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Information for Parents

# Admission to Junior School in September 2024



How to apply for a school place

**Apply online by 15 January 2024**



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## Foreword by the Interim Assistant Director of Education and Skills

Applying for a place at junior 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 junior 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](http://www.westsussex.gov.uk/admissions).

All the information you need to help you through the process of applying for a junior 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 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 most children may secure a place at the first preference junior 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 junior schools you would like your child to attend as this provides you with the best chance of getting your child into a school of your choice. 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. Remember if you want your child to attend their catchment school, you must include this as one of your preferences.

It is really important that you apply by the national deadline of **Monday 15 January 2024**. Applying after this deadline may significantly affect the 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

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**Appendix 1 North and Appendix 1 & 2 South available on our website with this booklet with further information regarding oversubscription criteria and Supplementary Information Forms for Own Admission Authorities.**

## When you can apply

Online applications open at 9am on Monday 2 October 2023 and the deadline for making an application is **Monday 15 January 2024**. 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 currently attending Year 2 in a West Sussex infant school receive information on how to apply for a junior school place, through their current school. However, the responsibility for obtaining information and making an application before the deadline rests solely with parents.**

## Process Timeline:

- **2 October 2023:** The online system opens and details of how to apply online for a junior school place are sent to parents of children in Year 2 at a West Sussex infant school.
- **15 January 2024:** Application deadline for on time applications. After the deadline of 15 January 2024 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 on-time 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. Paper forms will not be acknowledged. The most secure way is to apply online. Please note that the governors of church voluntary aided schools and some academies 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.

- **9 February 2024:** 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 pages 9-10 for further information on the implications of moving during the allocation of places. Any applications received on or after 10 February 2024 will be late applications, received outside of the normal admissions round, and will not be processed until after 15 May 2024.

- **16 January 2024 - April 2024:** Preferences processed, and information exchanged with schools and other Local Authorities.
- **16 April 2024:** All applicants who apply through the Parent Portal will be sent an email advising them how to find out, through the Parent Portal, which school their child has been offered. Those who apply before 9 February 2024 will receive the email on 16 April 2024. Please see the admissions pages of the WSCC website for details of how you can access the result on 16 April 2024 before the email arrives. 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.
- **15 May 2024 onwards:** Late applications received on or after 10 February 2024, made outside the normal admissions round, processed and offer made. Waiting lists will be established and places offered if they become available.
- **May 2024 onwards:** Appeals heard by an independent appeal panel.
- **2 September 2024:** New academic year starts.

## Applying for a junior school place

All parents should apply for a junior school place online by using the Parent Portal, details of which can be found on the admissions pages of the WSCC website at: [Junior school places - West Sussex County Council](#). When you submit your application, you will receive an email containing the information on your application as confirmation that your application has been received. Please be aware that all the contact information which you provide will be shared with the allocated school to facilitate transition arrangements.

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. You must however still submit the completed application before the deadline of **15 January 2024**. Before the deadline you can amend your preferences by logging back into your online application. If you click edit your child's details or make any changes after you have submitted your application, you **must re-submit** your application and you must do so every time you edit your child's details or make any further changes. 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 e-mail, which will give you a unique application reference number, as it is your proof that you applied, and we cannot investigate issues without this.

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3. Free internet access will be available at all West Sussex libraries for parents who do not have access to a computer.
4. All applicants who apply on or before 9 February 2024, and supply an email address, receive an email on 16 April 2024 confirming the result of their application.

**We would advise parents that applying online very close to the deadline (15 January 2024) could be difficult due to high user volume. Please apply ahead of the deadline, after visiting schools and considering the admission arrangements. The online system will close at 23:59 on 15 January 2024.** If you need to apply after this date please apply using the Parent Portal but note this will be considered as a late application.

