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Information for Parents

Starting School September 2024

How to apply for a school place

Apply online by 15 January 2024



CONTENTS

Starting School September 2024	1
Foreword by the Interim Assistant Director of Education and Skills.....	3
When you can apply	4
Applying for a school place (using the Parent Portal)	5
Information about addresses	8
Moving house.....	9
Shared parental responsibility – duplicate and disputed applications.....	10
SEND Information, Advice and Support Service (SEND-IAS)	10
Looked after children or previously looked after children	11
Children subject to a Special Guardianship Order (SGO) who are not care leavers	11
Private fostering arrangements	12
Applying under the exceptional and compelling category	12
Applying under the staff criteria	13
What happens if you apply after the deadline (out of time and late applications)	13
How places are allocated.....	14
Frequently Asked Questions	15
Contact List for all Primary Schools in the West Sussex Northern Area; including Academies, Church Voluntary Aided Schools, Community and Voluntary Controlled Schools, Foundation Schools and Free Schools.	25
Contact List for all Primary Schools in the West Sussex Southern Area; including Academies, Church Voluntary Aided Schools, Community and Voluntary Controlled Schools, Foundation Schools and Free Schools.	52
Oversubscription Criteria for Schools in West Sussex West Sussex County Council Oversubscription Criteria	83
Variations to West Sussex County Council’s Oversubscription Criteria (North Area)	84
Variations to West Sussex County Council’s Oversubscription Criteria (South Area)	84
Church Voluntary Aided Schools, Foundation Schools, Free Schools and Academies.....	86
Transport to school	87
Glossary - Explanation of words/phrases used in this booklet	95
Useful Contact Telephone Numbers	98
West Sussex Admissions North and South areas	100
Data Protection.....	100

Foreword by the Interim Assistant Director of Education and Skills

Applying for a place at 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 school place for September 2024. To make the process as easy as possible, West Sussex County Council encourages you to apply using the online application system at www.westsussex.gov.uk/admissions.

All the information you need to help you through the process of applying for a 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 school, this is not always possible if there are more applications for a school than there are places available. When this happens, places will be offered by applying the oversubscription criteria. You are strongly advised to provide preferences for the three different 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

Appendix 1 & 2 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 advertises the starting school application arrangements widely, including through preschool settings and on social media. 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 for applications.
- **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

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after the application deadline and receipt of evidence regarding a request to change preferences due to a genuine unforeseeable reason. Also, the deadline for receipt of evidence for house movers; please see page 10 for further information on the implications of moving during the allocation of places. Any applications received on or after 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 with their offer. Parents that applied via the Parent Portal can log back into their account on this day, which will show their result. Those who apply before 9 February 2024 will receive the result on 16 April 2024. Please do not ring to ask which school has been offered because no decisions will be issued by telephone. Applicants who do not supply an email address will be sent a letter by second class post, posted during the day.
- **16 April 2024** onwards: Parents accept place at allocated school, register and provide a copy of their current council tax bill as proof of their application address.
- **15 May 2024** onwards: Late applications received on or after 10 February 2024, made outside the normal admissions round, processed and offers made. Waiting lists will be established and places offered if they become available.
- **May - July 2024** onwards: Appeals heard by an independent appeal panel.
- **2 September 2024:** New academic year starts.

Applying for a school place (using the Parent Portal)

All parents should apply for a school online by using the Parent Portal, details of which can be found on the admissions pages of the WSCC website at: [Starting 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 starting school 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.

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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.
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 three preferences

- Make sure you use all three of your preferences wisely, be realistic and apply on time. School places are allocated according to the published oversubscription

criteria for each school so study these carefully. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. You have a higher priority for your catchment school. If you make a preference for an oversubscribed school, the further away you live the less likely you are to be offered a place.

- Personal circumstances, such as childcare arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. You are strongly encouraged to include your catchment school as one of your three preferences. If you wish your child to be considered for a place at their catchment school you must include this as one of your three preferences. You can check the catchment school for your address on our website at www.westsussex.gov.uk/admissions. If you do not have access to the internet and you are not sure which is your catchment school please call 03330 142 903 to find out.
- Please do not include a school you do not want as a preference as you may be offered this school. Please do not put independent schools or Elective Home Education as preferences as they will be disregarded. Information regarding home education is available from West Sussex County Council's Elective Home Education Team on 0330 222 3300.
- After the 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 page 10. If you change residency before 1 September 2024 without informing the Pupil Admissions Team, this may result in the offer made being withdrawn.
- Some own admission authority schools will ask you to complete their Supplementary Information Form to enable the Governors or academy Trust to consider your application against the school's oversubscription criteria. The form may ask for information about church attendance, baptism, parents working at the school etc. The school must still consider your application if you choose not to complete the supplementary form, however failing to do so may affect the priority the school give your application. SIFs can be found in Appendix 2 of this booklet and can be obtained from the school concerned.
- If you have previously visited a school and completed papers for them, you must still complete an online application before the deadline to apply for a place at the school.
- Church aided schools, foundation 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.
- Attendance at a pre-school or nursery associated with, or located in, an infant/primary school will not secure a place at the school. Your child is not automatically admitted to a school if offered a place at the nursery.

- The Council does not take account of how long your child has been 'registered' with a school. Registering is purely an expression of interest and has no influence on the admission process.

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. We may request evidence of the date of your address change at any time.

Fraudulent use of addresses

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

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

Shared residency

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

Children coming from abroad during the normal admission round

If you are moving from abroad, or from Scotland, Wales and Northern Ireland, you can make an 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 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 pupil's address in writing at any time before 1 September 2024. For an oversubscribed school you will need to provide evidence of the date you moved to your new address.

If you are moving within West Sussex and wish to submit new preferences, a new application must be submitted along with acceptable confirmation of the new address. Where availability allows, we will offer the preferred school and the place previously offered

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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 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

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 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

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 Team, preferably by email but if posted it must be sent by Recorded Delivery mail. An acknowledgement that the evidence has been received will be sent, however it remains the parent's responsibility to ensure that an acknowledgement of safe receipt of the evidence is received. Please do not send original documents as these cannot be returned.

The Pupil Admissions Team will not contact third parties to obtain information relating to an application. It is the parent's responsibility to send any evidence relating to their child to support their application. 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.

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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

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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 **Monday 15 January 2024** but between 16 January 2024 and 9 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 community, controlled and church voluntary aided infant, primary schools and academies in West Sussex are shown on pages 25-81.

The oversubscription criteria for all community and controlled infant and primary schools in West Sussex are shown on page 83-84. 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 schools.

Places will be allocated at all infant and primary schools to comply with Infant Class Size Legislation. This legislation restricts all Reception, Year 1 and Year 2 classes to a maximum of 30 pupils with one qualified teacher. If the 30th child admitted is a twin (or a child from a multiple birth) the other siblings may also be admitted to the school as permitted exceptions.

All your preferences will be considered at the same time against the oversubscription criteria applicable to the relevant school. In the case of oversubscription in any of the

West Sussex County Council categories, priority is given to applicants who live nearest the school (measured by a straight line from school to the child's home address, using Ordnance Survey data within the curtilage of the property). Other tie-breaks may apply to church voluntary aided and foundation schools and academies.

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

If you wish to discuss the implications of the order of your preferences please contact the Pupil Admissions Team. We can only allocate a child one school place and any subsequent application and offer will result in the original offer being withdrawn. Parents should note that children are not automatically considered for their catchment school and residing in a catchment area does not guarantee a place at the catchment school. Parents are strongly encouraged to include their catchment school as one of their three preferences.

Frequently Asked Questions

What is the role of the Pupil Admissions Team?

The role of the Pupil Admissions Team is to administer West Sussex County Council's coordinated admissions scheme, including the allocation of places at community and voluntary controlled 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 acceptable supporting documentation where appropriate;
- investigate anonymous allegations regarding false addresses without sufficient information. West Sussex County Council does treat the issue of using a false address very seriously and any correspondence of this nature is dealt with confidentially.

If you are dissatisfied with the service of the Pupil Admissions Team, in the first instance please write to the Pupil Admissions Manager for the area, see page 98 and 100. Complaints about schools should be referred to the headteacher or the school's Governing Body.

How likely is it that my preference will be met?

Please see the section on using your three preferences wisely and being realistic (under 'Points to consider before submitting your three preferences') on page 6-8. The less priority you have under a school's oversubscription criteria the less likely you are to be

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offered a place if that school has more applications than places. For the 2023 starting school round 91.6% of parents who applied on time were offered their preferred school and 98.6% were offered one of their three preferred schools.

The table on pages 25-81 gives details about the number of places offered and children refused at each state-funded primary 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 [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?

West Sussex infant and junior schools are linked (see the lists on pages 51 and 82). If a starting school child will have a sibling at the linked junior school in September 2024, then the starting school child has sibling priority for the infant school. Please note that it is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application. When making the infant school application online tick the box '*Sibling will attend this school or the linked junior school in September 2024*' and complete the relevant section.

Please note that if you are applying for a Year 3 place for one child at the linked junior school and a Reception place for a sibling at the linked infant school you must still advise us of the sibling link on your younger child's application even though an offer for the Year 3 place will not yet be confirmed. The Pupil Admissions Team will then check your applications and ensure that the correct priority is given. If you do not advise us of the sibling link on your application it may not be given and your younger child will be disadvantaged. If you require any clarification on the process please contact the Pupil Admissions Team who will be happy to advise you.

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

You can express a preference for any of the primary schools listed. 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?'

above for further information, and advice on using your three preferences wisely and being realistic, on pages 6-8.

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

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

If you apply for a place for your child at a community or controlled 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.

Can I defer my child's start at school?

By law, children must start their full-time education in the term following their fifth birthday. In West Sussex your child may start either full or part-time in the September following their fourth birthday. All applicants seeking admission during the academic year commencing in September 2024 must apply by the deadline **15 January 2024**.

When you have received the offer of a school place, you may wish to take the opportunity to discuss the school's induction arrangements and your child's start date with the school. You can defer admission until the start of the spring or summer term so long as your child has not reached compulsory school age. However, you must inform the school of this decision.

You may feel that starting school in September 2024 is too early for your child and would prefer them to remain at a pre-school group, playgroup or in a nursery school. Should your child attend school part-time as well as a nursery or playgroup part-time, your Nursery Education Grant funding will automatically transfer to the school. This means you will have to pay the full fees for the amount of time your child attends nursery, pre-school or playgroup.

Should you choose to defer your child's start until the term following their fifth birthday; the school you have been offered will hold your child's school place provided your child is still joining the school in the reception year. If your child was born between 1 April 2020 and 31 August 2020 you can decide not to take up a school place until September 2025; however a place will not be held in a Reception class and in most cases your child may need to join Year 1 upon their admission to school. Parents wishing to defer to Year 1 must approach the Pupil Admission Team in May 2024 to apply for a place but should be aware that a place may not be available in a local school. For further advice on this matter, please contact the Pupil Admission Team.

Can I delay starting school for my summer born child?

Parents wishing to educate their child outside of their normal age group are required to make a request to West Sussex County Council. A statement of our policy and relevant application form is available at: [admission of children outside their normal year group](#)

If your child is born between 1st April and 31st August 2020 they will become of statutory school age in September 2025. The majority of parents of these summer born children are happy for their child to start school in September 2024 following their 4th birthday. However, some parents wish to request a delayed admission and apply to start school in September 2025.

However, there is still no automatic right to a child being able to start in reception class where that is not their normal age group. Parents therefore, should consider whether to request admission out of the normal year group at all their preferred schools, rather than just their first preference school.

The decision lies with the relevant admission authority. For community and controlled schools this is West Sussex County Council, for an academy it is the academy trust and for a foundation or voluntary aided school it is the governing body. In order for the Council to make a decision, parents should complete the delayed entry application form below before the closing date of 15 January 2024, and include any available evidence from professionals detailing why there is a need for their child to start in the Reception class the following year.

If a parent is applying for a school for which the Council is not the admissions authority they must contact the school direct. If the request is agreed, evidence from the school at the time of application will be required. One admission authority cannot be required to honor a decision made by another admission authority on admission out of the normal age group.

You must also complete an application, by **15 January 2024**, for the admission of your child for September 2024. This will ensure that you have secured a school place for September 2024, which can be released later if the decision is made for your child to delay entry until 2025.

If your application for delayed entry is agreed your child will not be allocated a place at a school for 2024 (or any place already offered will be released) and you will need to make a fresh application for a school place with those children starting school in September 2025. Parents should note that it will not be possible to apply online for a school place outside of your child's normal year of entry and you will need to contact the Pupil Admissions Team to request a paper application form in the Autumn Term 2024. The application will be considered in line with the published admission arrangements for the school alongside all other applications for September 2025.

