Application for School Place Checklist:
Starting School, Junior Transfer and Secondary Transfer

This checklist is to help you make realistic preferences when applying for a school place for your child. Please read and follow each step to give you the best chance of getting your child into a school that you want. You may wish to tick the box to show that the question is answered satisfactorily.

Have you found out about your local schools? We recommend that you attend open events and arrange to visit the school(s) if possible before you complete your online application. Schools may have made alternative arrangements if in person visits are not possible.	
Have you read the admissions criteria for all the schools you are considering? Allocation statistics for the previous admissions round will be available on the West Sussex County Council website in the Information for Parents booklet. This information is only provided as a guide to parents. There is no guarantee that a place would be available in the same category, or to the same distance as it will depend on the number of applicants and where they live.	
Have you identified three preferred schools? Use your preferences wisely and be realistic. School places are allocated according to the published oversubscription criteria for that school. 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 the catchment school. If your preference is for a school that is frequently oversubscribed, the further down the oversubscription criteria you are and 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 preferences. If you are not sure which is your catchment school, you can find out at www.westsussex.gov.uk/admissions or by contacting Pupil Admissions. If you select a school as a preference that is not your nearest/catchment school, this may impact on your eligibility for transport. See the school transport pages for further information.	
Have you checked if any of your preferences are for Church Aided schools, Foundation schools or Academies? If they are, you must include them on your online application and check if the school or academy has a Supplementary Information Form (SIF). You can check to see if a school has a SIF on the West Sussex County Council website, or by contacting the school directly. If you are applying for a school or academy that has a SIF, and you wish to apply under any of the criteria on the form, please make sure that you complete the relevant form for each school you are applying for and return it directly to the school before the relevant national deadline. SIFs include additional information relevant to a particular school's oversubscription criteria, for example church attendance, if you don't complete the SIF you will not be considered under those criteria.	

Have you made a note of the deadline for applications? You must submit your application by the closing date. You should apply online, providing an email address, at www.westsussex.gov.uk/admissions. Please be aware that the email address that you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically. Free internet access is available at all West Sussex Libraries and Children and Family Centres, for the purpose of applying for a school place, for anyone who doesn't have access to the internet.	
Have you planned when and where to make your online application? If you have no option but to apply using a paper form, please contact Pupil Admissions to request one. If you apply using a paper form, you will still receive an offer of a school place by email on allocation day, as long as you have provided a valid e-mail address on the application, but the result will be sent later on that day. Please follow the instructions for returning a paper form published on the West Sussex County Council website and on the form. You are responsible for ensuring that your form is returned on time and that all parts are completed, including providing a valid e-mail address.	
Have you ensured that only one application has been made for your child? We can only accept one application for a child. Parents with shared parental responsibility should agree their child's school preferences before making an application. If you make changes to your application (therefore un-submit your application) you must re-submit it every time. Failure to do so will result in the original submitted application remaining un-submitted.	
Please use the space provided below to note the email address and password you have used for your application: **Email Address: .....** **Password: .....**	

If you require further guidance, or if this information is needed in an alternative format, please contact us and we will try to meet your needs. If English is not your first language you may wish to ask an English-speaking friend to help you to make the first contact call.