 of this booklet and can be obtained from the schools concerned. SIFs must be returned to the church voluntary aided school or academy with a religious character by the national application deadline which is **31 October 2023**.

If I live outside West Sussex, how do I apply for a West Sussex school?

Parents living in England outside of West Sussex can apply for a school in this county but must do so by applying via their own Local Authority. This is the Local Authority for the county or city in which you live (telephone numbers for neighbouring Local Authorities are at the back of this booklet). You may wish to contact the Local Authority for your home to discuss the implications of listing a West Sussex school as a preference. Your home Local Authority will let us know about your application. Once decisions have been made we will inform your home Local Authority and they will notify you on **1 March 2024**. The oversubscription criteria for all schools apply to all applicants, regardless of where they live.

Can I ask to go to a school outside West Sussex?

Parents living in West Sussex wishing to apply for a school place in another part of England must still apply online from the West Sussex website listing their preference(s). We will tell the appropriate Local Authority about your application but you may find it helpful to contact them yourself to discuss your application (addresses and telephone numbers for neighbouring Local Authorities can be found at the back of this booklet). Once decisions have been made the appropriate Local Authority will let us know and we will notify you on 1 March 2024.

Can I make alternative arrangements for my child's education?

You may decide to educate your child yourself at home. This is called Elective Home Education. It is important that the Pupil Admissions Team is aware of your plans, so that a place is not allocated unnecessarily for your child. Please confirm these alternative arrangements to the

Pupil Admissions Team in writing. Your child will not then be allocated a school place. Please do not list Elective Home Education as a preference on an application as it will be disregarded and a school place offered. Please note that if you choose to educate your child yourself you do not receive any additional priority for a school place should you wish to apply at a later date. If you chose to educate your child yourself, because you didn't get a preferred school, please be aware that this maybe a long term commitment, even if you child is on a waiting list or you choose to appeal the refusal.

Information regarding home education is available from West Sussex County Council's Elective Home Education Team on 0330 222 3300.

My child attends an independent school – how do I apply to move them to a state school?

Information on how to apply for a school place is not automatically sent to children attending school in the independent sector. Parents must apply through their home Local Authority for secondary transfer. All West Sussex parents should apply for a school online by using the Parent Portal, details of which can be found on the admissions pages of the WSCC website, or if this is not possible telephone 03330 142 903 to request a paper form. When you submit your application online you will receive an email confirming the order of preferences on your application as confirmation that your application has been received. The application deadline is **31 October 2023**.

My child will be attending an independent school – do I still need to complete an application?

If you have received a confirmed offer of a place for your child at an independent school please confirm these arrangements to the Pupil Admissions Team in writing. Your child will not then be offered a state-funded school place. If your application to an independent school is still being considered and a place is yet to be formally offered, we recommend that you make an application online expressing three preferences for maintained schools in order to ensure your child has a school place for September 2024. If you are uncertain about your pending application to an independent school and would like further advice on making your application, please contact the Pupil Admissions Team for guidance. Please do not list an independent school as a preference on an application as it will be disregarded and a state school place offered.

Can I change my preference?

Before the national closing date of **31 October 2023** you can amend the preferences by logging back into the Parent Portal, unsubmitting your application and updating it. **You must resubmit your application every time you unsubmit it.** Only your last submitted preferences, prior to the deadline, will be considered in the allocation.

After the deadline has passed you cannot change your preferences unless there is a genuine unforeseeable reason for you needing to do so, for example, if a sibling has moved schools. Evidence of the change will be required before the processing deadline of 27 November 2023 for the Pupil Admissions Team to amend your preferences and any other relevant information linked to your application.

Parents wishing to change their preferences after the deadline without a genuine unforeseeable reason are advised not to submit new preferences until after the allocation date as your application will be disadvantaged. A change of preferences between 1 November 2023 and 27

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November 2023 will be treated as late and not processed until after all on time applications. A change of preferences after 28 November 2023 is outside the normal admissions round, and along with late applications received after 28 November 2023, will not be processed until after 2 April 2024. After the deadline date, if you wish to make any changes to your application, you will need to complete a change of application form. This can be found on our website.

How will I hear the outcome of my application?

If you apply on or before 27 November 2023, and supply an email address, you will be sent an email on allocation day, 1 March 2024, to confirm the outcome of your application. It is therefore important that you use an email account you will have access to on allocation day. Parents who do not supply an email address will receive a letter, which is sent by 2nd class post on allocation day, with the outcome of their application.

If you apply on or after 28 November 2023 you will not receive an allocation on 1 March 2024; your application will not be processed until after 2 April 2024. You should expect to hear the outcome of your application after April 2024.

Parents will not be notified of the outcome of their application over the telephone and applicants unable to access email accounts used in an application must request their allocation result be issued by letter which will be sent by 2nd class post.

What happens after allocation?

The majority of parents in West Sussex will receive an offer of a school place at a school they expressed a preference for. The Headteacher of the school your child has been allocated will contact you to confirm the school's induction arrangements. **Accepting the place offered does not affect your right of appeal or to be on the waiting list for any school you have been refused.** If your address has or will be changing you must notify the Pupil Admissions Team without delay.

Different arrangements may apply for parents being offered school places in other Local Authority areas. If you have been offered a school in another Local Authority area you should contact the school to confirm the necessary arrangements for entry to the school.

Parents wishing to add or change preferences on their application after the allocation date should contact The Pupil Admissions Team for advice. Parents must clarify the order of the new preferences and any previous ones. Changes of preference in this instance are outside the normal admissions round, and along with late applications, will not be processed until after 2 April 2024.

What can I do if I am not offered a place at the school I wanted?

If we cannot offer your child a place at any of your preferred schools, we will offer a place at your catchment school if availability allows or, if your catchment school is full, you will be offered a place at the nearest school to your home address with a place available. (This only applies to children resident in West Sussex. If you live in another Local Authority's area they will offer you a place at one of their schools, if your preferences cannot be met). For this reason we always advise parents to include their child's catchment school as one of their three preferences. If you are unhappy with the school you have been offered The Pupil Admissions Team can tell you which alternative schools have places available but you should be aware these may be further from your home address than the offer you currently have. Please note that we have a

statutory obligation to offer your child a school place and, therefore, we will not withdraw the place offered until we receive written confirmation, by letter or email, of the alternative arrangements you have made for your child's education.

Can I appeal?

You have the right to appeal against the decision not to offer a place at any of your preferred schools. All appeals are heard by an independent panel. If you have been refused a place in West Sussex at your preferred school(s) in writing, you can access an online appeal form and details of the appeals process on the West Sussex website. If you require a paper form you can ring 03330 142 903 to request one. If you decide to appeal, you will receive advance notice of the hearing date. You will be invited to attend the appeal and you may take someone with you for support. The hearing will be conducted as informally as possible and you will have the opportunity to put forward your case and ask questions.

If your appeal is refused, the Local Authority or Admission Authority (at an academy, church voluntary aided school, foundation school or free school) will not consider a further application or appeal for a place at the same school, in the same academic year, unless there is a significant material change in your circumstances or those of the school.

Please note that appealing for a school place does not give priority on a waiting list. If you were refused a school place outside of West Sussex then you need to contact the Admission Authority for the school refused for information on their appeal process.

Will my child's name be added to the waiting list?

If your child was refused a place in writing at a West Sussex school they will automatically be added to the waiting list for that school.

Waiting lists are set-up 20 school days after the allocation date and for community and controlled schools will be held until the end of the academic year applied for. If you have been refused a place at an Academy, Church Aided or Free School the waiting list will be held by the Admissions Team until September, when it may be passed to the school. From September you should contact the school directly regarding their management of the list. If you were refused a school place outside of West Sussex you need to contact the Admission Authority for the school refused for information on their waiting list procedure.