If your application for delayed entry is refused, your child must either take up the place they have been offered for 2024 by the start of the summer term 2025 or you must make an application for a Year 1 place in September 2025. Applications for Year 1 can be made in June 2024 for a September start. Parents should be aware that if their preferred school is full in Reception for 2024 it is unlikely that a place will be available in Year 1 in September 2025.

Do special rules apply to twins and multiple births?

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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).

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 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:

SOUTH: Chichester, Bognor Regis, Midhurst, Petworth, Worthing, Steyning, Littlehampton, Angmering, Shoreham, Portslade and Hove
Telephone: 0330 222 3120
Email: 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

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

How do I apply to a church aided school or academy with a religious character?

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

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 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 school? Parents living in England outside of West Sussex can apply for a school in this county but must do so by applying via their own Local Authority. This is the Local Authority for the county or city in which you live (telephone numbers for neighboring 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.

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

Parents living in West Sussex wishing to apply for a school place in another part of England must still apply online from the West Sussex website listing their preference(s). We will tell the appropriate Local Authority about your application but you may find it helpful to contact them yourself to discuss your application (addresses and telephone numbers for neighboring 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**.

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 or by e-mailing ehe@westsussex.gov.uk.

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 2023. 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 your preferences by logging back into your online application. **You must re-submit your application every time you click edit your child's details or you make a change to your preferences.** 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 our website. 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 16 April 2024 to confirm the outcome of your application. It is therefore important that you use an email account you will have access to on allocation day. Parents who do not supply an email address will receive a letter, which is sent by 2nd class post on allocation day, with the outcome of their application.

If you apply on or after 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 2nd class post.

What happens after allocation?

The majority of parents in West Sussex will receive an offer of a school place at a school they expressed a preference for. For children starting school for the first time, the school offered will ask you to accept the place and provide a copy of your council tax bill as proof of your address and a copy of the birth certificate. **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.

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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 form through our website 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 school I wanted?

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

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.

For Reception, Year 1 and Year 2, the right of appeal is restricted by law due to Infant Class Size legislation. Where classes are organised in these year groups in classes of 30 pupils, you could only be successful if you could prove that:

- a) the admission arrangements were incorrectly applied in your case and your child should have been offered a place or
- b) the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code or the law or
- c) the admission authority acted unreasonably – that is, the decision made was perverse and would not have been made by a reasonable authority.

If your appeal is refused, the Local Authority or Admissions Authority (at an academy, church voluntary aided school, foundation school or free school) will not consider a

further application or appeal for a place at the same school, in the same academic year, unless there is a significant material change in your circumstances or those of the school.

Please note that appealing for a school place does not give priority on a waiting list. If you were refused a school place outside of West Sussex then you need to contact the 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 wish your child to be on the waiting list for a community or controlled school for the following academic year then you must submit a new application after 20 May of the academic year originally applied for. For example, if you apply for Year R at a community or controlled school for September 2024, unless offered a place, your child would remain on the Year R waiting list until July 2025. If you wish your child to be on the waiting list for Year 1 you must make an In Year application for a Year 1 place after 20 May 2025. Applications for September are processed from 1 June. It is the parent's responsibility to make an application for community and controlled schools the following academic year – reminders will not be sent. For community and controlled schools you must make a new application for each academic year you wish your child to remain on the waiting list as this triggers a new right of appeal for the new year group. 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 will be passed to the school. From September you should contact the school directly regarding their management of the list. If you were refused a school place outside of West Sussex you need to contact the Admission Authority for the school refused for information on their waiting list procedure.

All waiting lists are held in accordance with the School Admissions Code as required by the Department for Education. For example waiting lists must reflect the over-subscription criteria used at allocation and it is prohibited to prioritise lists using a date order. The oversubscription criteria for all Community and Controlled schools in West Sussex are shown on page 83. The oversubscription criteria for church aided and foundation schools and academies in West Sussex are shown in Appendix 1 of this booklet and are also available on the schools' websites or from the schools. For Community and Controlled schools, within each criterion waiting list positions are ordered by straight line distance to the school, the nearest having higher priority. If a place becomes available following the allocation it will be offered to the child at the top of the waiting list at that time.

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

If a place becomes available from a waiting list, you will be contacted using the information in your application. If we do not receive a reply from you within 5 working days of trying to contact you, your child's name will be removed from the waiting list and the place will be reallocated to the next child on that list. You may wish to provide additional contact information in order to ensure you can be contacted promptly in the event of a place becoming available. When doing so please ensure you consider your access to that route of contact i.e. can you access your emails whilst on holiday.

You should note we do not rank children on waiting lists until a place actually becomes available. At that time waiting lists are reviewed in accordance with the relevant school's

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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.

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Contact List for all Primary 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 100 of this booklet
- South area schools are listed on pages 52-81

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
Albourne CE Primary Ms F Keeling The Street Albourne Hassocks, BN6 9DH (01273) 832003 office@albournecep.co.uk www.albournecep.co.uk 3060	Academy 4-11 NO SIF	169	30	25	26	See Appendix 1 North	See Appendix 1 North
Ardingly St Peter's CE Primary Mr J Savage Holmans Ardingly RH17 6UQ (01444) 892314 office@st-peters.school www.st-peters-sch.uk 3050	Voluntary Controlled 4-11 NO SIF	101	20	13	15	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A
Balcombe CE Primary Mrs W Millbanks London Road Balcombe, Haywards Heath RH17 6HS (01444) 811403 office@balcombeschool.co.uk www.balcombeschool.co.uk 3051	Voluntary Controlled 4-11 NO SIF	137	20	18	19	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A

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
Barns Green Primary Mrs T Newbold The Hordens Barns Green Horsham RH13 0PJ (01403) 730614 office@barnsgreen.org.uk www.barnsgreen.org.uk 2038	Community 4-11 NO SIF	137	20	24	20	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 0 Criteria 5 – 13 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 7	Criteria: 8 Distance: 3610.1
Billingshurst Primary Miss H Williamson Station Road Billingshurst RH14 9RE (01403) 782789 office@billingshurstprimary.org.uk www.billingshurstprimary.org.uk 3376	Community 4-11 NO SIF	612	90	92	90	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 40 Criteria 5 – 49 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 1221.24
Bolney CE Primary Ms E Lofthouse Church Lane Bolney Haywards Heath RH17 5QP (01444) 881352 office@bolneyprimary.school www.bolneyschool.org.uk 3052	Voluntary Controlled 4-11 NO SIF	100	16	14	14	All applicants who requested this school were offered a place.	N/A
Broadbridge Heath Shelley Primary Mrs K Fitzscott Wickhurst Lane Broadbridge Heath Horsham RH12 3LU (01403) 265343 office@shelleyprimary.school www.shelleyprimary.school 2010	Community 4-11 NO SIF	419	60	63	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 30 Criteria 5 – 30 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 827.33

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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
Burgess Hill Birchwood Grove Community Primary Miss S White Birchwood Grove Road Burgess Hill RH15 0DP (01444) 242209 office@bwgschool.com www.birchwoodgrove.org.uk 2219	Community 4-11 NO SIF	413	60	66	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 11 Criteria 5 – 16 Criteria 6 – 10 Criteria 7 – 0 Criteria 8 – 23	Criteria: 8 Distance: 1601.7
Burgess Hill Gattons Infant (The) Mrs S Gospel Royal George Road Burgess Hill RH15 9SL (01444) 235071 office@thegattons.co.uk www.thegattons.co.uk 2214	Community 4-7 NO SIF	253	90	77	77	All applicants who requested this school were offered a place.	N/A
Burgess Hill London Meed Community Primary Mrs N Langtree Chanctonbury Road Burgess Hill RH15 9YQ (01444) 232336 office@londonmeedprimary.co.uk www.londonmeedprimary.co.uk 2202	Community 4-11 NO SIF	402	60	46	46	All applicants who requested this school were offered a place.	N/A
Burgess Hill Manor Field Primary Miss D Bailey Junction Road Burgess Hill RH15 0PZ (01444) 233368 office@manorfield.w-sussex.sch.uk www.manorfieldschool.org 2201	Community 4-11 NO SIF	467	90	43	51	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A

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Burgess Hill Sheddingdean Community Primary Mrs H Riley Petworth Drive Burgess Hill RH15 8JT (01444) 246532 office@sheddingdean.co.uk www.sheddingdeanschool.org.uk 2235	Community 4-11 NO SIF	203	30	36	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 4 Criteria 5 – 10 Criteria 6 – 6 Criteria 7 – 0 Criteria 8 – 10	Criteria: 8 Distance: 786.67
Burgess Hill St Wilfrid's Catholic Primary Mrs N McCarthy School Close Queen Elizabeth Avenue Burgess Hill RH15 9RJ (01444) 235254 office@stwilfridsbh.org.uk www.st-wilfrids-burgesshill.w-sussex.sch.uk 3357	Church Voluntary Aided 4-11 YES SIF	420	60	56	56	See Appendix 1 North	See Appendix 1 North
Colgate Primary Mrs R Winn Blackhouse Road Colgate Horsham RH13 6HS (01293) 851254 office@colgateprimary.org.uk www.colgate.eschools.co.uk/website 2015	Community 4-11 NO SIF	139	20	41	20	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 3 Criteria 5 – 3 Criteria 6 – 7 Criteria 7 – 0 Criteria 8 – 7	Criteria: 8 Distance: 2116.04
Coolham William Penn Primary Mr S Kear Brooks Green Road Coolham Horsham, RH13 8GR (01403) 741274 office@williampenn.co.uk www.williampenn.co.uk 3042	Voluntary Controlled 4-11 NO SIF	97	15	17	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 0 Criteria 5 – 4 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 9	Criteria: 8 Distance: 6315.86

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Copthorne Fairway Infant Miss E Singleton Fairway Copthorne Crawley RH10 3QD (01342) 713691 office@fairwayinfant.co.uk www.fairwayinfant.co.uk 2218	Community 4-7 NO SIF	172	60	54	55	All applicants who requested this school were offered a place, including any who applied late and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A
Cowfold St Peter's CE Primary Mr G Kolter Potters Green Station Road Cowfold Horsham RH13 8QZ (01403) 864365 head@stpeterscowfold.uk www.stpetersce.eschools.co.uk 3309	Church Voluntary Aided 4-11 YES SIF	99	20	13	13	See Appendix 1 North	See Appendix 1 North
Crawley Bewbush Academy (The) Miss L Cooper Dorsten Square Bewbush Crawley RH11 8XW (01293) 534897 office@bewbush-tkat.org www.bewbush-tkat.org 2004	Academy 4-11 NO SIF	545	90	61	64	See Appendix 1 North	See Appendix 1 North

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Crawley Broadfield Primary Academy Mrs S Markham Vulcan Close Broadfield Crawley RH11 9PD (01293) 406940 office@bpa-tkat.org www.bpa-tkat.org 2017	Academy 4-11 NO SIF	483	90	77	90	See Appendix 1 North	See Appendix 1 North
Crawley Brook Infant School Mrs S Cox Salterns Road Maidenbower Crawley RH10 7JE (01293) 886521 office@brookinfant.school www.brookinfant.school 2254	Community 4-7 NO SIF	179	60	70	60	See Appendix 1 North	See Appendix 1 North
Crawley Desmond Anderson Primary Academy Mrs M Powys Anderson Road Tilgate Crawley RH10 5EA (01293) 525596 office@desmondandersonprimaryacademy.org.uk www.desmondandersonprimaryacademy.org.uk 2244	Academy 4-11 NO SIF	397	60	67	60	See Appendix 1 North	See Appendix 1 North

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Crawley Forge Wood Primary School Mrs K Holman Somerley Drive Crawley RH10 3SW (01293) 850651 info@forgewoodsschool.org www.forgewoodsschool.org 2021	Academy 4-11 YES SIF	390	60	105	60	See Appendix 1 North	See Appendix 1 North
Crawley Gatwick School (The) Mr D Marillat 23 Gatwick Road Crawley RH10 9TP (01293) 538779 info@thegatwickschool.org.uk www.thegatwickschool.org.uk 4011	Free School 4-16 YES SIF	328	60	23	27	See Appendix 1 North	See Appendix 1 North
Crawley Gossops Green Primary Mrs S Dunne Kidborough Road Gossops Green Crawley RH11 8HW (01293) 525449 office@gossopsgreen.org.uk www.gossopsgreen.org.uk 3361	Academy 4-11 NO SIF	586	90	76	76	See Appendix 1 North	See Appendix 1 North
Crawley Hilltop Primary Mr R Farndon and Ms A McNiven (Co-Heads) Ditchling Hill Southgate Crawley RH11 8QL (01293) 534314 office@hilltop-tkat.org www.hilltop-tkat.org 3363	Academy 4-11 NO SIF	601	90	80	84	See Appendix 1 North	See Appendix 1 North