Please note that the online system is not monitored for changes to applications after the deadline of 15 January 2024 and, therefore, any changes to your details after the deadline must be notified to the Pupil Admissions Team using the "change of application details form" available on the 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 a completed form is returned to your local West Sussex school by the end of the last school day **before 15 January 2024**. Please ask the school to scan and email your application to admissions.

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.

As mentioned previously, please note that the governors of church voluntary aided schools and some academies 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 Governors 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 preferences

- Make sure you use 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 your child attends a linked infant school, you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. The tie break within each oversubscription criteria is distance.
- Personal circumstances, such as childcare or working arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. If your catchment school is a junior school you are strongly advised to include it as one of your preferences. You can check the catchment school for your address on our website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). If you do not have access to the internet and you are

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not sure which is your catchment school please call 03330 142 903 to find out. Please do not include a junior school you do not want as a preference as you may be offered this school. Please do not put all-through primary schools (Reception to Year 6), independent schools or Elective Home Education as preferences as they will be disregarded.

- After the deadline you cannot change your 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 pages 9-10. If you change residency before 1 September 2024 without informing the Pupil Admissions Team, this may result in the offer made being withdrawn.
- Church voluntary aided schools and some academies will ask you to complete their Supplementary Information Form to enable the Governors 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 supplementary form, however failing to do so may affect the priority the Governors give your application. Please see page 19 and Appendix 2 for further details.
- If you have previously visited a school and completed papers for them, you must still complete an online application before the deadline to apply for a place at the school.
- Church aided schools and academies may have a different policy to West Sussex County Council. Please check the admission arrangements for these schools before making your application.

## 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 in writing of any changes to their address 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.

## 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.

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## 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 application 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 acknowledgement 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 **15 January 2024**. If you fail to make an application to your current Local Authority before 15 January 2024 then any subsequent application made from 16 January 2024 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 by 9 February 2024, which is our final processing deadline to allow us to use your new



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address for allocation. Any changes received after this date will not be processed until 15 May 2024. In these circumstances your previous address will be used for allocation on 16 April 2024 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 assumption that **your child will still be resident at this address in September 2024**. If you fail to tell us of a confirmed move before 9 February 2024, 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 pupils 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, an application should 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 **15 January 2024**. 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

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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 and 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 (SEND-IAS)**

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](mailto: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.

- 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 (SGO) who are not care leavers**

West Sussex County Council give priority to children who are placed under a Special Guardianship Order, 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 **15 January 2024**, 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](mailto: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, on exceptional and compelling grounds should contact the school to discuss their child's needs and the school's oversubscription criteria as not all use this category.

Many, but not all, admission authorities have criteria where priority will be given to applicants if there is a strong medical case or exceptional need for the child to attend the school named first on their application. When considering applying under this category parents should bear in mind that all schools can manage a child's special educational needs such as Asperger Syndrome, Dyslexia etc. Schools are also experienced in managing common childhood complaints such as asthma and allergies. Issues such as difficulties with childcare arrangements or the child's ability/school performance are not covered by 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 **15 January 2024**, 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

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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 parents' responsibility to send any evidence relating to their child to support their application. 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. 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.

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 evidence submitted, the application will be considered against the remaining admission criteria, for example, residency within the catchment area. An application under this category can only be made as a first preference. If you apply under this category for a lower preference the application will be amended and only considered against the remaining admissions criteria.

Parents should be aware that the criteria for the exceptional and compelling category are **rarely met** and parents are advised to seek guidance from the relevant Admissions Authority regarding application under this category. All calls and any information received are treated in strict confidence.

## 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 **15 January 2024**, 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 **15 January 2024**. 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 **15 January 2024**. 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 and return it to your local West Sussex primary school to forward onto admissions.

After the deadline of Monday 15 January 2024 any changes to your details or application please fill in the Change of application details form available on the website as once the deadline has past, we will not receive changes made to existing applications after this time.

If your application is received after the application deadline of **15 January 2024** but between 16 January 2024 and 10 February 2024, 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 16 April 2024.