All waiting lists are held in accordance with the School Admissions Code as required by the Department for Education. For example waiting lists must reflect the over-subscription criteria used at allocation and it is prohibited to prioritise lists using a date order. The oversubscription criteria for all Community and Controlled schools in West Sussex are shown on page 34-35. The oversubscription criteria for church aided and foundation schools and academies in West Sussex are shown in Appendix 1 of this booklet and are also available on the schools' websites or from the schools. For Community and Controlled schools, within each criterion waiting list positions are ordered by straight line distance to the school, the nearest having higher priority. If a place becomes available following the allocation it will be offered to the child at the top of the waiting list at that time.

What happens if my child can be offered a place from the waiting list?

If a place becomes available from a waiting list, you will be contacted using the information in your application. If we do not receive a reply from you within 5 working days of trying to contact

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you, your child's name will be removed from the waiting list and the place will be reallocated to the next child on that list. You may wish to provide additional contact information in order to ensure you can be contacted promptly in the event of a place becoming available. When doing so please ensure you consider your access to that route of contact i.e. can you access your emails whilst on holiday.

You should note we do not rank children on waiting lists until a place actually becomes available. At that time waiting lists are reviewed in accordance with the relevant school's over subscription criteria. The available place is then offered to the child at the top of the list at that time. The Admissions Team will only contact you regarding a waiting list if a place becomes available that can be offered to your child. We are unable to give any indication as to the likelihood of a place becoming available as spaces can only be allocated if children withdraw from a school's intake list. **For this reason, please do not contact the Pupil Admissions Team regarding waiting list positions.** Should you decide that you no longer want your child's name on a list please notify us as this will help prevent unnecessary delays in reallocating spaces should they become available. The team may contact parents as the academic year progresses to confirm if they wish their child's name to remain on a waiting list. This is to ensure the smooth operation of the lists and to avoid delays in allocating places should they become available.

Unless you are advised of an alternative school place, you should assume the place offer made for your child remains available and liaise with the school regarding their intake arrangements when they make contact with you.

Can I appeal and/or or put my child on a waiting list for a school that wasn't an original preference?

If you wish to appeal or have your child placed on a waiting list for a school that was not one of your original preferences, you must first make an application for that school by completing an application form available [online](#) or calling 03330 142 903. Only when you have been refused a place in writing can you appeal and your child will be placed on the waiting list. Late applications are automatically added to the waiting list and we will confirm this when we write to you refusing you a place at the school.

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Contact list for all Secondary Schools and Academies in West Sussex

Contact List for all Secondary Schools in the West Sussex

Contact List for all Secondary Schools in West Sussex, including community, foundation, voluntary controlled or voluntary aided schools and academies. All these schools are co-educational except for the following girls schools, Millais School in Horsham and Davison CE (voluntary controlled) High School for Girls in Worthing.

| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|---|--|--|---|---|--|---|---|
| Angmering The Angmering School Mr S Liley Station Road, Angmering, BN16 4HH (01903) 772351 office@theangmeringschool.co.uk www.angmeringschool.co.uk 4060 | Community 11 – 18 No SIF | 1245 | 270 | 248 | 275* (*at request of Local Authority agreed to admit 5 over PAN) | All applicants who requested this school were offered a place including any applicants that applied late and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available. | N/A |
| Barnham St Philip Howard Catholic School Mr T Hulse Elm Grove South Barnham Bognor Regis PO22 0EN (01243) 552055 admissions@sphcs.co.uk www.sphcs.co.uk 4800 | Voluntary Aided 11 – 18 Yes SIF | 971 | 180 | 306 | 180 | See Appendix 1 | See Appendix 1 |