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Crawley Langley Green Primary Mrs A Wallis Stagelands Langley Green Crawley RH11 7PF (01293) 525675 office@lqprimary.org.uk www.langleygreenprimary.co.uk 3358	Community 4-11 NO SIF	412	60	64	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 27 Criteria 5 – 26 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 5	Criteria: 8 Distance: 1358.6
Crawley Maidenbower Infant Mrs L Roberts Harvest Road Maidenbower Crawley RH10 7RA (01293) 886324 office@maidenbowerinfant.w-sussex.sch.uk www.maidenbowerinfantschool.org.uk 2240	Community 4-7 NO SIF	260	90	87	87	See Appendix 1 North	See Appendix 1 North
Crawley Mill Primary Academy (The) Mrs S Gosden Ifield Drive Ifield Crawley RH11 0EL (01293) 571893 office@themill-tkat.org www.millprimary.w-sussex.sch.uk 2020	Academy 4-11 NO SIF	555	90	68	69	See Appendix 1 North	See Appendix 1 North

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Crawley Milton Mount Primary Mrs A Holmes Grattons Drive Pound Hill Crawley RH10 3AG (01293) 537158 office@miltonmount.co.uk www.miltonmount.co.uk 2176	Academy 4-11 YES SIF	626	90	98	90	See Appendix 1 North	See Appendix 1 North
Crawley Northgate Primary Mrs A Harrison Green Lane Northgate Crawley RH10 8DX (01293) 526737 office@northgate.w-sussex.sch.uk www.northgate.w-sussex.sch.uk 3364	Community 4-11 NO SIF	614	90	64	66	All applicants who requested this school were offered a place, including any who applied late and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A
Crawley Oaks Primary (The) Mr G Mainwaring Loppets Road Tilgate Crawley RH10 5DP (01293) 527473 office@oaks-tkat.org www.oaks-tkat.org 2250	Academy 4-11 NO SIF	401	60	69	60	See Appendix 1 North	See Appendix 1 North

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Crawley Our Lady Queen of Heaven Catholic Primary Mr T Melia Hare Lane Langley Green Crawley RH11 7PZ (01293) 526057 info@olqoh.com www.olqoh.com 3338	Church Voluntary Aided 4-11 YES SIF	420	60	93	60	See Appendix 1 North	See Appendix 1 North
Crawley Pound Hill Infant Academy Mr T Jordan Crawley Lane Pound Hill Crawley RH10 7EB (01293) 873975 office@phiacademy.org.uk www.poundhillinfantacademy.org.uk 2150	Academy 4-7 YES SIF	271	90	97	90	See Appendix 1 North	See Appendix 1 North
Crawley Seymour Primary Ms C Collins & Ms E Eardley (Co-Heads) Seymour Road Broadfield Crawley RH11 9ES (01293) 533198 office@seymour-tkat.org www.seymour-tkat.org 2139	Academy 4-11 NO SIF	483	60	54	60	See Appendix 1 North	See Appendix 1 North

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Crawley Southgate Primary Miss C Taylor Barrington Road Southgate Crawley RH10 6DG (01293) 525966 office@southgateprimary.co.uk www.southgateprimary.co.uk 2047	Academy 4-11 YES SIF	311	30	31	30	See Appendix 1 North	See Appendix 1 North
Crawley St Andrew's CE Primary Mrs J Wise Weald Drive Furnace Green Crawley RH10 6NU (01293) 529006 office@stap.school www.st-andrews-school.co.uk 3341	Church Voluntary Aided 4-11 YES SIF	208	30	31	30	See Appendix 1 North	See Appendix 1 North
Crawley St Francis of Assisi Catholic Primary Mrs S Winton Southgate Drive Southgate Crawley RH10 6HD (01293) 521009 office@stfrancisassisi.org.uk 3340	Church Voluntary Aided 4-11 YES SIF	422	60	77	60	See Appendix 1 North	See Appendix 1 North

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Crawley St Margaret's CE Primary Mrs J Hine The Mardens Ifield Crawley RH11 0AQ (01293) 521077 office@st-margaretsifield.w-sussex.sch.uk www.st-margaretsifield.w-sussex.sch.uk 3335	Church Voluntary Aided 4-11 YES SIF	420	60	56	56	See Appendix 1 North	See Appendix 1 North
Crawley Three Bridges Primary Mrs T Emberson Gales Place Three Bridges Crawley RH10 1QG (01293) 524076 Lower Site: office@tbps.org.uk www.threebridgesprimary.school.co.uk 2153	Community 4-11 NO SIF	623	90	81	83	All applicants who requested this school were offered a place, including any who applied late and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available	N/A
Crawley Waterfield Primary Dr H Hope Waterfield Gardens Bewbush RH11 8RA (01293) 548014 office@waterfield.org.uk www.waterfieldprimary.org.uk 2230	Academy 4-11 NO SIF	355	60	44	46	See Appendix 1 North	See Appendix 1 North

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Crawley West Green Primary Mrs S Chapman (Acting) West Green Drive West Green Crawley RH11 7EL (01293) 526679 admin@westgreenprimary.com www.westgreenprimary.com 2018	Community 4-11 NO SIF	206	30	44	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 11 Criteria 5 – 19 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 547.97
Crawley Down Village CE Primary Mr O Burcombe Hophurst Drive Crawley Down Crawley RH10 4XA (01342) 713292 office@crawleydownschool.com www.crawleydownschool.com 3366	Voluntary Controlled 4-11 NO SIF	403	60	46	46	All applicants who requested this school were offered a place.	N/A
Cuckfield Holy Trinity CE (Aided) Primary Mrs A MacGregor Glebe Road Cuckfield Haywards Heath RH17 5BQ (01444) 454295 office@htprimary.co.uk www.holytrinity-cuckfield.w-sussex.sch.uk 3350	Church Voluntary Aided 4-11 YES SIF	417	60	54	60	See Appendix 1 North	See Appendix 1 North

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East Grinstead Ashurst Wood Primary Mrs L Hobby School Lane Ashurst Wood East Grinstead RH19 3QW (01342) 822584 office@ashurstwoodprimary.co.uk www.ashurstwoodprimary.co.uk 2200	Community 4-11 NO SIF	130	20	25	20	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 7 Criteria 5 – 9 Criteria 6 – 4 Criteria 7 – 0 Criteria 8 – 0	Criteria: 6 Distance: 14081.51
East Grinstead Baldwins Hill Primary Miss J Dabell Lowdells Lane East Grinstead RH19 2AP (01342) 321572 officebh@partnersinlearning.co.uk www.baldwinshillprimaryschool.co.uk 2247	Academy 4-11 NO SIF	175	30	20	22	See Appendix 1 North	See Appendix 1 North
East Grinstead Blackwell Primary Mrs S Martin Blackwell Farm Road East Grinstead RH19 3JL (01342) 323906 officebl@partnersinlearning.co.uk www.blackwellprimaryschool.co.uk 2057	Academy 4-11 NO SIF	328	60	29	32	See Appendix 1 North	See Appendix 1 North
East Grinstead Estcots Primary Mrs R Brock Bourg de Peage Avenue East Grinstead RH19 3TY (01342) 327473 office@estcots.co.uk www.estcots.co.uk 2220	Community 4-11 NO SIF	419	60	70	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 20 Criteria 5 – 25 Criteria 6 – 9 Criteria 7 – 0 Criteria 8 – 6	Criteria: 8 Distance: 1121.98

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East Grinstead Halsford Park Primary Mrs C Spencer Manor Road East Grinstead RH19 1LR (01342) 324643 officehp@partnersinlearning.co.uk www.halsfordparkprimaryschool.co.uk 2210	Academy 4-11 NO SIF	419	60	64	60	See Appendix 1 North	See Appendix 1 North
East Grinstead Meads Primary (The) Miss N Essex Mill Way East Grinstead RH19 4DD (01342) 322905 office@meads.w-sussex.sch.uk www.meads.w-sussex.sch.uk 2242	Community 4-11 NO SIF	299	45	38	38	All applicants who requested this school were offered a place.	N/A
East Grinstead St Mary's CE Primary Miss R Thorne Windmill Lane East Grinstead RH19 2DS (01342) 323858 office@stmaryseq.co.uk www.stmaryseq.co.uk 3351	Church Voluntary Aided 4-11 YES SIF	204	30	33	30	See Appendix 1 North	See Appendix 1 North
East Grinstead St Peter's Catholic Primary Mrs M J Claffey Chapmans Lane East Grinstead RH19 1JB (01342) 321985 office@stpeterseq.co.uk www.stpeterseastgrinstead.co.uk 3356	Church Voluntary Aided 4-11 YES SIF	202	30	27	29	See Appendix 1 North	See Appendix 1 North

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Handcross Primary Mrs S Bondonno London Road Handcross Haywards Heath RH17 6HB (01444 400291) office@handcross.w-sussex.sch.uk www.handcross.w-sussex.sch.uk 2205	Community 4-11 NO SIF	207	30	66	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 10 Criteria 5 – 20 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 1113.68
Hassocks Infant Mr A Bates-Holland Chancellors Park Hassocks BN6 8EY (01273) 842549 Office@hassocks.w-sussex.sch.uk www.hassocks.w-sussex.sch.uk 2206	Community 4-7 NO SIF	270	90	96	90	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 37 Criteria 5 – 52 Criteria 6 – 1 Criteria 7 – 0 Criteria 8 – 0	Criteria: 6 Distance: 2299.24
Haywards Heath Bolnore Village Primary Mrs T Taylor Updown Hill Bolnore Village Haywards Heath RH16 4GD (01444) 456715 office@bolnoreschool.co.uk www.bolnrevillageprimary.org.uk 3372	Foundation 4-11 NO SIF	420	60	93	60	See Appendix 1 North	See Appendix 1 North
Haywards Heath Harlands Primary Mr D McKeown-Webster Penland Road Haywards Heath RH16 1PJ (01444) 450782 office@harlandsedtrust.org.uk www.harlandsprimaryschool.org 2212	Academy 4-11 NO SIF	451	60	78	89	See Appendix 1 North	See Appendix 1 North

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Haywards Heath Northlands Wood Primary Academy Mr M Sears Beech Hill Haywards Heath West Sussex RH16 3RX (01444) 455653 office@northlandswood.co.uk www.northlandswood.co.uk 2223	Academy 4-11 NO SIF	420	60	95	60	See Appendix 1 North	See Appendix 1 North
Haywards Heath St Joseph's Catholic Primary Mrs C Walker Hazelgrove Road Haywards Heath RH16 3PQ (01444) 452584 office@stjosephshh.org.uk www.stjosephshh.org.uk 3355	Academy 4-11 YES SIF	420	60	78	60	See Appendix 1 North	See Appendix 1 North
Haywards Heath St Wilfrid's CE Primary Mr S Hateley Eastern Road Haywards Heath RH16 3NL (01444) 413707 office@stwilfrids-hh.school www.stwilfrids-hh.school 3352	Academy 4-11 YES SIF	404	60	72	60	See Appendix 1 North	See Appendix 1 North
Haywards Heath Warden Park Primary Academy Mrs E Brodie New England Road Haywards Heath RH16 3JR (01444) 451264 office@wardenparkprimary.co.uk www.wardenparkprimary.co.uk 2001	Academy 4-11 NO SIF	416	60	73	60	See Appendix 1 North	See Appendix 1 North

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Horsham All Saints CE Primary Mrs A Andrews Tylden Way Horsham RH12 5JB (01403) 270460 admin@allsaintshorsham.school www.allsaints.w-sussex.sch.uk 2259	Church Voluntary Aided 4-11 YES SIF	201	30	18	18	See Appendix 1 North	See Appendix 1 North
Horsham Arunside Primary Mrs D Jagger Blackbridge Lane Horsham RH12 1RR (01403) 263919 admin@arunside.school https://arunside.school 2124	Community 4-11 NO SIF	411	60	86	61 (the last child offered was a twin)	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 24 Criteria 5 – 35 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 1086.81
Horsham Bohunt School Horsham Ms G Ayling Bailey Road Horsham RH12 6AP (01403) 627430 enquiries@bohunthorsham.com www.bohunthorsham.com 4014	Academy (Free school) 4-11 No SIF	Primary phase opening in 2024	30	Primary phase opening in 2024		See Appendix 1 North	See Appendix 1 North
Horsham Heron Way Primary Mr J Crump Heron Way Horsham RH13 6DJ (01403) 261944 office@heronway.org.uk www.heronway.w-sussex.sch.uk 2133	Community 4-11 NO SIF	417	60	86	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 24 Criteria 5 – 27 Criteria 6 – 9 Criteria 7 – 0 Criteria 8 – 0	Criteria: 6 Distance: 4391.57