If your application is received on or after 10 February 2024 it is late, outside the normal admissions round, and will not be processed until after 15 May 2024. Therefore you will not receive an allocation on 16 April 2024.

Church voluntary aided schools, foundation schools and academies may deal with out of time and late applications in a different way – you should contact any of these schools if you make a preference for them after 15 January 2024, to establish how your application will be considered.

## 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 junior schools in West Sussex are shown on pages 22-27. The oversubscription criteria for all community and controlled junior schools in West Sussex are shown on pages 29-30.

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 junior school 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 schools and academies.

All your preferences are equal and an admission authority cannot discriminate against an application simply because the junior school was not named first on an application. Every junior

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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 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 junior 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. If the catchment school is a junior school parents are strongly encouraged to include it as one of their preferences.

## **A child moving from the linked infant to the linked junior school**

West Sussex County Council does not operate feeder schools and there is never a guarantee of a place at a school applied for. However, priority is given to children who attend a named infant school for the linked junior school. You must tick the appropriate box on the online application. The linked schools are shown on pages 26 & 28.

## **Applying for a primary school place for September 2024**

If your child currently attends Year 2 in an infant school, and you would like them to attend Year 3 in a primary school in September 2024, you can make an In-year application from June 2024 and if there is a space available they will be offered the place for September. Please see the sections '*How do I apply for a Year 3 place for my child at a Primary School?*' on page 18 and '*In-year applications to join an established year group*' on page 35 for further information.

## **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 community and voluntary controlled junior 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. 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 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 40. 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 preferences wisely and being realistic (under 'Points to consider before submitting your preferences') on page 7. The less 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 junior transfer round 99.9% of parents who applied on time were offered their preferred school and 100.0% were offered one of their three preferred schools.

The table on pages 24-28 give details about the number of places offered and children refused at each state-funded junior 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.

### **Are West Sussex Infant and Junior Schools linked?**

Many West Sussex infant and junior schools are linked (see the lists on pages 24 & 27). If a child applying for the junior school attends the linked infant school, then they have priority under the oversubscription criteria for the named junior school.

### **Can I ask for my child to go to any junior school in West Sussex?**

You can express a preference for any of the junior schools listed on pages 24-28. 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 preferences wisely and being realistic.

Schools are categorised as community, controlled, church aided (sometimes called voluntary aided) 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.

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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, 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.

If you apply for a place for your child at a community or controlled junior 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 schools, within any oversubscription category, is the straight-line distance from home to school.

### **My child currently attends a primary school, can I apply for year 3 in a junior school now?**

You can apply now for a year 3 place in a junior school if your child currently attends a primary school. As the oversubscription criteria gives children attending a linked infant school priority, your chances of gaining a place if your child does not attend the linked infant school maybe reduced.

### **How do I apply for a year 3 place for my child at a Primary School?**

If your child is leaving an Infant school and you wish to apply for an all through primary school rather than a junior school you must follow these steps:

- Apply online expressing a preference for a junior school by 15 January 2024. This will ensure that your child has a school place for September 2024 in case it is not possible to offer a place at the primary school you prefer.
- You will be offered a junior school on 16 April 2024.
- You must then complete an In Year application from 20 May 2024 to confirm your in-year preference. If a place is available at your preferred primary school at this time, we will offer a place in June 2024 for September 2024 and withdraw the junior school place. If we cannot offer a place you will be advised of your right of appeal and the offer of a place that you received on 16 April 2024 will remain.

It is not possible to make an application for Year 3 at a primary school on your online application or before 20 May 2024, this will be processed in June 2024.

### **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 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 directly 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).



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If your child has an EHCP, 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  
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](mailto: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 voluntary aided school or academy with a religious character?**

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 **15 January 2024**.

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

Parents living in England outside of West Sussex can apply for a junior school in this county but

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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 **16 April 2024**. The oversubscription criteria for all schools apply to all applicants, regardless of where they live. Applications for all through primary schools in West Sussex must be made direct to the Admission Authority for the school.