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|--|--|--|---|---|--|---|---|
| Billingshurst The Weald School Mrs S Edwards Station Road, Billingshurst RH14 9RY (01403) 787200 office@theweald.org.uk www.theweald.org.uk 4025 | Community 11-18 No SIF | 1523 | 300 | 375 | 300 | Children with an EHCP – 6 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 80 Criteria 5 – 186 Criteria 6 – 16 Criteria 7 – 0 Criteria 8 – 10 | Criteria 8 6881.10 |
| Bognor Regis/Felpham The Regis School Mr D Oakes Westloats Lane Bognor Regis PO21 5LH (01243) 871010 enquiries@theregisschool.co.uk www.theregisschool.co.uk 4005 | Academy 11 – 19 No SIF | 1490 | 300 | 309 | 300 | See Appendix 1 | See Appendix 1 |
| Bognor Regis/Felpham Felpham Community College Ms S Pike Felpham Way Felpham PO22 8EL (01243) 826511 fcc@felpham.org.uk www.felpham.com 4059 | Community 11 – 18 No SIF | 1424 | 300 | 336 | 310* (*at request of Local Authority agreed to admit 10 over PAN) | Children with an EHCP – 2 Criteria 1 – 3 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 69 Criteria 5 – 146 Criteria 6 – 24 Criteria 7 – 0 Criteria 8 – 66 | Criteria 8 470.41 |
| Burgess Hill The Burgess Hill Academy Mr S Davies Station Road, Burgess Hill, RH15 9EA (01444)241691 office@theburgesshillacademy.org.uk www.theburgesshillacademy.org.uk 4012 | Academy 11-16 Yes SIF | 1075 | 240 | 181 | 247* (*The Academy took extra children so that all pupils could be offered a local school place at allocation | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|---|---|---|---|---|--|---|--|
| Burgess Hill St Paul's Catholic College Mr R Carter Jane Murray Way, Burgess Hill, RH15 8GA (01444) 873898 info@stpaulscatholiccollege.co.uk www.stpaulscatholiccollege.co.uk 4610 | Voluntary Aided 11-18 Yes SIF | 923 | 180 | 245 | 180 | See Appendix 1 | See Appendix 1 |
| Chichester Bishop Luffa School Mr A Hindman Westgate Chichester PO19 3HP (01243) 832702 (admissions) admissions@bishopluffa.org.uk www.bishopluffa.org.uk 4604 | Academy 11 – 18 Yes SIF | 1220 | 240 | 383 | 240 | See Appendix 1 | See Appendix 1 |
| Chichester Chichester Free School Mrs L New Hunston Road Chichester PO20 1NP (01243) 792690 admissions@chichesterfreeschool.org.uk www.chichesterfreeschool.org.uk 4006 N.B. Students in Year 6 will automatically be entitled to a place in Year 7 | Academy (Free School) 4 – 16 No SIF | 644 (Yrs. 7-11) | 120 (60 places are reserved for Year 6 pupils moving to Year 7) | 128 | 70* (*at request of Local Authority agreed to admit 10 over PAN) | See Appendix 1 | Last criteria allocated randomly not by straight line distance |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|---|---|---|---|--|---|--|
| Chichester Chichester High School Mrs J McKeown Kingsham Road, Chichester, PO19 8EB (01243) 787014 office@chs-tkat.org www.chs-tkat.org 4001 N.B. part of catchment area is shared with The Academy Selsey | Academy 11 – 18 No SIF | 1209 | 240 | 239 | 270 | See Appendix 1 | N/A |
| Crawley The Gatwick School Mr S Firth 23 Gatwick Road, Crawley, RH10 9TP 01293 538779 info@thegatwickschool.org.uk www.thegatwickschool.org.uk 4011 N.B. Students in Year 6 will automatically be entitled to a place in Year 7 | Academy (Free School) 4-16 Yes SIF | 596 (Yrs. 7-11) | 120 (60 places are reserved for Year 6 pupils moving to Year 7) | 58 | 71 | See Appendix 1 | See Appendix 1 |
| Crawley Hazelwick School Ms A Fearon Hazelwick School Close, Three Bridges, Crawley, RH10 1SX (01293) 403344 office@hazelwick.org.uk www.hazelwick.org 4029 | Academy 11-18 Yes SIF | 1539 | 300 | 520 | 300* (*The school took extra children so that all pupils could be offered a local school place at allocation) | See Appendix 1 | See Appendix 1 |
| Crawley The Holy Trinity CofE Secondary School Rev C Millwood Buckswood Drive, Crawley, RH11 8JE (01293) 423690 office@holytrinitycrawley.org.uk www.holytrinity.w-sussex.sch.uk 4606 | Voluntary Aided 11-18 Yes SIF | 1125 | 210 | 285 | 240* (*The school took extra children so that all pupils could be offered a local school place at allocation) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|--|--|---|---|--|---|---|
| Crawley Ifield Community College Mr R Corbett Crawley Avenue, Ifield, RH11 0DB (01293) 420500 office@ifieldcc.co.uk www.ifieldcc.w-sussex.sch.uk 4030 | Community 11-18 No SIF | 1073 | 210 | 325 | 210 | Children with an EHCP – 2 Criteria 1 – 3 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 63 Criteria 5 – 142 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0 | Criteria 5 1662.09 |
| Crawley Oriel High School Mr P Stack Maidenbower Lane, Maidenbower, Crawley, RH10 7XW (01293) 880350 office@oriel.w-sussex.sch.uk www.oriel.w-sussex.sch.uk 4003 | Community 11-18 No SIF | 1269 | 240 | 302 | 270* (*The school took extra children so that all pupils could be offered a local school place at allocation) | Children with an EHCP – 2 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 52 Criteria 5 – 132 Criteria 6 – 28 Criteria 7 – 0 Criteria 8 – 56 | Criteria 8 2235.9 |
| Crawley St Wilfrid's Catholic Comprehensive School Mr M Ferry St Wilfrid's Way, Crawley, RH11 8PG (01293) 421421 office@stwilfrids.com www.stwilfrids.com 4602 | Voluntary Aided 11-18 Yes SIF | 915 | 180 | 327 | 210* (*The school took extra children so that all pupils could be offered a local school place at allocation) | See Appendix 1 | See Appendix 1 |
| Crawley Thomas Bennett Community College Mr S Smith – Executive Headteacher Mrs E Lesova - Headteacher Ashdown Drive, Tilgate, Crawley, RH10 5AD (01293) 526255 admin@tbcc-tkat.org www.thomasbennett-tkat.org 4044 | Academy 11-18 No SIF | 1157 | 240 | 172 | 249* (* The Academy took extra children so that all pupils could be offered a local school place at allocation) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|---|---|---|---|---|--|--|--|
| Cuckfield Warden Park Secondary Academy Mr D Kenrick Broad Street, Cuckfield, Haywards Heath, RH17 5DP (01444) 457881 admin@wardenpark.co.uk www.wardenpark.co.uk 4103 | Academy 11-16 Yes SIF | 1537 | 300 | 360 | 311* (* The Academy took extra children so that all pupils could be offered a local school place at allocation) | See Appendix 1 | See Appendix 1 |
| East Grinstead Imberhorne School Mr L Walker Imberhorne Lane, East Grinstead, RH19 1QY (01342) 323562 info@imberhorne.co.uk www.imberhorne.co.uk 4106 | Community 11-18 No SIF | 1370 | 270 | 333 | 270 | Children with an EHCP – 2 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 88 Criteria 5 – 164 Criteria 6 – 14 Criteria 7 – 0 Criteria 8 – 0 | Criteria 8 7081.19 |
| East Grinstead Sackville School Ms J Meloni Lewes Road, East Grinstead, RH19 3TY (01342) 410140 secretary@sackvilleschool.org.uk www.sackville.w-sussex.sch.uk 4107 | Community 11-18 No SIF | 1366 | 270 | 326 | 280* (*The school took extra children so that all pupils could be offered a local school place at allocation) | Children with an EHCP – 3 Criteria 1 – 3 Criteria 2 – 0 Criteria 3 – 1 Criteria 4 – 70 Criteria 5 – 138 Criteria 6 – 25 Criteria 7 – 0 Criteria 8 – 40 | Criteria 8 4709.86 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|--|--|---|---|---|--|---|
| Hassocks Downlands Community School Mr M Wignall Dale Avenue, Hassocks, BN6 8LP (01273) 845892 office@downlands.w-sussex.sch.uk www.downlands.w-sussex.sch.uk 4105 | Community 11-16 No SIF | 1263 | 240 | 322 | 272* (*The school took extra children so that all pupils could be offered a local school place at allocation + 2 EHCP children were admitted over PAN) | Children with an EHCP – 4 Criteria 1 – 5 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 104 Criteria 5 – 141 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 16 | Criteria 8 3632.21 |
| Haywards Heath Oathall Community College Mr E Rodriguez Appledore Gardens, Haywards Heath, RH16 2AQ (01444) 414001 office@oathall.org www.oathall.org 4102 | Community 11-16 No SIF | 1236 | 270 | 287 | 270 | Children with an EHCP – 3 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 58 Criteria 5 – 148 Criteria 6 – 15 Criteria 7 – 0 Criteria 8 – 51 | Criteria 8 13048.29 |
| Horsham Bohunt School Horsham Bailey Road, Horsham, RH12 6AP Ms G Ayling (01403) 627430 enquiries@bohunthorsham.com www.bohunthorsham.com 4014 | Academy (Free school) 11-16 No SIF | 973 | 240 | 337 | 240 | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|---|---|---|---|--|---|--|
| Horsham The Forest School Mr I Straw Comptons Lane, Horsham, RH13 5NT (01403) 261086 office@theforestschool.net www.theforestschool.com 4009 N.B. School became co-educational in Year 7 from September 2021 | Community 11-16 No SIF | 1072 | 228 | 281 | 228 | See Appendix 1 | See Appendix 1 |
| Horsham Millais School Dr A Lodwick Depot Road, Horsham, RH13 5HR (01403) 254932 office@millais.org.uk www.millais.org.uk 4010 N.B. This is Girls only School | Community 11-16 No SIF | 1225 | 300 | 147 | 171 | See Appendix 1 | See Appendix 1 |
| Horsham Tanbridge House School Mr M Sheridan Farthings Hill, Guildford Road, Horsham, RH12 1SR (01403) 263628 office@ths.uk.net www.tanbridge-house-sch.co.uk 4002 | Community 11-16 No SIF | 1513 | 300 | 408 | 300 | See Appendix 1 | See Appendix 1 |
| Lancing Sir Robert Woodard Academy Mr K Scanlon Upper Boundstone Lane, Lancing, BN15 9QZ (01903) 767434 enquires@srwa.woodard.co.uk www.srwa.woodard.co.uk 6911 N.B. part of catchment area is shared with Shoreham Academy | Academy 11 – 18 No SIF | 1325 | 240 | 316 | 247* (*at request of Local Authority agreed to admit 5 over PAN + 2 additional EHCPs were offered) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|---|---|---|---|--|---|--|
| Littlehampton The Littlehampton Academy Ms S Pringle Fitzalan Road Littlehampton BN17 6FE (01903) 711120 office@tla.woodard.co.uk www.tla.woodard.co.uk 6912 N.B. part of catchment area is shared with Ormiston Six Villages Academy | Academy 11 – 18 No SIF | 1385 | 330 | 340 | 335* (*at request of Local Authority agreed to admit 5 over PAN) | See Appendix 1 | See Appendix 1 |
| Midhurst Midhurst Rother College Mr S Edwards North Street Midhurst GU29 9DT (01730) 812451 enquiries@mrc-academy.org www.mrc-academy.org 6913 | Academy 11 – 18 No SIF | 1048 | 210 | 232 | 201 | See Appendix 1 | See Appendix 1 |
| Selsey The Academy Selsey Mrs J Ford School Lane Selsey PO20 9EH (01243) 602558 office@tas-tkat.org www.tas-tkat.org 4004 N.B. part of catchment area is shared with Chichester High School | Academy 11 – 16 No SIF | 501 | 120 | 107 | 139 | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|---|---|---|---|---|---|--|
| Shoreham-by-Sea Shoreham Academy Mr J Coupe Kingston Lane, Shoreham-By Sea, BN43 6YT (01273) 274100 info@shoreham-academy.org www.shoreham-academy.org 6914 N.B. part of catchment area is shared with Sir Robert Woodard Academy | Academy 11 – 18 No SIF | 1524 | 300 | 419 | 331* (*at request of Local Authority agreed to admit 30 over PAN + 1 additional EHCP offered) | See Appendix 1 | See Appendix 1 |
| Southbourne Bourne Community College Mrs A Sharma Park Road Southbourne Emsworth , PO10 8PJ (01243) 375691 office@bourne.org.uk www.bourne.org.uk 4028 | Foundation 11 – 16 No SIF | 764 | 180 | 179 | 181* (*1 EHCP taken over PAN) | See Appendix 1 | See Appendix 1 |
| Steyning Steyning Grammar School (with Boarding Facilities) Mr A Whitehead Rock Road, Storrington, Pulborough, RH20 3AA And The Towers, Henfield Road, Upper Beeding, Steyning, BN44 3TF (01903) 814555 sgs@sgs.uk.net www.sgs.uk.net 4501 | Academy 11 – 18 Yes SIF | 1860 | 360 | 426 | 369* (*at request of Local Authority agreed to admit 5 over PAN + 2 additional EHCPs and twins) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|--|--|---|---|--|--|---|
| Westergate Ormiston Six Villages Academy Mr P Slaughter Lime Avenue Westergate PO20 3UE (01243) 546800 office@ormistonsixvillagesacademy.org.uk www.ormistonsixvillagesacademy.co.uk 4007 N.B. part of catchment area is shared with The Littlehampton Academy | Academy 11 – 16 No SIF | 692 | 150 | 162 | 150 | See Appendix 1 | See Appendix 1 |
| Worthing Bohunt School Worthing Mr P Collin 65a Broadwater Road, Worthing, BN14 8AH (01903) 601361 info@bohuntworthing.com www.bohuntworthing.com 4008 | Academy 11 – 16 No SIF | 923 | 180 | 214 | 186* (*at request of Local Authority agreed to admit 5 over PAN + 1 additional EHCP offered) | See Appendix 1 | See Appendix 1 |
| Worthing Davison CE High School for Girls Mr C Keating Selborne Road, Worthing, BN11 2JX (01903) 233835 info@davison.w-sussex.sch.uk www.davison.w-sussex.sch.uk 4502 | Voluntary Controlled 11 – 16 Yes SIF | 1352 | 270 | 297 | 276* (*at request of Local Authority agreed to admit 5 over PAN + 1 additional EHCP offered) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|--|--|---|---|--|---|---|
| Worthing Durrington High School Mr S Allison Mr C Woodcock The Boulevard, Worthing, BN13 1JX (01903) 244957 admin@durring.com www.durringtonhigh.w-sussex.sch.uk 4065 | Academy 11 – 16 No SIF | 1646 | 330 | 359 | 336* (*at request of Local Authority agreed to admit 5 over PAN + 1 additional EHCP offered) | See Appendix 1 | See Appendix 1 |
| Worthing St Andrew's CE High School Ms M Lowney Sackville Road, Worthing, BN14 8BG (01903) 820676 office@sta-worthing.com www.sta-worthing.com 4601 N.B. School became co-educational in Year 7 from September 2021 | Voluntary Aided 11 – 16 Yes SIF | 696 | 180 | 81 | 184* (*at request of Local Authority agreed to admit 5 over PAN | All applicants who requested this school were offered a place including any applicants that applied late and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available. | N/A |
| Worthing St Oscar Romero Catholic School Mr P Byrne Goring Street Worthing BN12 5AF (01903) 241368 office@stromeros.co.uk www.stromeros.co.uk 4603 | Voluntary Aided 11 – 16 Yes SIF | 980 | 180 | 327 | 186* (*at request of Local Authority agreed to admit 5 over PAN + 1 additional EHCP offered) | See Appendix 1 | See Appendix 1 |