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Horsham Holbrook Primary Mr I Holmes Holbrook School Lane Horsham RH12 5PP (01403) 272500 office@holbrookprimaryschool.com www.holbrookschool.co.uk 2243	Community 4-11 NO SIF	413	60	58	58	All applicants who requested this school were offered a place, including those who applied late	N/A
Horsham Kilnwood Vale Primary School Miss J Newton Calvert Link Faygate Horsham RH12 0BZ (01403) 288263 info@kilnwoodvaleschool.org www.kilnwoodvaleschool.org 2056	Free School 4-11 YES SIF	223	60	75	60	See Appendix 1 North	See Appendix 1 North
Horsham Kingslea Primary Mr A Conway Kings Road Horsham RH13 5PS (01403) 254282 office@kingslea.org.uk www.kingslea.w-sussex.sch.uk 3365	Community 4-11 NO SIF	428	60	106	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 16 Criteria 5 – 44 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 1102.47
Horsham Leechpool Primary Mrs N Davenport Leechpool Lane Horsham RH13 6AG (01403) 210233 office@leechpool.w-sussex.sch.uk www.leechpoolprimaryschool.co.uk 2182	Community 4-11 NO SIF	419	60	66	60	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 11 Criteria 5 – 16 Criteria 6 – 5 Criteria 7 – 0 Criteria 8 – 26	Criteria: 8 Distance: 4087.62

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
Horsham Littlehaven Infant Miss S Cox Hawkesbourne Road Horsham RH12 4EH (01403) 260608 Office@littlehaveninfant.school www.littlehaven.w-sussex.sch.uk 2037	Community 4-7 NO SIF	96	30	25	28	All applicants who requested this school were offered a place and those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available	N/A
Horsham North Heath Community Primary Mr M J Gildea Erica Way Horsham RH12 5XL (01403) 254790 office@northheathprimary.co.uk www.northheathprimary.co.uk 2225	Community 4-11 NO SIF	401	60	46	46	All applicants who requested this school were offered a place	N/A
Horsham St John's Catholic Primary Mrs F Farr Blackbridge Lane Horsham RH12 1RR (01403) 265447 office@stjohnshorsham.school www.stjohnshorsham.school 3331	Church Voluntary Aided 4-11 YES SIF	210	30	28	28	See Appendix 1 North	See Appendix 1 North
Horsham St Mary's CE Primary Mrs E McLaughlin Normandy Horsham RH12 1JL (01403) 265999 office@stmarysschoolhorsham.co.uk www.stmarysschoolhorsham.co.uk 3315	Church Voluntary Aided 4-11 YES SIF	204	30	27	27	See Appendix 1 North	See Appendix 1 North

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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
Horsham St Robert Southwell Catholic Primary Mrs U Hargrave Lambs Farm Road Horsham RH12 4LP (01403) 252357 office@strobertsouthwell.co.uk www.strobertsouthwellhorsham.co.uk 3349	Church Voluntary Aided 4-11 YES SIF	208	30	25	26	See Appendix 1 North	See Appendix 1 North
Horsham Trafalgar Community Infant Miss F Hickie Victory Road Horsham RH12 2JF (01403) 254925 office@trafalgarinfant.com www.trafalgar.eschools.co.uk 2035	Community 4-7 NO SIF	238	90	69	70	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A
Horsted Keynes St Giles CE Primary Exec Head Mr J Savage Head of School Mrs A Coulson Church Lane Horsted Keynes Haywards Heath RH17 7AY (01825) 790240 office@stgilesprimary.co.uk www.st-giles.w-sussex.sch.uk 3353	Church Voluntary Aided 4-11 YES SIF	119	20	21	20	See Appendix 1 North	See Appendix 1 North
Hurstpierpoint St Lawrence CE Primary Mrs M Brand Trinity Road Hurstpierpoint BN6 9UY (01273) 833229 office@stlawrencehurst.co.uk www.stlawrencehurst.co.uk 3354	Academy 4-11 YES SIF	594	90	68	68	See Appendix 1 North	See Appendix 1 North

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
Lindfield Blackthorns Primary Academy Mr M Still 3 Blackthorns Close Lindfield Haywards Heath RH16 2UA (01444) 454866 office@blackthornsprimaryacademy.org.uk www.blackthornsprimaryacademy.org.uk 2221	Academy 4-11 YES SIF	213	30	56	30	See Appendix 1 North	See Appendix 1 North
Lindfield Lindfield Primary Academy Mr M Still School Lan Lindfield Haywards Heath RH16 2DX (01444) 482524 office@lindfieldprimaryacademy.org.uk www.lindfieldprimaryacademy.org.uk 2257	Academy 4-11 YES SIF	654	90	148	90	See Appendix 1 North	See Appendix 1 North
Lower Beeding Holy Trinity CE Primary Mrs T Bishop Church Close Lower Beeding Horsham RH13 6NS (01403) 891263 office@htlb.school www.htlb.school 3022	Voluntary Controlled 4-11 NO SIF	92	13	19	13	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 6 Criteria 5 – 7 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria: 5 Distance: 2805.05

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Loxwood Primary Miss F Dowley Nicholsfield Loxwood Billingshurst RH14 0SR (01403) 752207 office@loxwoodschool.com www.loxwoodschool.com 2046	Community 4-11 NO SIF	196	30	26	27	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A
Nuthurst St Andrew's CE Primary Mr N Golbey Nuthurst Street Nuthurst Horsham RH13 6LH (01403) 891286 office@standrewsnuthurst.co.uk www.st-andrews-horsham.w-sussex.sch.uk 3317	Church Voluntary Aided 4-11 YES SIF	150	20	29	25	See Appendix 1 North	See Appendix 1 North
Pease Pottage Woodgate Primary Mrs M West 41 Bellevue Farm Road Pease Pottage RH11 9GT (01444) 461329 office@woodgateprimary.school www.woodgateprimary.school 2209	Academy 4-11 NO SIF	110	15	30	15	See Appendix 1 North	See Appendix 1 North
Plaistow & Kirdford Primary Mr C King Loxwood Road Plaistow Billingshurst RH14 0PX (01403) 871275 office@plaistowkirdford.com www.plaistowandkirdford.org 2050	Community 4-11 NO SIF	210	30	43	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 14 Criteria 5 – 14 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 0	Criteria: 6 Distance: 5599.35

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Pulborough St Mary's CE Aided Primary Mrs S Copus Link Lane Pulborough RH20 2AN (01798) 872007 office@stmarysprimarypulborough.co.uk www.st-marys-pulborough.w-sussex.sch.uk 3342	Church Voluntary Aided 4-11 YES SIF	306	60	34	34	See Appendix 1 North	See Appendix 1 North
Rudgwick Primary Mr T Ryan Tates Way Rudgwick Horsham RH12 3HW (01403) 822151 office@rudgwick.w-sussex.sch.uk www.rudgwick.w-sussex.sch.uk 2051	Community 4-11 NO SIF	210	30	40	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 13 Criteria 5 – 12 Criteria 6 – 3 Criteria 7 – 0 Criteria 8 – 2	Criteria: 8 Distance: 4720.13
Rusper Primary Mr N Avey Horsham Road Rusper Horsham RH12 4PR (01293) 871272 office@rusper.w-sussex.sch.uk www.rusperprimary.eschools.co.uk 2052	Community 4-11 NO SIF	102	15	21	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 4 Criteria 5 – 9 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 0	Criteria: 6 Distance: 3671.53
Scaynes Hill St Augustine's CE Primary Mrs C Tilney Vicarage Lane Scaynes Hill Haywards Heath RH17 7PB (01444) 831371 office@st-augustines.school www.st-augustines.w-sussex.sch.uk 3055	Voluntary Controlled 4-11 NO SIF	92	15	10	15	All applicants who requested this school were offered a place, including those whose preferences for other schools couldn't be offered where this was either their catchment school or nearest with a place available.	N/A

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Shipley CE Primary Mrs J Harvey School Lane Shipley Horsham RH13 8PL (01403) 741298 office@shipley.w-sussex.sch.uk www.shipleyceprimary.com 3028	Voluntary Controlled 4-11 NO SIF	88	15	17	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 1 Criteria 5 – 1 Criteria 6 – 6 Criteria 7 – 0 Criteria 8 – 7	Criteria: 8 Distance: 6388.76
Slinfold CE Primary Mr I Campbell The Street Slinfold Horsham RH13 0RR (01403) 790253 office@slinfold.w-sussex.sch.uk www.slinfold.w-sussex.sch.uk 3031	Voluntary Controlled 4-11 NO SIF	133	20	19	19	All applicants who requested this school were offered a place	N/A
Southwater Castlewood Primary Acting: Mrs K Anstee-Brown Castlewood Road Southwater Horsham RH13 9US (01403) 734822 office@castlewoodprimary.co.uk www.castlewood.w-sussex.sch.uk 2249	Community 4-11 NO SIF	201	30	38	30	See Appendix 1 North	See Appendix 1 North
Southwater Infant Academy (The) Mrs C Cavallo Worthing Road Southwater Horsham RH13 9JH (01403) 733254 office@southwaterinfants.co.uk www.southwaterinfantacademy.co.uk 2136	Academy 4-7 NO SIF	278	120	81	82	See Appendix 1 North	See Appendix 1 North

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Staplefield St Mark's CE Primary Ms L Kelsey Brantridge Lane Staplefield Haywards Heath RH17 6EN (01444) 400398 office@st-marks.w-sussex.sch.uk www.st-marks.w-sussex.sch.uk 3061	Voluntary Controlled 4-11 NO SIF	106	15	10	10	All applicants who requested this school were offered a place.	N/A
Turners Hill CE Primary Mr B Turney Church Road Turners Hill Crawley RH10 4PA (01342) 715412 office@turnershillschool.org.uk www.turnershillschool.org.uk 3056	Voluntary Controlled 4-11 NO SIF	141	20	25	20	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 3 Criteria 5 – 9 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 6	Criteria: 8 Distance: 2853.02
Twineham CE Primary Mrs S Davy Church Lane Twineham Haywards Heath RH17 5NR (01444) 881207 office@twineham.w-sussex.sch.uk www.twineham.w-sussex.sch.uk 3057	Voluntary Controlled 4-11 NO SIF	74	15	16	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 0 Criteria 5 – 0 Criteria 6 – 3 Criteria 7 – 0 Criteria 8 – 12	Criteria: 8 Distance: 14679.74
Warnham CE Primary Mrs S Kirby Freeman Road Warnham Horsham RH12 3RQ (01403) 265230 office@warnhamprimary.co.uk www.warnhamschool.org.uk 3037	Voluntary Controlled 4-11 NO SIF	208	30	38	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 2 Criteria 5 – 6 Criteria 6 – 11 Criteria 7 – 0 Criteria 8 – 11	Criteria: 8 Distance: 2734.86

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West Hoathly CE Primary Mrs A Fox (Acting Head) North Lane West Hoathly East Grinstead RH19 4QG (01342) 810302 office@westhoathlyschool.co.uk www.westhoathlyschool.co.uk 3058	Voluntary Controlled 4-11 NO SIF	120	20	16	16	All applicants who requested this school were offered a place.	N/A
Wisborough Green Primary Mrs C Bennett Newpound Lane Wisborough Green Billingshurst RH14 0EE (01403) 700280 office@wisboroughgreenschool.org.uk www.wisboroughgreenschool.org.uk 2073	Community 4-11 NO SIF	210	30	48	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 1 Criteria 3 – 0 Criteria 4 – 5 Criteria 5 – 6 Criteria 6 – 13 Criteria 7 – 0 Criteria 8 – 5	Criteria: 8 Distance: 3182.95

Linked Infant/Junior Schools in the Northern Area – 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, 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 School
Southwater, The Southwater Infant Academy	Southwater, Southwater Junior Academy

Contact List for all Primary 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 100 of this booklet
- North area schools are listed on pages 25-51

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Aldingbourne Primary Miss E Webster Westergate Street Westergate Chichester PO20 3QR (01243) 542913 office@aldingbourne.w-sussex.sch.uk www.aldingbourneprimaryschool.co.uk 2000	Community 4-11 No SIF	211	30	35	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 8 Criteria 5 – 15 Criteria 6 – 6 Criteria 7 – 0 Criteria 8 – 1	Criteria 8 1237.54m
Amberley CE Primary Mrs E Martin School Road Amberley BN18 9NB (01798) 831612 office@amberleyschool.com www.amberleyschool.com 3000	Voluntary Controlled 4-11 No SIF	58	10	8	8	All on time applicants who requested this school were offered a place.	N/A
Angmering St Margaret's CE Primary Mr M Jee Arundel Road Angmering BN16 4LP (01903) 785416 school@stmargaretsprimary.org.uk www.stmargaretsprimary.org.uk 3300	Voluntary Aided 4-11 No SIF	385	60	48	48	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South