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

Parents living in West Sussex wishing to apply for a junior school place in another part of England must still apply online from the West Sussex website listing their preferences. 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 **16 April 2024**. Applications for all through primary schools outside West Sussex must be made direct to the Admission Authority for the school.

### **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.

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-funded 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 junior transfer. Parents resident in West Sussex can apply online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) or if this is not possible, telephone 03330 142 903 to request a paper form. The application deadline is 15 January 2024.

### **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 **15 January 2024** you can amend the preferences by logging back into the Parent Portal, unsubmitting your application and updating it. **You must resubmit**

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**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 9 February 2024 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 cannot submit new preferences until after the allocation date. At that time parents should complete a new application through the Parent Portal. Changes of preference in this instance are outside the normal admissions round, and along with late applications, will not be processed until after 15 May 2024.

### **How will I hear the outcome of my application?**

If you apply on or before 9 February 2024, and supply an email address, you will be sent an email on allocation day 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 2<sup>nd</sup> class post on allocation day, with the outcome of their application.

If you apply on or after the 10 February 2024 you will be notified of the outcome of your application after 15 May 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 2<sup>nd</sup> 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. 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. The Headteacher of the school your child has been allocated will contact you to confirm the school's induction arrangements.

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 can do so after the allocation date by submitting either an electronic late application through the Parent Portal or by completing a paper form. When doing so parents should 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 15 May 2024.

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

If we cannot offer your child a place at any of your preferred junior 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

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offer you a place at one of their schools, if your preferences cannot be met). We always advise parents of children transferring to junior school to include their catchment school if it is a junior school. 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 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 at [make an admissions appeal](#). 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 Governing Body (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 Admissions 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 junior schools in West Sussex are shown on pages 28-29. 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



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your application. If we do not receive a reply from you within 5 working days of trying to contact 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 schools 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 we would ask that you 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 for or put my child on a waiting list for a school that wasn't one of my original preferences?**

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.

## Contact List for all Junior Schools in the West Sussex Northern Area; including Academies, Church Voluntary Aided Schools, Community and Voluntary Controlled Schools, Foundation Schools and Free Schools.

- Map of the North/South areas is on page 42 of this booklet
- South area schools are listed on pages 25-27

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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September (See over subscription criteria for details)	Criteria and distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Burgess Hill Southway Junior</b> Mr P Newbold Southway Burgess Hill RH15 9SU (01444) 233824 <a href="mailto:office@southwayjunior.co.uk">office@southwayjunior.co.uk</a> <a href="http://www.southwayjunior.co.uk">www.southwayjunior.co.uk</a> 2215	Community  7-11  No SIF	352	90	92	90	Children with an EHCP – 1 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 88 Criteria 5 – 0 Criteria 6 – 1 Criteria 7 – 0 Criteria 8 – 0 Criteria 9 – 0	Criteria 6  207.93m
<b>Copthorne CE Junior</b> Mrs H Denison Church Road Copthorne Crawley RH10 3RD (01342) 712372 <a href="mailto:office@copthornejunior.co.uk">office@copthornejunior.co.uk</a> <a href="http://www.copthorne.w-sussex.sch.uk">www.copthorne.w-sussex.sch.uk</a> 3059	Voluntary Controlled  7-11  No SIF	223	60	58	58	All applicants who requested this school were offered a place.	N/A
<b>Crawley Maidenbower Junior</b> Mrs E Jenkins Harvest Road Maidenbower Crawley RH10 7RA (01293) 883758 <a href="mailto:office@maidenbowerjunior.co.uk">office@maidenbowerjunior.co.uk</a> <a href="http://www.maidenbowerjunior.co.uk">www.maidenbowerjunior.co.uk</a> 2255	Community  7-11  No SIF	575	150	148	148	All applicants who requested this school were offered a place.	N/A