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| Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number | School Type, Age Range, Supplementary Information Form (SIF) (If Yes see Appendix 2) | Expected number on roll Sept. 2023 (Yrs. 7-11) | Published Admission Number 2024/25 | Number of preferences expressed before the deadline for September 2023 | Number of places offered at allocation date (1 March 2023) for Sept. 2023 | How places were allocated for September 2023 (see oversubscription criteria for details) | Criteria and distance (in metres) of the last place offered at allocation (1 March 2023) for oversubscribed schools |
|--|--|--|---|---|--|--|---|
| Worthing Worthing High School Mr P Panayiotou South Farm Road, Worthing, BN14 7AR (01903) 237864 office@worthinghigh.net www.worthinghigh.net 4110 | Academy 11 – 16 No SIF | 1063 | 210 | 280 | 215* (*at request of Local Authority agreed to admit 5 over PAN) | See Appendix 1 | See Appendix 1 |

Oversubscription Criteria for Schools in West Sussex

These are the criteria that apply to the majority of community and voluntary controlled schools:

- The tie-break used is a straight line distance. (Where the tie-break produces two or more equal distances the deadlock is broken by random allocation.)
- All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.
- Where priority is given for a sibling, brothers or sisters may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the sibling is of statutory school age and will be in the school at the time of application and will still be in the school at the time of admission, i.e. in years 8 –11 in September 2024. Attendance at a sixth form will not be taken into account.
- Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the allocated school when they apply for secondary transfer. This will only apply if an application was made for the catchment school and the place refused in writing. Please note that it is the parent's responsibility to indicate these circumstances when applying for the younger sibling's school place.

Any child with an Education Health and Care Plan naming the school will automatically be admitted to that school, under Section 43 of the Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided.
2. Children who are subject to a special guardianship order who have not previously been in local authority care. See page 12 for more information. Evidence must be provided.
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 13 for more information. Evidence must be provided.
4. Children who live in the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.
5. Other children who live in the catchment area.
6. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.
7. Children of staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. See page 13 for further information. Evidence must be provided.
8. Other children who live outside the catchment area.