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Angmering St Wilfrid's Catholic Primary Miss N Carless Arundel Road Angmering BN16 4JR (01903) 782188 admin@stwilfridsang.co.uk www.stwilfridsangmering.co.uk 3327	Voluntary Aided 4-11 Yes SIF	164	30	20	20	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Arundel CE Primary Mr A Simpson Jarvis Road Arundel BN18 9HT (01903) 883149 reception@arundel.w-sussex.sch.uk www.arundelchurchofenglandschool.org.uk 3301	Voluntary Aided 4-11 Yes SIF	207	30	29	29	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Arundel St Philip's Catholic Primary Mrs L Horne London Road Arundel BN18 9BA (01903) 882115 office@st-philips.w-sussex.sch.uk www.stphilipsarundel.org.uk 3328	Voluntary Aided 4-11 Yes SIF	200	30	31	30	See Appendix 1 South	See Appendix 1 South
Ashington CE Primary Mrs P Fairweather Foster Lane Ashington Pulborough RH20 3PG (01903) 892365 office@ashington.w-sussex.sch.uk www.ashington.w-sussex.sch.uk 3001	Voluntary Controlled 4-11 No SIF	200	30	28	28	All on time applicants who requested this school were offered a place.	N/A

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Ashurst CE Primary Mrs Sarah Smith School Lane Ashurst Steyning BN44 3AY (01403) 710426 office@ashurstcofe-pri.w-sussex.sch.uk www.ashurstcofe-pri.w-sussex.sch.uk 3302	Voluntary Aided 4-11 Yes SIF	42	8	6	6	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Barnham Primary Mr J Everett Elm Grove Barnham PO22 0HW (01243) 552197 office@barnhamprimaryschool.co.uk www.barnhamprimaryschool.co.uk 2138	Academy 4-11 No SIF	298	45	38	38	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Birdham CE Primary Mr M McCadden Crooked Lane Birdham Chichester PO20 7HB (01243) 512399 office@birdhamprimary.co.uk www.birdhamprimary.co.uk 3002	Voluntary Controlled 4-11 No SIF	122	21	12	12	All on time applicants who requested this school were offered a place.	N/A
Bognor Regis Bartons Primary School Mrs K Powell Lethaby Road Bognor Regis PO21 5EJ (01243) 8056 office@bartonsprimary.school www.bartons.w-sussex.sch.uk 2186	Community 4-11 No SIF	205	30	49	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 11 Criteria 5 – 19 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria 5 370.95m

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Bognor Regis Bersted Green Primary Dr K Jarvis Laburnum Grove Bognor Regis PO22 9HT (01243) 822885 office@berstedgreen.school www.berstedgreenprimary.co.uk 2101	Community 4-11 No SIF	301	60	34	40	All applicants who requested this school were offered a place including any applicants that applied late.	N/A
Bognor Regis Edward Bryant Primary Mr Charles Beckerson London Road Bognor Regis PO21 1BG (01243) 822454 office@edwardbryant.academy www.edwardbryantschool.co.uk 2007	Academy 4-11 No SIF	630	90	90	90	See Appendix 1 South	See Appendix 1 South
Bognor Regis Nyewood CE Infant Miss A Wells Brent Road Bognor Regis PO21 5NW (01243) 823283 office@nyewoodinf.co.uk www.nyewoodinf.co.uk 3348	Voluntary Aided 4-7 Yes SIF	220	90	67	70	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Bognor Regis Rose Green Infant Mrs S Dreckmann Hawkins Close Bognor Regis PO21 3LW (01243) 262318 office@rosegreeninfant.school www.rosegreeninfant.school 2199	Community 4-7 No SIF	265	90	90	90	See Appendix 1 South	See Appendix 1 South

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Bognor Regis South Bersted CE Primary Mr N Goodwin Church Lane Bognor Regis PO22 9PZ (01243) 821678 office@southbersted.co.uk www.southbersted.co.uk 3003	Voluntary Controlled 4-11 No SIF	205	30	38	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 7 Criteria 5 – 6 Criteria 6 – 8 Criteria 7 – 0 Criteria 8 – 9	Criteria 8 822.10m
Bognor Regis Southway Primary Mr M Wood South Way Bognor Regis PO21 5EZ (01243) 810200 office@southwayprimary.co.uk www.southwayprimary.co.uk 2016	Academy 3-11 No SIF	497	60	76	60	See Appendix 1 South	See Appendix 1 South
Bognor Regis St Mary's Catholic Primary Mr P Edgington Glamis Street Bognor Regis PO21 1DJ (01243) 822287 office@stmarysbognor.co.uk www.st-marys-bognor.co.uk 3329	Voluntary Aided 4-11 Yes SIF	302	45	29	29	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Bosham Primary Acting head – Mark Richmond Walton Lane Bosham Chichester PO18 8QF (01243) 572375 office@boshamprimary.co.uk www.boshamprimary.co.uk 2009	Community 4-11 No SIF	205	30	26	27	All applicants who requested this school were offered a place including any applicants that applied late.	N/A

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Boxgrove CE Primary Mrs J Dommett The Street Boxgrove Chichester PO18 0EE (01243) 773309 office@boxgrove.w-sussex.sch.uk www.boxgrove.w-sussex.sch.uk 3004	Voluntary Controlled 4-11 No SIF	71	10	13	10	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 3 Criteria 5 – 2 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 2	Criteria 8 1143.02m
Bury CE Primary Mr T Moore Westburton Lane Bury Pulborough RH20 1HB (01798) 831502 office@bury.school www.bury.w-sussex.sch.uk 3304	Voluntary Aided 4-11 Yes SIF	76	10	9	9	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Camelsdale Primary Mrs S Palmer School Road Haslemere Surrey GU27 3RN (01428) 642177 office@camelsdale.w-sussex.sch.uk www.camelsdale.w-sussex.sch.uk 2011	Community 4-11 No SIF	213	30	37	30	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 9 Criteria 5 – 5 Criteria 6 – 3 Criteria 7 – 0 Criteria 8 – 12	Criteria 8 1222.14m
Chichester Chichester Free School Mrs L New Hunston Road Chichester PO20 1NP (01243) 792690 admissions@chichesterfreeschool.org.uk www.chichesterfreeschool.org.uk 4006	Academy 4-16 No SIF	1050 (YR-Y11)	60	68	60	See Appendix 1 South	See Appendix 1 South

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Chichester Jessie Younghusband Primary Mr L Hanna Woodlands Lane Chichester PO19 5PA (01243) 782192 office@jys.org.uk www.jys.org.uk 2112	Community 4-11 No SIF	212	30	60	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 7 Criteria 5 – 14 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 9	Criteria 8 684.90m
Chichester Kingsham Primary Mr L Dallinger Hay Road Chichester PO19 8BN (01243) 784046 office@kingshamprimary.org.uk www.kingshamprimary.org.uk 2023	Academy 4-11 No SIF	296	30 (PAN reduced from 45)	27	38	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Chichester Parklands Community Primary Miss C Angeli Durnford Close Chichester PO19 3AG (01243) 788630 office@parklands.school www.parklands.w-sussex.sch.uk 2185	Community 4-11 No SIF	435	60	78	60	Children with an EHCP – 1 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 13 Criteria 5 – 14 Criteria 6 – 12 Criteria 7 – 0 Criteria 8 – 19	Criteria 8 1891.11m
Chichester Portfield Primary Academy Mr A Strong St James' Road Chichester PO19 7HA (01243) 783939 office@portfield-tkat.org www.portfield-tkat.org 2006	Academy 4-11 No SIF	245	45	58	45	See Appendix 1 South	See Appendix 1 South

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Chichester Rumboldswyke CE Primary Mrs L Harris Rumbolds Close Chichester PO19 7UA (01243) 782368 office@rumboldswyke.org.uk www.rumboldswyke.org.uk 2059	Academy 4-7 Yes SIF	98	18	27	18	See Appendix 1 South	See Appendix 1 South
Chichester St Joseph's Infant Mrs L Hardy Orchard Street Chichester PO19 1DG (01243) 782818 office@stjosephsinfant.school www.stjosephsinfant.school 2012	Academy 4-7 No SIF	115	45	18	33	See Appendix 1 South All on time applicants who requested this school were offered a place.	See Appendix 1 South
Chichester St Richard's Catholic Primary Joint Head of school - Laura Coulter & Sydney Bridges Executive Head – Peter Edgington Cawley Road Chichester PO19 1XB (01243) 784549 office@strichardsprimary.co.uk www.strichardsprimary.co.uk 3330	Voluntary Aided 4-11 Yes SIF	315	45	59	45	See Appendix 1 South	See Appendix 1 South
Chidham Parochial Primary Mrs K Thornton Chidham Lane Chidham PO18 8TH (01234) 572380 office@chidham.w-sussex.sch.uk www.chidhamschool.org.uk 3006	Voluntary Controlled 4-11 No SIF	198	30	18	20	All applicants who requested this school were offered a place.	N/A

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Clapham and Patching CofE Primary Mrs Justine Chubb The Street Clapham Worthing BN13 3UU (01903) 871214 office@claphamandpatching.co.uk www.claphamandpatching.co.uk 3007	Academy 4-11 Yes SIF	54	8	8	8	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Clymping - St Mary's CE Primary Mr J Murray Brookpit Lane Clymping Littlehampton BN17 5QU (01903) 714325 office@st-marysclymping.w-sussex.sch.uk www.stmarysclymping.org.uk 3308	Voluntary Aided 4-11 Yes SIF	93	15	11	11	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Coldwaltham St James' CE Primary Mrs Lizzie Martin Church Lane Coldwaltham Pulborough RH20 1LW (01798) 872196 office@coldwalthamschool.com www.st-james.coldwaltham.w-sussex.sch.uk 3009	Voluntary Controlled 4-11 No SIF	76	15	9	9	All applicants who requested this school were offered a place.	N/A
Compton and Up Marden CE Primary Mr D Bertwistle School Lane Compton Chichester PO18 9EZ (023 92) 631900 dbertwistle@dvsf.w-sussex.sch.uk https://dvsf.school/compton-upmarden 3010	Voluntary Controlled 4-11 No SIF	71	20	16	16	All applicants who requested this school were offered a place.	N/A

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Easebourne CE Primary Mr Trahern Wheelbarrow Castle Easebourne Midhurst GU29 9AG (01730) 813266 office@easebourne.w-sussex.sch.uk www.easebourne.w-sussex.sch.uk 3043	Voluntary Controlled 4-11 No SIF	230	30	32	30	Children with an EHCP -0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 14 Criteria 5 – 16 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria 5 5210.21m
Eastergate CE Primary Mrs C Ward Church Lane Eastergate Chichester PO20 3UT (01243) 542297 office@eastergate.w-sussex.sch.uk www.eastergateprimaryschool.uk 3014	Voluntary Controlled 4-11 No SIF	201	30	30	30	All applicants who requested this school were offered a place.	N/A
East Preston Infants Mrs C New Lashmar Road East Preston BN16 1EZ (01903) 773177 office@epinf.co.uk www.epinf.co.uk 2183	Community 4-7 No SIF	264	90	79	79	All applicants who requested this school were offered a place.	N/A
East Wittering Community Primary Mrs Justine Brooks Stocks Lane Chichester PO20 8NH (01243) 672208 / 672107 Office@eastwittsch.co.uk eastwitteringprimary.co.uk 2025	Community 4-11 No SIF	279	45	28	28	All applicants who requested this school were offered a place.	N/A

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Felpham Bishop Tufnell Primary School Mr N Sharp Pennyfields Felpham Bognor Regis PO22 6BN (01243) 584412 office@tufnell.org www.btjs-wsussex.secure-dbprimary.com/wsussex/primary/btjs3344	Voluntary Aided 4-11 Yes SIF	426	90	46	46	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Felpham Downview Primary Mrs Emma Purkis Wroxham Way Felpham Bognor Regis PO22 8ER (01243) 820511 office@downviewprimary.co.uk www.downviewprimary.co.uk2188	Academy 4-11 No SIF	622	90	83	83	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Fernhurst Primary Mrs J Thornton Haslemere Road Fernhurst Haslemere GU27 3EA (01428) 653144 office@fernhurst.w-sussex.sch.uk www.fernhurst.w-sussex.sch.uk2108	Academy 4-11 No SIF	149	30	30	30	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Ferring CE Primary Ms N Welsh Sea Lane Ferring Worthing BN12 5DU (01903) 243945 office@fering.w-sussex.sch.uk www.feringceschool.co.uk3016	Voluntary Controlled 4-11 No SIF	182	30	24	24	All applicants who requested this school were offered a place.	N/A