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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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September (See over subscription criteria for details)	Criteria and distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Crawley</b> <b>Pound Hill Junior</b> Mr A White Crawley Lane Pound Hill Crawley RH10 7EB (01293) 447000 <a href="mailto:office@poundhilljunior.org.uk">office@poundhilljunior.org.uk</a> <a href="http://www.poundhilljunior.org.uk">www.poundhilljunior.org.uk</a> 2161	Community  7-11  No SIF	362	90	91	90	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 86 Criteria 5 – 0 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 0 Criteria 9 – 1	Criteria 9  335.89m
<b>Hassocks</b> The Windmills Junior Mrs L Murray Dale Avenue Hassocks BN6 8LS (01273) 842421 <a href="mailto:office@windmills.w-sussex.sch.uk">office@windmills.w-sussex.sch.uk</a> <a href="http://www.windmills.w-sussex.sch.uk">www.windmills.w-sussex.sch.uk</a> 2213	Community  7-11  No SIF	372	90	91	90	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 86 Criteria 5 – 0 Criteria 6 – 4 Criteria 7 – 0 Criteria 8 – 0 Criteria 9 – 0	Criteria 6  1034.24m
<b>Horsham</b> Greenway Junior School Miss J Newton (Executive Head) Mrs N Boulton (Head) Greenway Horsham RH12 2JS (01403) 252013 <a href="mailto:office@greenwayschool.org.uk">office@greenwayschool.org.uk</a> <a href="http://www.greenwayschool.org.uk">www.greenwayschool.org.uk</a> 5200	Academy  7-11  No SIF	337	120	85	85	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 North
<b>Horsham</b> Northolmes Junior Miss Samantha Cox Leith View Road Horsham RH12 4EA (01403) 261822 <a href="mailto:office@northolmesjunior.school">office@northolmesjunior.school</a> <a href="http://www.northolmes.w-sussex.sch.uk">www.northolmes.w-sussex.sch.uk</a> 2036	Community  7-11  No SIF	160	45	38	38	All applicants who requested this school were offered a place.	N/A

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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September (See over subscription criteria for details)	Criteria and distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Southwater</b> Junior Academy Mrs R Toogood Worthing Road Southwater Horsham RH13 9JH (01403) 730475 <a href="mailto:office@southwaterjunioracademy.co.uk">office@southwaterjunioracademy.co.uk</a> <a href="http://www.southwaterjunioracademy.co.uk">www.southwaterjunioracademy.co.uk</a> 2134	Academy  7-11  No SIF	420	120	108	108	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 North

### Northern Linked Infant/Junior Schools – for sibling link purposes

Burgess Hill, The Gattons Infant School	Burgess Hill, Southway Junior School
Copthorne, Fairway Infant School	Copthorne, Copthorne CE Junior School
Crawley, The Brook Infant School	Crawley, Maidenbower Junior School
Crawley, Maidenbower Infant School	Crawley, Maidenbower Junior School
Crawley, Pound Hill Infant Academy	Crawley, Pound Hill Junior School
Hassocks, Hassocks Infant School	Hassocks, The Windmills Junior School
Horsham, Littlehaven Infant School	Horsham, Northolmes Junior School
Horsham, Trafalgar Infant School	Horsham, Greenway Junior Academy



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## Contact List for all Junior Schools in the West Sussex Southern Area; including Academies, Church Voluntary Aided Schools, Community and Voluntary Controlled Schools, Foundation Schools and Free Schools.