Variations to West Sussex County Council's Oversubscription Criteria

Horsham - Transfer to secondary schools in the Horsham Community Designated Area

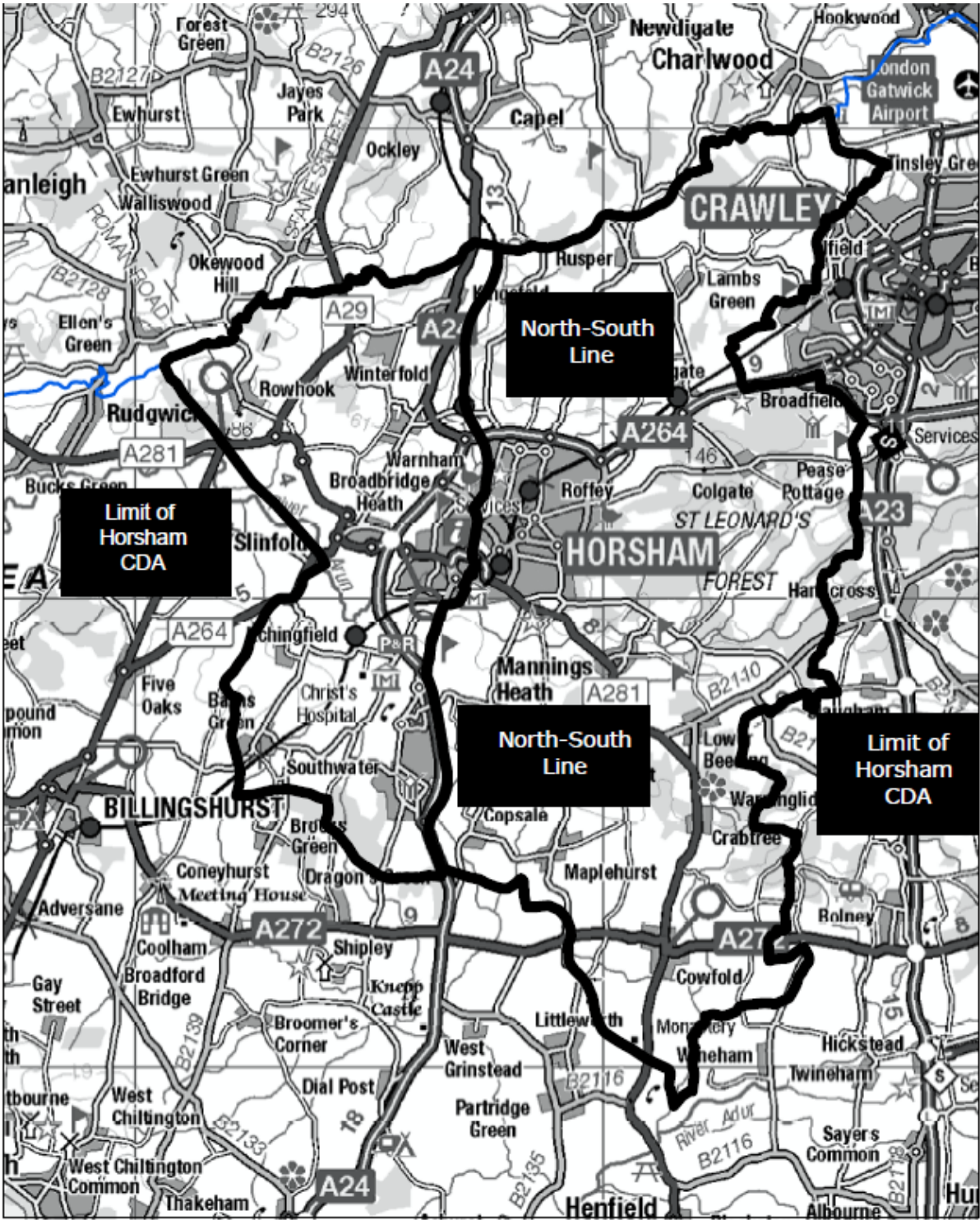
Horsham

Transfer to secondary schools in the Horsham Community Designated Area

There are four schools in the Horsham Community Designated Area. The oversubscription criteria for the three Community schools, Tanbridge House School, The Forest School and Millais School (girls only), differ from those for the other Community schools in the county. Bohunt School Horsham is a Free school and has its own oversubscription criteria. The oversubscription criteria for all four schools can be seen in Appendix 1.

The Forest School and Millais School share a catchment area. Children living east of the north-south line are in the catchment area for The Forest School or Millais School. Children living west of the north-south line are in the catchment area for Tanbridge House School. The map in this booklet showing the Horsham Community Designated Area and the north-south line is for illustration purposes only. Parents can check which school's catchment area they live in [online](#).

Map of the Horsham Community Designated Area



| | | |
|---|--------------------------------|------------------------|
| <p>Reproduced from or based upon 2009 Ordnance Survey mapping with permission of the Controller of HMSO © Crown Copyright reserved. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings West Sussex County Council Licence No. 100023447</p> | <p>Horsham Designated Area</p> | <p>N 1:108,713</p> |
|---|--------------------------------|------------------------|

Worthing - Oversubscription criteria for Davison CE (controlled) High School for Girls

Responsibility for admissions to Davison CE (voluntary controlled) High School for Girls rests with West Sussex County Council. Parents wishing to apply to Davison CE (voluntary controlled) High School for Girls on denominational grounds should complete the Supplementary Information Form (SIF), available in Appendix 2 of this booklet, on the school's website or from the school, to confirm their church attendance and return it to the Pupil Admissions Team by **31 October 2023**. The oversubscription criteria for Davison CE (voluntary controlled) High School for Girls are shown in Appendix 1, along with last year's allocation statistics and the criteria and distance of the last place offered.

Church Aided, Foundation Schools and Academies

Church Voluntary Aided Schools, Foundation Schools, Free Schools and Academies are 'own admission authority schools', responsible for determining their own admission arrangements. The oversubscription criteria for church aided and foundation schools and academies in West Sussex are available in Appendix 1 of this booklet, on the schools' websites or from the schools. Where a school was oversubscribed in September 2023 the allocation statistics are shown in Appendix 1, beside the oversubscription criteria, along with the criteria and distance of the last place offered.

Parents wishing to express a preference for any of these schools are strongly advised to view the school's full admission policy and supporting notes, including definitions, available on the school's website. Many of these schools will also use a Supplementary Information Form (SIF), further information can be found in the table showing school information on pages 24-34; SIFs are available in Appendix 2 or from the school.

Unless stated otherwise in the school's admission policy:

- The tie-break used is a straight line distance.
- All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.
- Brothers or sisters may be half or step-siblings (by marriage or co-habitation), or foster siblings but must be living permanently at the same address.
- Applications received after the application deadline will be considered after all the preferences received on time.
- Children with an Education Health and Care Plan naming a school will automatically be admitted under Section 43 of the Families Act 2014.
- Looked after children (children in public care), children who were previously looked after and are adopted, and children who leave care under a special guardianship, residence or child arrangement order are given priority. See page 11 for more information - evidence must be provided.

Transport to school

West Sussex Home to School and College Transport Policies

Introduction

Free transport, or assistance with the cost of travel to school, may be offered by the Local Authority according to which school your child attends and the distance involved.

Please note that the school transport policy and school transport arrangements are subject to review from time to time.

The full Home to School Transport Policy is available at www.westsussex.gov.uk/schooltransport along with further information about school transport. The policy is summarised below.

Where help with travel is agreed, it will be by one or more of the following, as appropriate:

- a) a free place on a contract or school bus;
- b) a rail or bus season ticket;
- c) a fuel allowance where travel by car is agreed;
- d) by taxi, in exceptional cases only, usually for children with severe disabilities; or
- e) a contribution towards the cost of travel.

The arrangements for transport to the secondary schools in Horsham and Worthing are slightly different. Please see below or contact the Transport Bureau.

Travel to the Catchment Area School or Nearest School

If your child attends the County Council catchment school for your area, free travel will be available if they live three miles or more from the school, measured by the shortest available walking route.

Assistance will also be available where the school attended is not the catchment school but is the nearest suitable state-funded school to the home, provided the relevant walking distance test is met. All secondary schools for which the Council can arrange admission are viewed as suitable, which includes Academies, Free Schools and faith-based schools. The term 'nearest' is used in this document to mean 'nearest suitable'. There is further information about transport and Educational Health & Care Plans (EHCPs) below.

It is the parent's responsibility to decide if it is necessary to accompany their child on the journey to school. In exceptional circumstances assistance with travel may be given where the walking route between the home and the school is regarded by the Local Authority as too hazardous for the child to walk, even if they are accompanied by an adult.

Preference and Transport

Where a child attends a school which is not the nearest suitable or County Council catchment school on the grounds of parental preference, the parents are usually responsible for making

their own transport arrangements and for all transport costs. The nature of the walking route is not taken into account where such a preference is made.

Parent/carers are able to express up to three preferences for schools in the admissions process. If preferences for the three nearest schools are made in distance order, nearest first, then transport assistance would be available to whichever school is allocated as part of the admissions round. This is because the school offered will automatically be the *nearest available* school.

If parents do not express their nearest suitable or catchment school as one of their preferences, and instead request a place at a school which is not the nearest suitable or catchment school, the pupil will not be eligible for Council funded travel assistance unless the extended rights apply.

Parents should apply to the Transport Co-ordination team if they believe their child will be eligible for assistance because their nearest school(s) was full.