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Findon St John the Baptist CE Primary Mrs J Sharrock School Hill Findon Worthing BN14 0TR (01903) 873072 office@stjbps.co.uk www.stjbps.co.uk 3313	Voluntary Aided 4-11 Yes SIF	152	20	12	12	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Fishbourne CE Primary Mrs N Day Roman Way Fishbourne Chichester PO19 3QS (01243) 785974 office@fishbourneprimary.co.uk www.fishbourneprimary.co.uk 3017	Voluntary Controlled 4-11 No SIF	210	30	42	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 9 Criteria 5 – 21 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria 5 763.47m
Fittleworth CE Village School Mrs D Burnett School Lane Fittleworth Pulborough RH20 1JB (01798) 865419 head@fittleworth.school www.fittleworthschool.org.uk 3018	Voluntary Controlled 4-11 No SIF	131	20	20	20	All applicants who requested this school were offered a place.	N/A
Funtington Primary Katie Hoebee Heather Close West Ashling PO18 8DR (01243) 575675 office@funtingtonprimaryschool.co.uk www.funtington.w-sussex.sch.uk 2028	Community 4-11 No SIF	100	20	23	20	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 5 Criteria 5 – 4 Criteria 6 – 4 Criteria 7 – 0 Criteria 8 – 7	Criteria 8 5618.57m

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Graffham CE Infant School Mrs H Martin Graffham Petworth GU28 0NJ (01798) 867324 office@graffhaminfant.org.uk graffhamandduncton.w-sussex.sch.uk 2060	Voluntary Controlled 4-7 No SIF	59	20	20	20	All applicants who requested this school were offered a place.	N/A
Harting CE Primary Mr N Tidey Tipper Lane South Harting Petersfield GU31 5QT (01730) 825388 office@harting.w-sussex.sch.uk www.harting.w-sussex.sch.uk 3063	Voluntary Controlled 4-11 No SIF	102	20	15	25	All applicants who requested this school were offered a place.	N/A
Henfield St Peter's CE Primary School Mrs D Maurice Fabians Way Henfield BN5 9PU (01273) 492447 office@stpetershenfield.org.uk www.stpetershenfield.org.uk 3314	Voluntary Aided 4-11 Yes SIF	383	60	62	60	See appendix 1 South	See appendix 1 South
Hollycombe Primary Ms L Pearce Wardley Green Milland Liphook Hants GU30 7LY (01428) 741332 office@hollycombprimary.org.uk www.hollycombprimary.org.uk 2030	Community 4-11 No SIF	105	15	9	9	All applicants who requested this school were offered a place.	N/A

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Jolesfield CE Primary Ms Vicky Price Littleworth Lane Partridge Green RH13 8JJ (01403) 710546 office@jolesfieldschool.co.uk https://jolesfield-school.co.uk/3020	Voluntary Controlled 4-11 No SIF	141	30	22	22	All applicants who requested this school were offered a place.	N/A
Lancing North Lancing Primary Mrs E Brown Mill Road North Lancing BN15 0PT (01903) 752301 office@northlancing.co.uk www.northlancing.w-sussex.sch.uk 2042	Community 4-11 No SIF	410	60	83	60	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 11 Criteria 5 – 18 Criteria 6 – 17 Criteria 7 – 0 Criteria 8 – 12	Criteria 8 663.50m
Lancing Seaside Primary Mr L Murley Freshbrook Road Lancing BN15 8DL (01903) 876300 office@seaside.w-sussex.sch.uk www.seaside.w-sussex.sch.uk 3367	Academy 4-11 No SIF	613	90	112	90	See appendix 1 South	See appendix 1 South
Lancing The Globe Primary Mrs Y Kidd Irene Avenue Lancing BN15 9NZ (01903) 854970 office@the_globeprimary.co.uk www.theglobeprimary.co.uk 2026	Academy 4-11 No SIF	459	60 (PAN reduced from 90)	60	67	See appendix 1 South All applicants who requested this school were offered a place.	See appendix 1 South

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Lavant CE Primary Mr A King West Stoke Road Lavant Chichester PO18 0BW (01243) 527382 office@lavant.w-sussex.sch.uk www.lavant.w-sussex.sch.uk 3021	Voluntary Controlled 4-11 No SIF	112	15	30	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 6 Criteria 5 – 9 Criteria 6 – 0 Criteria 7 – 0 Criteria 8 – 0	Criteria 5 711.07m
Littlehampton Lyminster Primary Mr S McGinley Wick Street Littlehampton BN17 7JZ (01903) 713642 office@lyminster.w-sussex.sch.uk www.lyminster.w-sussex.sch.uk 2198	Community 4-11 No SIF	203	30	24	24	All applicants who requested this school were offered a place.	N/A
Littlehampton River Beach Primary Mr D Ayers York Road Littlehampton BN17 6EW (01903) 725500 office@riverbeach.w-sussex.sch.uk www.riverbeach.w-sussex.sch.uk 3374	Academy 3-11 No SIF	655	90	100	90	See Appendix 1 South	See Appendix 1 South
Littlehampton St Catherine's Catholic Primary Mr D Croghan Highdown Drive Littlehampton BN17 6HL (01903) 716039 office@st-catherines.w-sussex.sch.uk www.st-catherines.w-sussex.sch.uk 3332	Voluntary Aided 4-11 Yes SIF	203	30	30	30	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South

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Littlehampton White Meadows Primary Mrs Rebecca Misselbrook Whitelea Road Littlehampton BN17 7JL (01903) 731774 office@whitemeadowsacademy.org www.whitemeadows.w-sussex.sch.uk 3375	Academy 4-11 No SIF	549	90	75	76	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Midhurst CE Primary Mr Mark Jefferson Ashfield Road Midhurst GU29 9JX (01730) 813526 office@midhurstprimary.co.uk www.midhurst-primary-school.co.uk 3023	Voluntary Controlled 4-11 No SIF	196	30	25	25	All applicants who requested this school were offered a place.	N/A
Northchapel Community Primary Ms D Coggin Pipers Lane Northchapel Petworth GU28 9JA (01428) 707352 office@northchapelprimary.co.uk www.northchapel.w-sussex.sch.uk 2048	Community 4-11 No SIF	53	15	14	14	All applicants who requested this school were offered a place.	N/A
North Mundham Primary Mrs Zoe Gordon School Lane North Mundham Chichester PO20 1LA (01243) 785502 office@northmundham.w-sussex.sch.uk www.northmundham.w-sussex.sch.uk 2049	Community 4-11 No SIF	214	30	49	30	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 9 Criteria 5 – 12 Criteria 6 – 6 Criteria 7 – 0 Criteria 8 – 1	Criteria 8 1937.21m

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Petworth CE Primary Mr J Galvin South Grove Petworth GU28 0EE (01798) 342369 office@petworth.w-sussex.sch.uk www.petworth.w-sussex.sch.uk 3026	Voluntary Controlled 4-11 No SIF	160	30	26	26	All applicants who requested this school were offered a place	N/A
Rake CE Primary Mr D Bertwistle London Road Rake Liss Hants GU33 7JH (01730) 892126 office@rake.w-sussex.sch.uk www.rake.w-sussex.sch.uk 3024	Voluntary Controlled 4-11 No SIF	98	15	15	15	All applicants who requested this school were offered a place	N/A
Rogate CE Primary Mr D Bertwistle School Lane Rogate Petersfield Hants GU31 5HH (01730) 821329 office@rogate.w-sussex.sch.uk www.rogate.w-sussex.sch.uk 3027	Voluntary Controlled 4-11 No SIF	75	15	11	11	All applicants who requested this school were offered a place.	N/A
Rustington Community Primary Ms M Smailes North Lane Rustington Littlehampton BN16 3PW (01903) 785271 office@rustington.academy www.rustington.academy 2053	Academy 4-11 No SIF	597	90	76	76	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South

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Rustington Georgian Gardens Community Primary Miss A Bowers Guildford Road Rustington BN16 3JJ (01903) 771555 office@georgiangardens.w-sussex.sch.uk www.georgiangardens.w-sussex.sch.uk 2237	Community 4-11 No SIF	403	60	58	58	All applicants who requested this school were offered a place.	N/A
Rustington Summerlea Community Primary Mrs H Morris Windsor Drive Rustington BN16 3SW (01903) 856783 office@summerleaschool.co.uk www.summerlea.w-sussex.sch.uk 2252	Community 4-11 No SIF	440	60	41	41	All applicants who requested this school were offered a place.	N/A
Selsey Medmerry Primary Mr D Lott High Street Selsey Chichester PO20 0QJ (01243) 602738 office@medmerryschool.co.uk www.medmerryschool.co.uk 2194	Academy 4-11 No SIF	210	30	37	30	See Appendix 1 South	See Appendix 1 South
Selsey Seal Primary Academy Miss M Strachan East Street Selsey PO20 0BN (01243) 602746 office@seal-tkat.org www.seal-tkat.org 2005	Academy 4-11 No SIF	297	60	29	31	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South

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Shoreham Buckingham Park Primary Mrs K Brown Buckingham Road Shoreham-By-Sea BN43 5UD (01273) 453515 office@buckinghampark.co.uk www.buckinghamparkschool.co.uk 3370	Community 4-11 No SIF	545	90	61	61	All applicants who requested this school were offered a place.	N/A
Shoreham/Southwick Eastbrook Primary Mr Matt Clark Manor Hall Road Southwick BN42 4NF (01273) 874050 office@eastbrook-academy www.eastbrook.w-sussex.sch.uk 2019	Academy 4-11 No SIF	411	60	56	57	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Shoreham/Southwick Glebe Primary Mrs K Crutchfield Church Lane Southwick Brighton BN42 4GB (01273) 592163 office@glebeprimary.co.uk www.glebeprimary.co.uk 2172	Community 4-11 No SIF	505	90	52	52	All applicants who requested this school were offered a place.	N/A
Shoreham/Southwick Holmbush Primary Ms S Stickley Hawkins Crescent Shoreham-by-Sea BN43 6TN (01273) 592471 office@holmbushprimaryacademy.org.uk www.holmbushprimaryacademy.org.uk 2166	Academy 4-11 No SIF (SIF for category 3 only – staff)	199	30	33	30	See Appendix 1 South	See Appendix 1 South

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Shoreham Shoreham Beach Primary Mr D Vallier Shingle Road Shoreham-by-Sea BN43 5RH (01273) 462688 office@sbprimary.co.uk www.shorehambeachprimary.com 2131	Community 4-11 No SIF	206	30	38	30	See Appendix 1 South	See Appendix 1 South
Shoreham St Nicolas and St Mary's CE Primary Mr Andy Lincoln Eastern Avenue Shoreham-by-Sea BN43 6PE (01273) 454470 office@stnm.org.uk www.stnicolasmary.w-sussex.sch.uk 3343	Academy 3-11 Yes SIF	398	60	72	60	See Appendix 1 South	See Appendix 1 South
Shoreham St Peter's Catholic Primary Mrs K Crees Sullington Way Shoreham-by-Sea BN43 6PJ (01273) 454066 office@stpetersshoreham.co.uk www.stpeterscatholicprimary.com 3333	Voluntary Aided 4-11 Yes SIF	190	30	22	23	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Shoreham Swiss Gardens Primary Mr L Caughlin Swiss Gardens Shoreham-by-Sea BN43 5WH (01273) 453176 office@sgprimary.co.uk www.swissgardens.w-sussex.sch.uk 2173	Community 4-11 No SIF	430	60	43	44	All applicants who requested this school were offered a place including those whose preferences for other schools couldn't be offered where this was either their catchment school or the nearest school with a place available.	N/A

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Sidlesham Primary Mrs Phillips Keynor Lane Sidlesham Chichester PO20 7NL (01243) 641238 office@sidleshamprimaryschool.co.uk www.sidleshamprimaryschool.co.uk 2058	Community 4-11 No SIF	140	20	18	18	All applicants who requested this school were offered a place.	N/A
Singleton CE Primary Mrs T Smyth Charlton Road Singleton Chichester PO18 0HP (01243) 811679 office@singleton.school www.singleton.w-sussex.sch.uk 3029	Voluntary Controlled 4-11 No SIF	70	10	8	8	All applicants who requested this school were offered a place.	N/A
Slindon CE Primary Miss L Webb Meadsway Slindon Arundel BN18 0QU (01243) 814330 office@slindonprimary.co.uk www.slindonprimaryschool.co.uk 3030	Voluntary Controlled 4-11 No SIF	83	12	11	11	All applicants who requested this school were offered a place.	N/A
Sompting Village Primary Mrs Sarah Erratt-Rose White Styles Road Sompting Lancing BN15 0BU (01903) 204627 office@somptingvillageprimary.co.uk www.somptingvillageprimary.co.uk 3368	Community 4-11 No SIF	420	60	50	51	All applicants who requested this school were offered a place including those whose preferences for other schools couldn't be offered where this was either their catchment school or the nearest school with a place available.	N/A