- Map of the North/South areas is on page 42 of this booklet
- North area school are listed on pages 22-24

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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September 2023 (See over subscription criteria for details)	Criteria & distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Bognor Regis, Nyewood CE Junior</b> Mr T Spurle Brent Road Bognor Regis PO21 5NW (01243) 825871 <a href="mailto:office@nyewoodjun.co.uk">office@nyewoodjun.co.uk</a> <a href="http://www.nyewood-jun.w-sussex.sch.uk">www.nyewood-jun.w-sussex.sch.uk</a> 3303	Voluntary Aided  7-11  Yes SIF	307	90	72	72	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 South
<b>Bognor Regis, Rose Green Junior</b> Mr P Craig Raleigh Road Rose Green Bognor Regis PO21 3NA (01243) 262317 <a href="mailto:office@rosegreenjunior.co.uk">office@rosegreenjunior.co.uk</a> <a href="http://www.rosegreenjunior.co.uk">www.rosegreenjunior.co.uk</a> 2008	Academy  7-11  No SIF	356	96	85	85	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 South
<b>Chichester, St Joseph's CE Junior School</b> Mrs Sophia Koiston Orchard Street Chichester PO19 1DQ (01243) 783709 <a href="mailto:office@stjosephscejunior.school">office@stjosephscejunior.school</a> <a href="http://www.stjosephscejunior.school">www.stjosephscejunior.school</a> 2027	Academy  7-11  Yes SIF	171	90	29	29	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 South

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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September 2023 (See over subscription criteria for details)	Criteria & distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Duncton CE Junior School</b> Mrs H Martin Willett Close Duncton Petworth GU28 0LB (01798) 342402 <a href="mailto:office@dunctonjunior.org.uk">office@dunctonjunior.org.uk</a> <a href="http://graffhamandduncton.w-sussex.sch.uk">graffhamandduncton.w-sussex.sch.uk</a> 3013	Community  7-11  No SIF	68	20	16	16	All applicants who requested this school were offered a place.	N/A
<b>East Preston Junior</b> Mr M Tidd Lashmar Road East Preston BN16 1EZ (01903) 785672 <a href="mailto:office@epjs.co.uk">office@epjs.co.uk</a> <a href="http://www.epjs.co.uk">www.epjs.co.uk</a> 2024	Academy  7-11  No SIF	320	90	87	87	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1 South
<b>Southbourne Junior</b> Mrs L Gasser New Road Southbourne Emsworth Hants PO10 8JX (01243) 375878 <a href="mailto:office@southbournejuniors.co.uk">office@southbournejuniors.co.uk</a> <a href="http://www.southbournejuniors.co.uk">www.southbournejuniors.co.uk</a> 2110	Community  7-11  No SIF	233	60	62	60	Children with an EHCP – 1 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 58 Criteria 5 – 1 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0 Criteria 9 – 0	Criteria 4  855.70m
<b>Worthing</b> <b>Worthing New Primary School 2024</b> <b>To be sited on Chesswood Road</b> <b>(see note on page 28)</b> <b>Name TBC</b> <b>(Previously Chesswood Junior)</b> Mr A Jolley - 2023 Chesswood Road Worthing BN11 2AA (01903) 204141 <a href="mailto:office@chesswood.w-sussex.sch.uk">office@chesswood.w-sussex.sch.uk</a> <a href="http://www.chesswood.w-sussex.sch.uk">www.chesswood.w-sussex.sch.uk</a> 2239	Community  7-11  No SIF	581	120 (with places reserved for all current Yr 2 Lyndhurst Infant Pupils)	139	139	All applicants who requested this school were offered a place.	N/A