Travel to the Horsham Secondary Schools

The policy is as set out above except that, where reference is made to 'catchment school', it is necessary to refer to the relevant school within your part of the Horsham Community Designated Area, as divided by the north-south line.

Pupils living west of the north-south line within the Horsham Community Designated Area will receive free school transport to either Tanbridge House, Millais or Forest schools, if their homes are three miles or more by the shortest walking route from the school attended. Pupils living east of the line are eligible only for free travel to Millais or The Forest schools. Pupils will receive free school transport to Bohunt Horsham only if it is their nearest available school.

Travel to Worthing Schools

The arrangements for assistance with travel for children living in Worthing are as set out above; except that assistance is only given to the nearest suitable school within the area.

Children from Families with a Low Income

Help is available to children from families on a low income where:

- The child is eligible for free school meals or the family receives working tax credit at the maximum level for the case and;
- The school attended is one of the three nearest suitable schools to the child's home (including Academies, Free Schools and faith-based schools) and;
- The home to school walking distance is two miles or more, measured by the shortest available walking route and;
- The school attended is less than six miles from the child's home, measured by the shortest road route.

Help is available for children from families on a low income, as specified above, where a child attends a school for reasons of religion or belief which is two miles or more, measured by the shortest available walking route and not more than 15 miles from the child's home, measured by the shortest road route, subject to there being no suitable alternative school nearer to the child's home. Evidence to support grounds of religion or belief will be required and the Authority will be guided by the Equality Act 2006 with regard to definitions.

In these circumstances, evidence to support a financial assessment will be required at the time of application. Assistance will continue for the duration of the school year. A fresh application must be made each year to confirm that the eligibility criteria are still met.

Travel to Church Schools on Denominational Grounds

Assistance with transport is not available to children attending church voluntary aided schools with the exception of those who qualify on low income grounds and those for whom the school is the nearest suitable school to their home address.

Travel to Special Schools and Special Support Centres

A child with an Education, Health and Care Plan (EHCP) is usually treated no differently from a child without an EHCP and the usual policy, as above, applies with regard to distance between home and the nearest suitable school. If your child attends the catchment special school or a catchment secondary school with special support centre for the area in which you live and the Local Authority considers that transport is necessary because of an individual's specific needs or disabilities, regardless of the distance from home to school, it will be provided free of charge. There is an expectation for children and young people to travel to and from school or college independently (including using public transport), where possible. Taxis are provided only in exceptional cases. Children and young people's needs are reviewed and transport may not be provided for the whole of a child's school education.

If you have a query about transport assistance to a special school or special support centre more information you can contact your Planning Co-ordinator in the Special Educational Needs Assessment Team at either SENAT.North@westsussex.gov.uk or SENAT.South@westsussex.gov.uk

Travel to school in another Local Authority's Area

If you live in West Sussex but your child attends a school maintained by another Local Authority, you will not normally get help unless it is over the qualifying distance **and**

- a) it is the nearest suitable school to your home; or
- b) you move home (see below).

Travel to Sixth Form

Details of the policy in respect of travel to sixth forms, sixth form colleges and colleges of further education, can be obtained from the www.westsussex.gov.uk/post-16transport You can email the Student Support Office at Post16Transport@westsussex.gov.uk or 033 022 23588.

Moving House – Transport Implications

If your child attends the nearest suitable or catchment school and you move house, you may receive help subject to reasonable costs if:

- a) your child is in year 10 or 11 and
- b) your new address is within West Sussex and your child continues to attend the same school and has been following, for at least one complete term, a course leading to a public examination (assistance will be for the duration of the course only); **and**
- c) the journey can be considered reasonable for the student.

Concessionary Travel

If your child is not eligible for assistance, they may be able to travel if there is an appropriate contract bus, or taxi which has spare places. A charge towards travel costs is required for such places. Places are given as a concession and may have to be withdrawn at short notice if required for pupils who are eligible, or if the vehicle is no longer needed or if a smaller vehicle is used or in cases of poor behaviour. In such circumstances you would have to make your own alternative transport arrangements.

Concessionary seats are given for a maximum of one school year at a time and a new application must be made annually. If there are more applications than seats available, the following order of priority will be used:

- a) children attending the nearest suitable or catchment school - those living furthest away having highest priority;
- b) children attending an alternative school - those living nearest to the school attended having the highest priority.

If a concessionary seat is given it will not be withdrawn during a school year in favour of a child who has higher priority.

For those students attending the sixth form of the nearest suitable or catchment school and who live more than three miles from the school, the concessionary place, once offered, will not be withdrawn where there is no alternative public transport available.

The annual charge will be payable either by direct debit instalments between October and April or two termly instalments at the beginning of the autumn and spring terms. No refund will be offered for the summer term.

Details and the application form are at www.westsussex.gov.uk/schooltransport

Behaviour

All pupils and students are expected to abide by the codes of conduct and behaviour issued by the Local Authority and the school that a child attends or the transport operator. For further information, please visit www.westsussex.gov.uk/schooltransport

Contact details

You can contact the **Transport Co-ordination team** at school.transport@westsussex.gov.uk or (01243 **753530**)

Errors or revisions

In the event of an error being made, transport will be withdrawn following a period of notice of not less than one half term.

If you are unhappy with a Transport Decision

If you are not satisfied with a decision about your entitlement to free transport or assistance, you should contact the Transport Bureau (mainstream school pupils), Planning Co-ordinator (pupils placed by the Special Educational Needs Assessment Team) or Student Support (Post-16 students) to discuss the matter. If you feel there are special circumstances you may appeal to

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the Director of Education and Skills for the case to be reconsidered. In exceptional circumstances, the case may be referred to an appeal panel of elected members.

West Sussex Sustainable Modes of Travel Strategy

Introduction

The Education and Inspections Act 2006 requires local authorities to publish a Sustainable Modes of Travel Strategy to promote the use of sustainable travel to and from school and between school establishments.

Aims of the Strategy

The Education and Inspections Act 2006 extends local authorities' duties to support choice through provision of transport and transport arrangements, including provision of free transport for the most disadvantaged families.

The strategy supports this by building on existing strategies, plans and policies adopted by the Local Authority. Through the implementation of the strategy the Local Authority will:

- Help to improve travel planning to schools and colleges
- Improve accessibility to schools and colleges
- Improve road safety and healthy lifestyles for children
- Continue to build on reduction of car use for school journeys
- Improve safety at school gates by discouraging illegal and inconsiderate parking behaviours at drop-off and pick-up times
- Increase walking, cycling and using public transport to and from school
- Encourage independent travel for children and students with special educational needs.

The Strategy

The strategy complements the West Sussex Transport Plan 2011-26 and draws from the Local Authority's other plans and strategies including:

- Safer Routes to School delivery programme
- School Travel Plan programme (including behavioural change activities)
- Road Safety Framework 2016-2026
- Walking and Cycling Strategy 2016-26
- West Sussex Bus Strategy 2018-26
- Home to School and College transport policies which are summarised in the Information for Parents Booklet and also available on the council's website (see links below).

School Travel Plans

Through the School Travel Plan Programme, the Local Authority is working alongside schools to enable schools to develop and maintain an accredited Travel Plan. Travel Plans are accredited through ModeShift Stars. School Travel Plans include advice for parents about existing travel to school and plans for improvement. They should measure and monitor the journey to and from school to help plan for future travel needs. School Travel Plans are available either through the schools' websites or by contacting schools direct.

Walking to school

Through the development of the Walking and Cycling Strategy 2016-26, walking buses, the Safer Routes to School programme and other walking initiatives (e.g. walk to school week), the Local Authority supports and encourages walking to school, not only to reduce car usage but to improve both the health of children and the environment locally.

Cycling

Through its Walking and Cycling Strategy 2016-26, the Local Authority is committed to promoting cycling as normal and acceptable behaviour including for travelling to and from school or college. As well as local information in some school travel plans, advice on cycling in West Sussex can be found on the County Council's website. The website also links to the West Sussex Cycle Journey Planner (see the table below for links.)