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Southbourne Infants Mrs Lucy Whiffin New Road Southbourne Emsworth Hants PO10 8JX (01243) 372727 office@southbourneinfants.co.uk www.southbourneinfants.co.uk 2105	Community 4-7 No SIF	175	60	69	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 20 Criteria 5 – 30 Criteria 6 – 4 Criteria 7 – 0 Criteria 8 – 6	Criteria 8 2543.36m
Stedham Primary Mr M Meaby School Lane Stedham Midhurst GU29 0NY (01730) 813522 office@stedham.w-sussex.sch.uk www.stedham.w-sussex.sch.uk 2066	Community 4-11 No SIF	45	15	11	11	All applicants who requested this school were offered a place	N/A
Steyning CE Primary Mrs S Harrison Shooting Field Steyning BN44 3RQ (01903) 813420 office@steyningprimary.org.uk www.steyningprimary.org.uk 3033	Voluntary Controlled 4-11 No SIF	361	60	42	42	All applicants who requested this school were offered a place including any applicants who applied late.	N/A
Storrington Primary Mrs M Smith Spierbridge Road Storrington RH20 4PG (01903) 742047 office@storringtonprimary.co.uk www.storringtonprimary.co.uk 2102	Community 4-11 No SIF	402	60	59	59	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 2023 (See over subscription criteria for details)	Criteria & distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
Tangmere Primary Mr P Turney Bishops Road Tangmere Chichester PO20 2JB (01243) 773339 office@tangmere-tkat.org www.tangmere-tkat.org 2003	Academy 4-11 No SIF	195	30	22	26	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Thakeham Primary Mr L McDonald Rock Road Storrington RH20 3AA (01903) 740176 office@thakehamps.co.uk www.thakehamps.co.uk 2069	Community 4-11 No SIF	99	15	15	15	All applicants who requested this school were offered a place.	N/A
Thorney Island Community Primary Mr D Clegg Thorney Island Emsworth Hants PO10 8DJ (01243) 371317 office@ticps.co.uk www.thorneyislandcps.org.uk 2093	Community 4-11 No SIF	213	30	24	24	All applicants who requested this school were offered a place.	N/A
Upper Beeding Primary Mr Matt Andrews School Road Upper Beeding Steyning BN44 3HY (01903) 812288 office@upperbeedingprimary.co.uk https://upper-beeding.eschools.co.uk/web 2070	Community 4-11 No SIF	314	45	44	44	All applicants who requested this school were offered a place.	N/A

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Walberton & Binsted CE Primary Mrs L Brockhurst The Street Walberton Arundel BN18 0PH (01243) 551398 secretary@walbertonbinsted.org.uk www.walbertonandbinsted.org.uk 3036	Voluntary Controlled 4-11 No SIF	210	30	37	30	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 5 Criteria 5 – 3 Criteria 6 – 11 Criteria 7 – 0 Criteria 8 – 10	Criteria 8 3314.64m
Washington St Mary's CE Primary Mrs K Houston School Lane Washington RH20 4AP (01903) 892401 office@stmaryswashington.co.uk www.stmaryswashington.co.uk 3038	Voluntary Controlled 4-11 No SIF	80	15	8	8	All applicants who requested this school were offered a place.	N/A
Westbourne Primary Miss Laura Sibley River Street Westbourne Emsworth PO10 8TG (01243) 372726 office@westbourneprimary.co.uk www.westbourneprimary.co.uk 2071	Community 4-11 No SIF	194	30	32	30	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 3 Criteria 5 – 5 Criteria 6 – 10 Criteria 7 – 0 Criteria 8 – 11	Criteria 8 3630.95m
West Chiltington Primary Miss Helen Drummond East Street West Chiltington Pulborough RH20 2JY (01798) 813319 office@westchiltschool.com www.westchiltschool.com 2072	Community 4-11 No SIF	200	30	23	23	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 2023 (See over subscription criteria for details)	Criteria & distance (in metres) of the last place offered at allocation (17 April 2023) for oversubscribed schools
West Dean CE Primary Mr C Williams West Dean Chichester PO18 0RJ (01243) 811247 office@westdean.w-sussex.sch.uk www.west-dean.eschools.co.uk 3045	Voluntary Controlled 4-11 No SIF	97	14	21	14	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 0 Criteria 5 – 1 Criteria 6 – 7 Criteria 7 – 0 Criteria 8 – 6	Criteria 8 5955.84m
Westhampnett The March CE Primary Mrs N Metcalfe Claypit Lane Westhampnett Chichester PO18 0NU (01243) 783987 office@themarch.school www.march.w-sussex.sch.uk 3321	Academy 4-11 Yes SIF	208	30	59	30	See Appendix 1 South	See Appendix 1 South
West Wittering Parochial CE Primary Mr N Matthews Pound Road West Wittering PO20 8AJ (01243) 513015 office@westwitteringschool.co.uk www.westwitteringschool.co.uk 3039	Voluntary Controlled 4-11 No SIF	104	15	17	15	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 0 Criteria 5 – 5 Criteria 6 – 4 Criteria 7 – 1 Criteria 8 – 5	Criteria 8 4254.14m
Worthing Bramber Primary Mrs T Scott Bramber Road Worthing BN14 8QB (01903) 219277 office@bramberprimary.com www.bramberprimary.co.uk 2246	Community 4-11 No SIF	198	30	44	30	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 10 Criteria 5 – 6 Criteria 6 – 6 Criteria 7 – 0 Criteria 8 – 8	Criteria 8 1066.49m

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Worthing Broadwater CE School Mr Aaron Morrissey Rectory Gardens Worthing BN14 7TQ (01903) 235389 office@broadwaterce.org www.broadwater.w-sussex.sch.uk 3324	Voluntary Aided 4-11 Yes SIF	432	60	62	60	See Appendix 1 South	See Appendix 1 South
Worthing Downsbrook Primary Ms J Jeffrey Dominion Road Worthing BN14 8GD (01930) 230467 office@downsbrook.org www.downsbrook.org 2054	Academy 4-11 No SIF	306	60	60	60	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Worthing Durrington Infant Mrs S Ensor and Mrs Z Wilby (Co Headteachers) Salvington Road Worthing BN13 2JD (01903) 260138 officeinfant@dfed.co.uk www.durringtoninfantjunior.co.uk 2076	Community 3-7 No SIF	255	60 (PAN reduced from 90)	73	73	All applicants who requested this school were offered a place.	N/A
Worthing Elm Grove Primary Mrs L Udell Elm Grove Worthing BN11 5LQ (01903) 249387 office@elmgrove.org.uk www.elmgrove.org.uk/wsussex/primary/elmgrove 2077	Community 4-11 No SIF	200	30	40	30	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 8 Criteria 5 – 2 Criteria 6 – 2 Criteria 7 – 0 Criteria 8 – 16	Criteria 8 976.20m

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Worthing English Martyrs Catholic Primary Dr H Townsley Derwent Drive Worthing BN12 6LA (01903) 502868 office@englishmartyrs.school www.Englishmartyrs.w-sussex.sch.uk 3345	Voluntary Aided 4-11 Yes SIF	153	30	21	21	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Worthing Field Place Infant Dr P Jones Nelson Road Worthing BN12 6EN (01903) 700234 office@fieldplace.org.uk www.fieldplaceinfantschool.org.uk 2080	Community 4-7 No SIF	210	90 (PAN reduced from 120)	45	45	All applicants who requested this school were offered a place.	N/A
Worthing Goring-by-Sea CE Primary Mrs C Jee Mulberry Lane Goring-by-Sea BN12 4RN (01903) 241175 office@goringprimary.org www.goring.w-sussex.sch.uk 3339	Voluntary Aided 4-11 Yes SIF	431	60	72	60	See Appendix 1 South	See Appendix 1 South
Worthing Hawthorns Primary Mrs W Lawson Poplar Road Durrington Worthing BN13 3EZ (01903) 268174 office@hawthorns.school www.hawthornsprimaryschool.co.uk 2227	Community 4-11 No SIF	151	30	18	19	All applicants who requested this school were offered a place including those whose preferences for other schools couldn't be offered where this was either their catchment school or the nearest school with a place available.	N/A

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Worthing Heene CE Primary Mrs L Appleby Norfolk Street Worthing BN11 4BB (01903) 201386 admissions@heenepprimary.co.uk www.heenepprimary.co.uk 2061	Academy 4-11 Yes SIF	400	60	50	52	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Worthing Worthing New Primary School 2024 To be sited on Chesswood Road (see note on page 82) Name TBC (Previously Lyndhurst Infant) Mrs D South - 2023 Lyndhurst Road Worthing BN11 2DG (01903) 235390 office@lyndhurst-school.co.uk www.lyndhurst-school.co.uk 2238	Community 4-7 No SIF	231	60	78	78	All applicants who requested this school were offered a place including any applicants who applied late.	N/A
Worthing Springfield Infant Mrs R Wycherley Sackville Road Worthing BN14 8BQ (01903) 219243 office@springfieldschool.co.uk www.springfieldschool.co.uk 2245	Community 4-7 No SIF	177	60	65	60	Children with an EHCP – 0 Criteria 1 – 0 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 7 Criteria 5 – 14 Criteria 6 – 14 Criteria 7 – 0 Criteria 8 – 25	Criteria 8 344.74m

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
Worthing St Mary's Catholic Primary Mrs G Irvine Cobden Road Worthing BN11 4BD (01903) 234115 office@stmarysworthing.org.uk www.stmarysworthing.org.uk 2041	Academy 4-11 Yes SIF	240	30	54	30	See Appendix 1 South	See Appendix 1 South
Worthing The Laurels Primary Miss C Bull Winterbourne Way Worthing BN13 3QH (01903) 830901 office@laurelsprimary.co.uk www.laurelsprimary.co.uk 2233	Academy 4-11 No SIF	187	30	36	30	See Appendix 1 South	See Appendix 1 South
Worthing Thomas A Becket Infant Mrs A Dingwall Pelham Road Worthing BN13 1JB (01903) 235386 office@tabinfant.org.uk www.tabinfant.org.uk 2231	Community 4-7 No SIF	536	180	186	180	Children with an EHCP – 0 Criteria 1 – 2 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 30 Criteria 5 – 62 Criteria 6 – 27 Criteria 7 – 0 Criteria 8 – 59	Criteria 8 2684.72m
Worthing Vale School Mr D Tow Vale Avenue Worthing BN14 0DB (01903) 872322 office@valeschool.org www.valeschool.org 2082	Community 4-11 No SIF	602	90	105	90	Children with an EHCP – 0 Criteria 1 – 1 Criteria 2 – 0 Criteria 3 – 0 Criteria 4 – 16 Criteria 5 – 24 Criteria 6 – 27 Criteria 7 – 0 Criteria 8 – 22	Criteria 8 2453.03m

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Worthing West Park CE Primary Mrs C Bull Marlborough Road Worthing BN12 4HD (01903) 243099 office@westparksch.co.uk www.westpark.w-sussex.sch.uk 3062	Voluntary Controlled 4-11 No SIF	829	120	104	107	All applicants who requested this school were offered a place including those whose preferences for other schools couldn't be offered where this was either their catchment school or the nearest school with a place available.	N/A
Worthing Whytemead Primary Mr R Waddington Dominion Road Worthing BN14 8LH (01903) 202639 office@whytemead.school www.whytemead.w-sussex.sch.uk 2075	Academy 4-11 No SIF	222	45	16	16	See Appendix 1 South All applicants who requested this school were offered a place.	See Appendix 1 South
Yapton CE Primary Mrs K Huggett North End Road Yapton Arundel BN18 0DU (01243) 551246 office@yaptonschool.org www.yaptonschool.org 3040	Voluntary Controlled 4-11 No SIF	294	45	28	28	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. For the Reception Intake, up to 60 children will be admitted in accordance with the Published Admissions Policy.

To apply for this school, please select New Worthing Primary School.

This school will be sited on Chesswood Road, Worthing.

Oversubscription Criteria for 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 step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the sibling will be at the school at the time of application and will still be in the school at the time of admission; or if the sibling will be attending the linked junior school when the child starts (see pages 49 and 89 for the lists of linked schools). **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 starting school. 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.

Starting School Allocation:

Any child with an Education Health and Care Plan naming the school will automatically be admitted to that school, under section 324 of the Education Act 1996.

- 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 13 for more information. Evidence must be provided.

4. Children who live in the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts.
5. Other children who live in the catchment area.
6. Other children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts.
7. Children of staff in either or both of the following circumstances: where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Other children who live outside the catchment area.