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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	Published Admission Number 2024/25	Number of preferences expressed before the deadline for September 2023	Number of places offered at allocation date (17 April 2023) for Sept. 2023	How places were allocated for September 2023 (See over subscription criteria for details)	Criteria & distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
<b>Worthing, Durrington Junior</b> Mrs S Ensor & Mrs Z Wilby (Co Headteachers) Salvington Road Worthing BN13 2JD (01903) 260761 <a href="mailto:officejunior@dfed.co.uk">officejunior@dfed.co.uk</a> <a href="http://www.durringtoninfantjunior.co.uk">www.durringtoninfantjunior.co.uk</a> 2229	Community  7-11  No SIF	319	90	88	88	All applicants who requested this school were offered a place.	N/A
<b>Worthing, Orchards Junior</b> Dr P M Jones Nelson Road Worthing BN12 6EN (01903) 520202 <a href="mailto:enquiries@orchardsjunior.school">enquiries@orchardsjunior.school</a> <a href="http://www.orchardsjunior.school">www.orchardsjunior.school</a> 2085	Academy  7-11  No SIF	496	120	81	81	See Appendix 1  All applicants who requested this school were offered a place.	See Appendix 1
<b>Worthing, Thomas A Becket Junior</b> Mrs R Linford Glebeside Avenue Worthing BN14 7PR (01903) 202268 <a href="mailto:office@thomasabecketjunior.org.uk">office@thomasabecketjunior.org.uk</a> <a href="http://www.thomasabecketjunior.org.uk">www.thomasabecketjunior.org.uk</a> 2232	Community  7-11  No SIF	720	192	168	168	All applicants who requested this school were offered a place.	N/A

## Linked Infant/Junior Schools in the Southern Area

Bognor Regis, Rose Green Infant	Bognor Regis, Rose Green Junior
Graffham Infant	Duncton Junior
East Preston Infant	East Preston Junior
Southbourne Infant	Southbourne Junior
Worthing, Springfield Infant	Worthing, New Primary School 2024
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Field Place Infant	Worthing, Orchards Junior
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

**New Worthing Primary School (to be sited on Chesswood Road)**

**Please note that from 2024, the newly formed Worthing Primary School (name tbc) will accommodate children from the former Lyndhurst Infant School and former Chesswood Junior School. The School will also have a Year 3 Intake. Remaining places up to PAN of 120 will be allocated in accordance with the Published Admissions Policy.**

**To apply for this school, please select New Worthing Primary School in the Junior Round (although a Primary School).**

**This school will be sited on Chesswood Road, Worthing.**

## **Oversubscription Criteria for Junior Schools in West Sussex**

### **West Sussex County Council Oversubscription Criteria**

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 stepsiblings (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 will be at the school at the time of application and will still be in the school at the time of admission. Please note it is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.
- 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 junior 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.

#### **Junior Transfer Allocation:**

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. Evidence must be provided.
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 12 for more information. Evidence must be provided.
4. Children attending a named infant school and applying for a place at the linked junior school.
5. 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.
6. Other children who live in the catchment area.
7. 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.



8. 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.
9. Other children who live outside the catchment area.

## **Church Voluntary Aided Schools, Foundation Schools, Free 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.

Parents wishing to express a preference for any of these schools are advised to view the school's full admission policy and supporting notes, including definitions, available within the school's prospectus and on the school or admissions website.

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 stepsiblings (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 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 are given priority. See pages 11-12 for more information - evidence must be provided.

For full information on how places were allocated at these schools for September 2023, please see table on pages 22-27 and Appendix 1.

## TRANSPORT TO SCHOOL

### West Sussex Home to School Transport Policies

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](http://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.

### 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 your child is:

- of statutory school age and is under 8 years old and
- lives two miles or more from their County Council catchment or nearest suitable school
- or
- is 8 years or over and
- lives three miles or more from their County Council catchment or nearest suitable school.

Distance is 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. 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.

### 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.

### **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](mailto:SENAT.North@westsussex.gov.uk) or [SENAT.South@westsussex.gov.uk](mailto:SENAT.South@westsussex.gov.uk)

### **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](http://www.westsussex.gov.uk/schooltransport)

Apply online: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

### **Contact details**

You can contact the Transport Co-ordination team at [school.transport@westsussex.gov.uk](mailto: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 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 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:

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

## **In-year applications to join an established year group**

An in-year admission is the admission of a pupil to a school which takes place outside of the normal admission round. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. If a child is coming from abroad to the UK for the first time then the child must be in the country when you apply. However, if the child has previously lived in the UK, **and** you can prove that you are returning to a property which you own or rent in West Sussex, then you can apply in advance of the child arriving in the country. 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 12 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 at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions), 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 governing body of an own admission authority school, we aim to do so within ten school days of receipt, although this can be longer 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 of how to go on the waiting list and their right of appeal.