Schools will have their own cycling policies and will also be able to advise on the facilities that they can offer, such as cycle racks and storage.

Public Transport

The Local Authority is committed to promoting the use of public transport. Information about rail and bus timetables, fares and travel planning can be found through the links and contact points in the table below.

Students who attend full-time courses at sixth forms, sixth form colleges or colleges of further education can also get 50% off rail tickets (including season tickets) using the 16-17 Saver, a national scheme supported by the Department for Transport. This replaces the Sussex Student Card.

The Local Authority works actively alongside bus operators to review existing and implement new bus infrastructure.

Help with Home to School and College transport

In the majority of cases, parents are responsible for their children's travel and costs. Some children and young people may be entitled to help with transport, depending on the school or college they attend and the distance between home and school. Individual circumstances may also be taken into account e.g. where a child or young person has special educational needs or where the family is on low income.

Further information about help with transport to and from school or college can be found on the school transport section of the council's website. Additional information for students attending sixth forms, sixth form colleges or colleges of further education can be found in the Post-16 Transport Policy Statement and its appendices published annually on the website.

Independent Travel Training

The County Council is committed to the principles of inclusion and independent living for children and young people with special needs and disabilities. The ability to travel independently is an important part of preparing children and young people for adulthood. Whilst for some it will be difficult, many parents can help by using public transport with their children as much as possible so that they get used to it as a normal mode of travel. Parents can help by training their children to use public transport independently as they get older. Schools and colleges also help by offering independent travel training to help children and young people

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achieve independent living outcomes in their Education, Health and Care Plan. Wherever possible, there is an expectation for children and young people to travel to and from school or college independently.

Useful documents, websites and contact numbers:

| | Website | Contact or further information |
|--|--|--|
| Cycling | www.westsussex.gov.uk/cycling | 01243 642105 |
| School Travel Plans | Contact individual schools direct | Contact individual schools direct |
| School Crossing Patrols | www.westsussex.gov.uk/schooltransport | Contact individual schools direct or School Crossing Patrol Service on 01243 642105 |
| Home to school and college transport policies | www.westsussex.gov.uk/schooltransport | school.transport@westsussex.gov.uk |
| Travel planning including bus timetables and fares | www.traveline.info www.westsussex.gov.uk/buses www.travelwestsussex.co.uk | 0871 200 2233 |
| Rail timetables and fares | www.nationalrail.co.uk | 08457 48 49 50 |
| 16-17 Saver rail discount scheme | www.16-17saver.co.uk | |
| Safer Routes to School and Travel Planning | www.westsussex.gov.uk | srts.team@westsussex.gov.uk |
| Bus Infrastructure improvements | www.westsussex.gov.uk | bus.stops@westsussex.gov.uk |

In-year applications to join an established year group (including guidance for Service Personnel, Crown Servants and children coming from abroad)

An in-year admission is the admission of a pupil to a school which takes place outside of the main admission round. This includes pupils changing schools, pupils coming from a different country (including Scotland, Wales and Northern Ireland), pupils returning to a school from living elsewhere or those who have not been in school. Any offer of a school place will only be valid for 10 school days from the requested date of admission. If in doubt please contact the Pupil Admissions Team for advice.

If you are thinking of changing schools because your child is not getting on at their current school then you should always discuss your reasons for the move with the current school. If you remove your child from school and home educate for less than six months your child will be expected to return to their previous school if there is space available. In-year applications will only be considered under the exceptional and compelling criteria at the time of the original application, unless there is an unforeseeable change of circumstance after the application was made. Therefore, supporting evidence from an independent professional (see page 13 above) must be submitted with the original application.

Details of how to make an in-year application, which form to use and where to send it can be found [online](#), or you can telephone 03330 142 903 for advice and an application form. Online applications made at a weekend are treated as being received on the next working day. In-year applications for schools outside West Sussex should be made direct to that school or Local Authority.

Where West Sussex County Council processes applications, either as the Admissions Authority for the school or on behalf of the Admission Authority of an own admission authority school, we aim to do so within ten school days of receipt, although this can be extended to fifteen days at busy times or if required information is delayed or complex. We can only offer a place if there are spaces in that year group and places for established year groups cannot be reserved in advance. You can make an in-year application at any time and places normally have to be taken up within 10 school days. The exception is that in-year applications for September entry (apart from the intake year) can be made from 20 May and will be processed as if received on 1 June. In-year applications for September received on or before 19 May will be returned to the applicant and must be resubmitted on or after 20 May. Where preferences cannot be met parents will be advised about waiting list and their right of appeal.

Where West Sussex County Council may not process In Year applications on behalf of the admission authority of an own admission authority school, you need to contact the school direct. It should be noted that schools that require completion of a Supplementary Information Form (SIF), for example church voluntary aided schools or academies with a religious character, will also need this for an In Year application.

Special rules apply to in-year applications for the following groups of children:

Service Personnel - West Sussex County Council is committed, in accordance with The Armed Forces Covenant, to ensuring that members of the Armed Forces Community suffer no disadvantage in accessing public services. Members of the armed forces with automatic right of entry to the UK who are able to provide evidence of their relocation may apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available, with no restriction on how far in advance the application can be made. Armed forces

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applications must be supported by an official letter that declares a relocation date and evidence of where the child will be living. There is no guarantee that a place will be available at a preferred school; each application will be considered in line with the school's admissions criteria.

Crown Servants - Crown servants with automatic right of entry to the UK who are able to provide evidence of their relocation may apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available, with no restriction on how far in advance the application can be made. For crown servants a United Kingdom address can only be used if there is evidence of the address the child is returning to. There is no guarantee that a place will be available at a preferred school; each application will be considered in line with the school's admissions criteria.

Children coming from abroad - If a child is coming from abroad to the UK certain conditions must be met. Before applying for a state-funded school place it is the parent's responsibility to ensure that they and their child have a right of abode in the UK or that the conditions of their immigration status otherwise permit them to access a state-funded school. You must provide evidence that your child is arriving in the UK within four weeks of the application (usually a copy of your child's flight ticket) and the address where they will be living, if known. If a UK address is not provided the child's current address abroad will be used which will generally give the lowest priority for a school place. All required evidence must accompany the application. Please do not send original documents as these cannot be returned. If an offer is made and it transpires that these conditions have not been met the offer will be withdrawn.

Vulnerable Children - In accordance with the School Admissions Code, a Fair Access Protocol exists to ensure that un-placed children, especially the most vulnerable, for example children who are homeless or children who are carers, are offered a place at a suitable school as quickly as possible. You will be contacted after you have returned an application form if your application is to be processed under the Fair Access Protocol.

Looked After Children and Previously Looked After Children - It should be noted that the School Admissions Code 2021 differentiates between a looked after child and a previously looked after child. A local authority has the power to direct a maintained school to admit a looked after child, even when the school is full. This is not the case with a previously looked after child, although previously looked after children do receive priority under the oversubscription criteria.

University Technical Colleges (UTCs)

University technical colleges specialize in subjects like engineering and construction and teach these subjects along with business skills and using IT. University technical colleges are sponsored by universities, employers and further education colleges.

Students can join a UTC at the beginning of year 10 or year 12.

West Sussex does not have any University Technical Colleges. However, parents living in the county may wish to apply for their child to transfer from year 9 to start year 10 at a UTC in another county.

There is one UTC near to West Sussex with a focus on electrical and mechanical engineering and advanced manufacturing. [UTC Portsmouth](#)

If you are interested in this college you need to visit the website for details about their admission policies and how to apply.

Glossary – Explanation of words/phrases used in this booklet

Academy

Academies are independently managed schools. They are set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education (DfE) and the Local Authority. Academies are run by their own academy trust, which sets the admissions criteria and makes admissions decisions.