Variations to West Sussex County Council's oversubscription criteria (North Area)

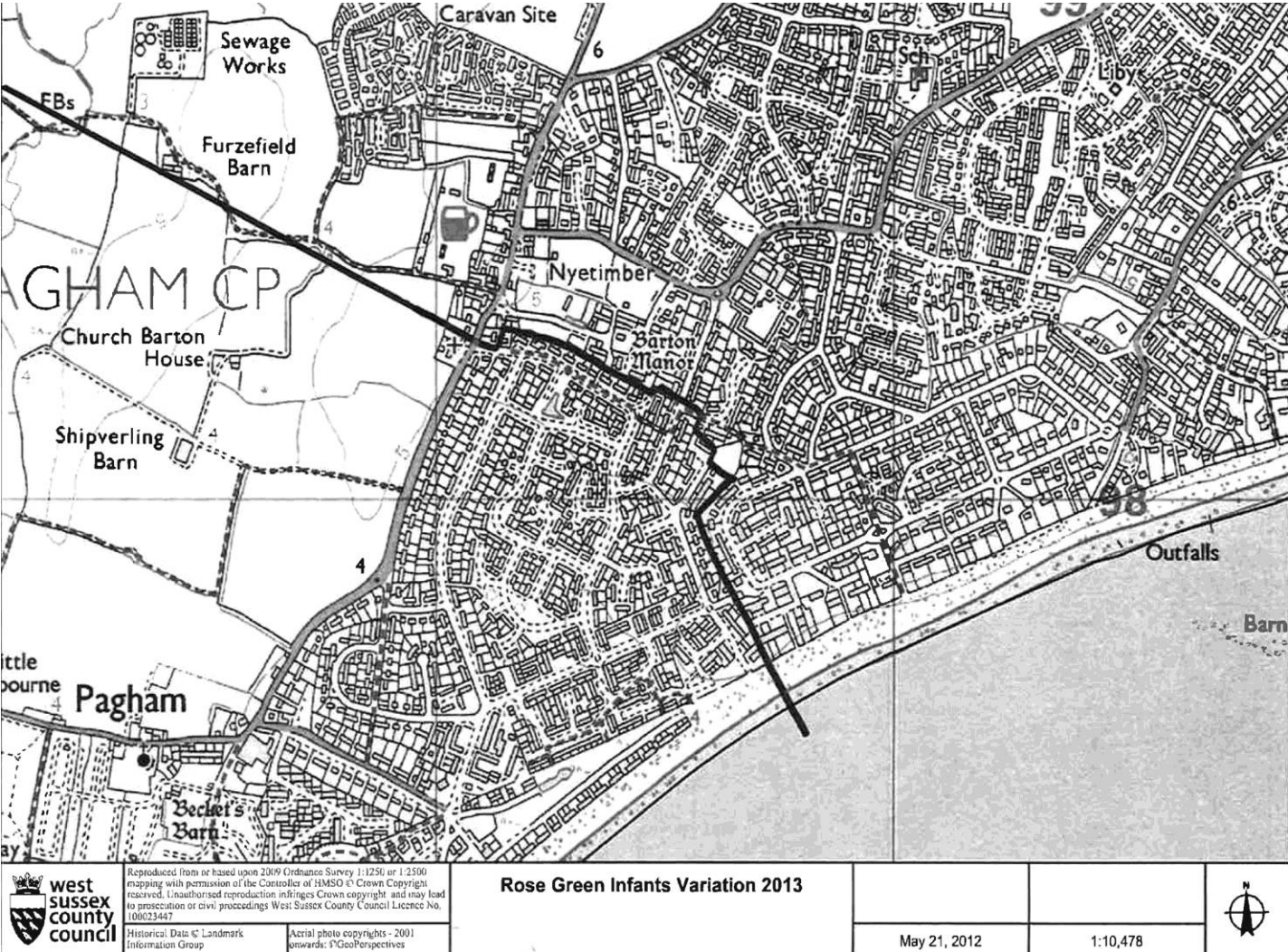
Maidenbower, Crawley

There are two infant schools in Maidenbower, **Brook Infant School** and **Maidenbower Infant School**. Their oversubscription criteria differs to those for the other Community schools in the county. The oversubscription criteria can be found in Appendix 1 North.

Variations to West Sussex County Council's oversubscription criteria in the (South Area)

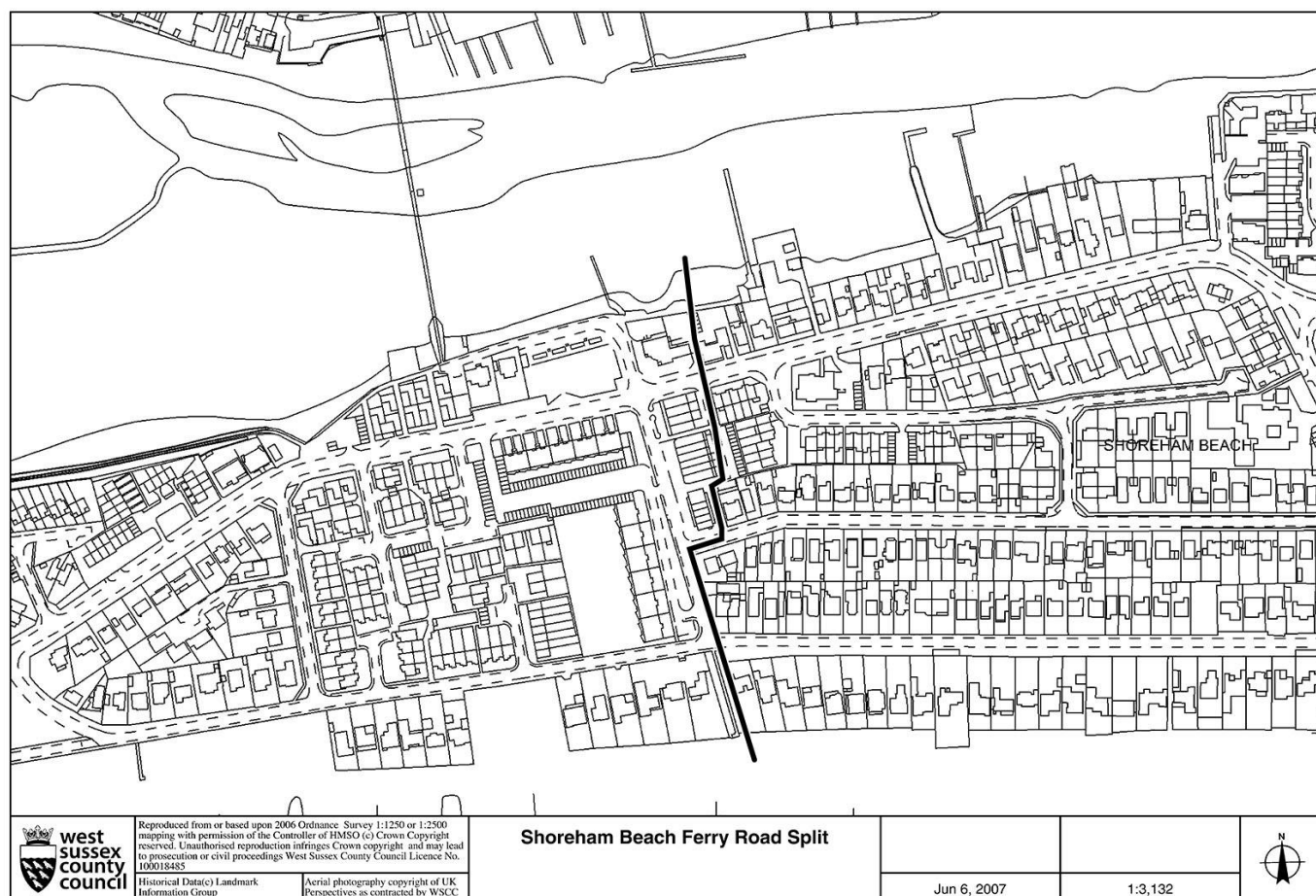
Rose Green Infant School

The Rose Green Infant School oversubscription differs from those for other Community schools in the county. Priority is given to children living in the catchment area for the school to the West of the line shown on the map. The oversubscription criteria can be found in Appendix 1. The map below is for illustration purposes only. Parents can check the [school catchment areas](#) pages and catchment checker to see which school's catchment they live in.



Shoreham Beach Primary School

The oversubscription criteria differs from other Community schools in the county. Priority is given to children who live in the catchment to the East of Ferry Road above those who live in the catchment to the West of Ferry Road (please see Appendix 1 South) The map below is for illustration purposes only. Parents can check at [school catchment areas](#) as to which school's catchment they live in.



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 either 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.

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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 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 or SENAT.South@westsussex.gov.uk

Behaviour

All pupils and students are expected to abide by the codes of conduct and behaviour issued by

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the Local Authority and the school that a child attends or the transport operator. For further information, please visit www.westsussex.gov.uk/schooltransport

Contact details

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

Errors or revisions

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

If you are unhappy with a Transport Decision

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

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

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

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 main 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 13 above) must be submitted with the original application.

Details of how to make an in-year application, which form to use and where to send it can be found at 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 may not process In Year applications on behalf of the admission authority of an own admission authority school, you need to contact the school direct. It should be noted that schools that require completion of a Supplementary Information Form (SIF), for example church voluntary aided schools or academies with a religious character, will also need this for an In Year application.

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

Service Personnel - West Sussex County Council is committed, in accordance with The Armed Forces Covenant, to ensuring that members of the Armed Forces Community

suffer no disadvantage in accessing public services. Members of the armed forces with automatic right of entry to the UK who are able to provide evidence of their relocation may apply for a school place ahead of a move. An application can be made as soon as confirmation of the relocation is available, with no restriction on how far in advance the application can be made. Armed forces 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 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.

Infant Class Size Legislation - Legislation relating to Infant Class Sizes must be adhered to. This means that classes for Reception, Year 1 and 2 must not contain more than 30 pupils with one teacher. In allocating places in these year groups the Admission Authority must comply with this legislation as it is a statutory requirement and every effort must be made to keep over-sized classes to a minimum. Section 2.16 of the School Admissions Code 2021 outlines very limited circumstances in which an exception to this rule can be made.

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

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.

Delayed entry

Delayed entry is when a [summer born](#) child starts reception class at school having reached statutory school age. [They are then in a year group lower than their chronological year group.](#) See page 17-18 of this booklet for further information.

Deferred Entry

Deferred entry is when a pupil starting school for the first time starts school later than the first term of the academic year, often to continue attending nursery. Admission to school will still comply with statutory start dates i.e. the term after the child's fifth birthday, and to the correct year group.

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 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 has a responsibility for admission arrangements. The school's land and buildings are owned by the Governing Body or by a charitable foundation or trust.

Free Schools

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

Independent School

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

In-Year Admissions

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

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accommodation by the Local Authority (under Section 22 of the Children's Act 1989).

Main Admissions Round

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

Normal Admissions Round

The period during which parents are invited to express three preferences for a place at any state-funded school, in rank order on the common application form provided. In West Sussex this period runs from when applications open on 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 which three schools they would like their child to attend. However, there can be no guarantee that a place will be allocated at the preferred schools if they are oversubscribed.

Previously Looked After Children

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

Private Fostering

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

wschildrenservices@westsussex.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) 3rd Floor, County Hall North,

Chart Way, Horsham, RH12 1XH

Telephone: 03330 142 903

Email: admissions.north@westsussex.gov.uk

Pupil Admissions Team (Southern Area)

3rd Floor, Durrington Bridge House, Barrington Road,

Goring-By-Sea, Worthing BN12 4FP

Telephone: 03330 142 903

Email: admissions.south@westsussex.gov.uk

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

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

Heath Telephone: 0330 222 2722

Email: 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: ehe@westsussex.gov.uk

Private Fostering Team

01403 229900

Email: wschildrenservices@westsussex.gov.uk

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

Contact details for Diocesan Education Offices

Church of England Schools
Director, Diocesan Board of Education
Diocese of Chichester, 211 New Church Road, Hove, East Sussex BN3
4ED
Telephone: 01273 421021

Catholic Schools

Director of Education
Diocese of Arundel and Brighton, Education Service, 4 Southgate Drive Crawley, West
Sussex, RH10 6RD
Telephone: 01293 511130

**Neighbouring
Authorities**

**East Sussex County
Council**

Admissions and Transport Team, County Hall, St Anne's Crescent, Lewes,
East Sussex, BN7 1SG.
Telephone: 0300 330 9472
www.eastsussex.gov.uk

Kent County Council

Admissions and Transport Team, Room 2.24, Sessions House, County Hall,
Maidstone, Kent, ME14 1XQ.
Telephone: 03000 412121
www.kent.gov.uk

Surrey County Council

Admissions and Transport Team, Quadrant
Court, 35 Guildford Road, Woking, Surrey,
GU22 7QQ
Telephone: 0300 200 1004
www.surreycc.gov.uk

Brighton and Hove City Council

School Admissions Team, Hove Town Hall, Norton Road, Hove, BN3
3BQ.
Telephone: 01273 293653
www.brighton-hove.gov.uk

Hampshire County Council

County Admissions Team, Children's Services Department, The Castle, Winchester,
Hampshire, SO23 8UG.
Telephone: 0300 555 1377
www.hants.gov.uk

Portsmouth City Council

Admissions Service, Civic Offices, Guildhall Square,
Portsmouth, PO1 2EA
Telephone: 023 9268 8008
www.portsmouth.gov.uk

West Sussex Admissions North and South areas



Data Protection

The West Sussex County Council (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 <https://www.westsussex.gov.uk/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.