Where West Sussex County Council does not process In Year applications on behalf of the governing body 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 applications must be supported by an official letter that declares a relocation date and a Unit postal address or quartering area address and it is this address that will be used when considering the application. 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. Please note that only applications made from the Unit postal address or quartering area address can be

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processed in advance.

**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.

### **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.

## **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 serve a specific area or address.

### **Children of Staff**

Priority will now be applied to children of school staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code).

- 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.

### **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 normal admissions round - unplaced children, especially the most vulnerable, are

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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 Governing Body, 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**

In-year admissions are applications made on or after the first day of the school term of the admission year for a place in 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 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 up to three preferences for a place at any state-funded junior school, in rank order on the common application form provided. In West Sussex this period runs from when applications open on 2 October 2023 to our processing deadline of 9 February 2024. The deadline for on time parental applications is 15 January 2024. Applications received between 15 January 2024 and 9 February 2024 are out of time applications determined before the National Offer Day. Applications received between 10 February 2024 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 up to three junior 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](mailto:MASH@westsussex.gcsx.gov.uk)

### **Published Admission Number (PAN)**

This is the number of places available in each year group 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. Some academies, church voluntary aided schools, free schools and foundation schools may take another approach and you should check the school's information.

### **Special Guardianship Order (SGO)**

Parents can apply under this category if their child is subject to a Special Guardianship Order who has not previously been in Local Authority Care. Evidence will need to be supplied with this application. If they have been in Local Authority Care, then they can apply under the Looked after children or previously looked after children category.

### **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)** 3<sup>rd</sup> Floor, County Hall North,

Chart Way, Horsham, RH12 1XH

Telephone: 03330 142 903

Email: [admissions.north@westsussex.gov.uk](mailto:admissions.north@westsussex.gov.uk)

### **Pupil Admissions Team (Southern Area)**

3<sup>rd</sup> Floor, Durrington Bridge House, Barrington Road,

Goring-By-Sea, Worthing BN12 4FP

Telephone: 03330 142 903

Email: [admissions.south@westsussex.gov.uk](mailto:admissions.south@westsussex.gov.uk)

Apply online: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

**Special Educational Needs Assessment Team:**

SOUTH: Chichester, Bognor Regis, Midhurst, Petworth, Worthing, Steyning, Littlehampton, Angmering, Shoreham, Portslade and Hove

Telephone: 0330 222 3120

Email: [SENAT.South@westsussex.gov.uk](mailto:SENAT.South@westsussex.gov.uk)

NORTH: Crawley, Horsham, Burgess Hill, Cuckfield, East Grinstead and Haywards

Heath Telephone: 0330 222 2722

Email: [SENAT.North@westsussex.gov.uk](mailto:SENAT.North@westsussex.gov.uk)

**Pupil Entitlement Team -**

**Investigations:** Telephone: 0330 222 8200

(8.30am to 1.30pm)

**Elective Home Education:**

Telephone: 0330 222 3300

Email: [eh@westsussex.gov.uk](mailto:eh@westsussex.gov.uk)

**Private Fostering Team**

01403 229900

Email: [wschildrenservices@westsussex.gov.uk](mailto:wschildrenservices@westsussex.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](http://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](http://www.kent.gov.uk/schooladmissions)

**Surrey County Council**

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

Telephone: 0300 200 1004 [www.surreycc.gov.uk](http://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](http://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](http://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](http://www.portsmouth.gov.uk)

## **West Sussex Admissions North and South areas**



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## Data Protection

The West Sussex County Council (WSCC) Pupil Entitlement Team use personal data in line with the West Sussex County Council Privacy Policy. WSCC 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:

- [WSCC 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 2024 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.