Admission Authority

The body that decides which children can attend a school, based on their Admission Policy. For community and voluntary controlled schools this is the Local Authority. For academies, church voluntary aided schools, foundation schools and free schools, it is the Governing Body or Academy Trust.

Back-classing

The Department for Education expects pupils to be educated in their correct chronological year group. A back-classing arrangement is when a child who has already been in receipt of education repeats an academic year and is therefore educated outside of their chronological year group. This is an exceptional arrangement and applications must be supported by the current or most recent school.

Catchment School

The school(s) that serves a specific area or address.

Church Voluntary Aided School

Church voluntary aided schools are schools with a religious character which are run by their own Governing Body, which sets the admissions criteria and makes admissions decisions. They are maintained by the Local Authority but the governing body contributes to building and maintenance costs.

Community School

A community school is one which is funded and run by the Local Authority, who set the admissions criteria and makes decisions. The school is maintained by the Local Authority.

Co-ordinated Admissions

During the 'Normal Admissions Round' Local Authorities are required to co-ordinate admissions for all pupils in an area. This means that every parent of a child living in West Sussex who has applied for a school place receives an offer of only one school place.

Education, Health and Care Plan

A formally recognised assessment of a child's additional needs.

Fair Access Protocol

The Fair Access Protocol is a requirement of the School Admissions Code to ensure that – outside the main admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The operation of the Fair Access Protocol is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

Foundation (including trust) School

A school where the Governing Body employs the school's staff and have a responsibility for admission arrangements. The school's land and buildings are owned by the Governing Body or by a charitable foundation or trust.

Free Schools

Free schools are a type of Academy. They are set up by local people/groups. They are funded by the Department for Education (DfE). Free schools are run by their own academy trust, which sets the admissions criteria and makes admissions decisions.

Independent School

A school that charges fees and controls its own admissions, which are not co-ordinated by the Local Authority (also known as Private Schools).

In-Year Admissions

An in-year admission is the admission of a pupil to a school which takes place outside of the main admission round to an established year group.

Local Authority

The council responsible for co-ordinating admissions to schools in the area and for determining admission arrangements and managing admissions to community and voluntary controlled schools. In West Sussex this is West Sussex County Council.

Looked After Children

A Looked After Child is a child who is registered as being in the care of the Local Authority or being provided with accommodation by the Local Authority (under Section 22 of the Children's Act 1989).

Main Admissions Round

The main admissions round is the period during which the local authority (LA) is responsible for coordinating applications for entry to Year R, Year 3 and Year 7 in September 2024. It runs from when applications open until 31 August 2024.

Normal Admissions Round

The period during which parents are invited to express three preferences for a place at any state-funded school, in rank order on the common application form provided. In West Sussex this period runs from when applications open on 4 September 2023 to our processing deadline of 27 November 2023. The deadline for on time parental applications is **31 October 2023**. Applications received between 1 November 2023 and 27 November 2023 are out of time applications determined before the National Offer Day. Applications received between 28 November 2023 and 1 September 2024 are late applications outside the normal admissions round.

Number on Roll

This is the total number of children at a school on a specific date.

Oversubscribed

A school is oversubscribed when it has more applications than the number of places available (published admission number).

Preferences

Parents have the right to state which three schools they would like their child to attend. However, there can be no guarantee that a place will be allocated at the preferred schools if they are oversubscribed.

Previously Looked After Children

For school admission purposes a Previously Looked After Child is a child who was a Looked After Child but ceased to be so because they were adopted, or became subject to a Residence Order, Child Arrangements Order or Special Guardianship Order, immediately following having been looked after. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Private Fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email: MASH@westsussex.gcsx.gov.uk

Published Admission Number (PAN)

This is the number of places available in the year of entry at a school, based on the actual accommodation at the school.

Religious Character

Schools with a Religious Character are commonly known as 'faith' schools.

Sibling

A brother or sister. School admissions policies should define exactly what this means. In community and controlled schools brothers and sisters can be half or step siblings (by marriage or cohabitation) or foster siblings sharing a common address. Cousins are not classed as siblings. For the purpose of secondary transfer to a community and controlled school, sibling priority can only be given where the older sibling is attending the school requested. Attendance at a sixth form attached to the school will not be taken into account. Some academies, church voluntary aided schools, free schools and foundation schools may take another approach and you should check the school's information.

Voluntary Controlled School

Voluntary Controlled Schools are religious or 'faith' schools, but are run by the Local Authority, which sets the admissions criteria and makes admissions decisions. They are usually smaller village schools that have CE in their name.

Useful contact telephone numbers

Pupil Admissions Team (Northern Area)

3rd Floor, County Hall North, Chart Way, Horsham, RH12 1XH

Telephone: 03330 142 903

Fax: 01403 276460

Email: admissions.north@westsussex.gov.uk

Apply online: www.westsussex.gov.uk/admissions

Pupil Admissions Team (Southern Area)

3rd Floor, Durrington Bridge House, Barrington Road, Worthing, BN12 4FP

Telephone: 03330 142 903

Fax: 01903 839214

Email: admissions.south@westsussex.gov.uk

Special Educational Needs Assessment Team:

Telephone numbers:

0330 222 2516: Chichester, Bognor Regis, Midhurst, Petworth

0330 222 3120: Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing

0330 222 2722: Crawley

0330 222 3121: Burgess Hill, Horsham, Haywards Heath, Cuckfield, East Grinstead

Pupil Entitlement Team - Investigations:

Telephone: 0330 222 8200 (8.30am to 1.30pm)

Elective Home Education:

Telephone: 0330 222 3300

Private Fostering Team

01403 229900

or email: MASH@westsussex.gcsx.gov.uk

Contact details for Diocesan Education Offices - Church of England Schools

Director, Diocesan Board of Education

Diocese of Chichester

211 New Church Road

Hove, East Sussex BN3 4ED

Telephone: 01273 421021

Catholic Schools

Director of Education

Diocese of Arundel and Brighton

Education Service

4 Southgate Drive

Crawley, West Sussex

RH10 6RD

Telephone: 01293 511130

Neighbouring Authorities

East Sussex County Council

Admissions and Transport Team, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SG.

Telephone: 0300 330 9472

www.eastsussex.gov.uk

Kent County Council

Admissions and Transport Team, Room 2.24, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ.

Telephone: 03000 412121

www.kent.gov.uk/schooladmissions

Surrey County Council

School Admissions Team, Quadrant Court,
35 Guildford Road, Woking, Surrey, GU22 7QQ

Telephone: 0300 200 1004

www.surreycc.gov.uk

Brighton and Hove City Council

School Admissions Team
Brighton and Hove City Council, Hove Town Hall
Norton Road, Hove, BN3 3BQ.

Telephone: 01273 293653

www.brighton-hove.gov.uk

Hampshire County Council

County Admissions Team, Children's Services Department, The Castle, Winchester, Hampshire, SO23 8UG.

Telephone: 0300 555 1377

www.hants.gov.uk

Portsmouth City Council

Admissions Service, Portsmouth City council,
Civic Offices, Guildhall Square,
Portsmouth, PO1 2EA

Telephone: 023 9268 8008

www.portsmouth.gov.uk

West Sussex Admissions North and South areas



Data Protection

The West Sussex County Council (WSSC) Pupil Entitlement Team use personal data in line with the West Sussex County Council Privacy Policy. WSSC respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulations (EU 2016/679 (GDPR)). Please follow the link below to find out further information on how your information is used and details of your rights:

- [WSSC Privacy Policy](#)

A paper copy of the Privacy Notices, including the Privacy Notice for Pupil Entitlement, can be provided upon request.

This brochure relates to the school year starting September 2023 and is as accurate as possible. However, there may be changes during the year as a result of developments in central or local government policies, or at individual schools. Please check with the Pupil Admissions Team if you are unclear about anything.