

westsussex.gov.uk



Determined Admission Arrangements 2027/2028



Contents

	Page
Scheme of Coordination	3-5
Oversubscription Criteria for Schools in West Sussex for 2027/2028	6-19
Relevant Area for Consultation	20-21
Summary of Timelines for the Admissions Process	22-23
Published Admission Numbers (PANs)	appendix

Scheme of Coordination

A Summary of the Starting School, Transfer to Junior School and Transfer to Secondary School Processes for West Sussex for 2027/2028

1. On the website [School places - West Sussex County Council](#), the Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.
2. Parents may obtain Supplementary Information Forms (SIFs) directly from own admission authority schools, where necessary, or from the Local Authority (LA) website.
3. The Pupil Admissions Team receives all applications. Application forms sent directly to schools are passed to the Pupil Admissions Team. All applications received by schools should be date stamped. Those received after the closing date should be date stamped and marked 'Late'.
4. Parents may return the Supplementary Information Form (SIF) directly to the school concerned or to the LA.
5. Applications are ranked by the admission authority as specified on the agreed timelines.
6. Out of time applications are processed after those received by the official closing date unless it has been agreed to treat them as having been received on-time.
7. Late applications are processed from the specified date in the timeline.
8. The Pupil Admissions Team provides details of the applications for voluntary aided and foundation schools and academies to the relevant admission authority, and out of county schools to the relevant council.
9. All admission authorities rank all applications against their oversubscription criteria.
- 10 The Pupil Admissions Team reconciles all lists and determines the final offer. If a child can be offered a place at more than one school, they will be offered a place at the school ranked higher in the preferences on the application. If none of the preferences can be met, a place will be offered at the catchment school, where applicable, or the nearest school to the child's home with places available.
- 11 For secondary and junior transfers, if no application is received a place will not automatically be offered. For West Sussex children attending state schools, appropriate checks will be made with the parents and child's current school to find out what arrangements have been put into place for the child's education. If a

response is not received the details are passed to Children Missing in Education (CME) Team for investigation.

- 12 The Pupil Admissions Team notifies schools of offers to be made. This information must remain confidential until after the Pupil Admissions Team has contacted parents on National Offer Day.
- 13 Parents who applied on-line before the relevant out of time deadline, will be able to log back into their application from 7am on the relevant National Offer Day to see their allocated school. Any applications made after the relevant out of time deadline will not receive an offer on National Offer Day. Everyone who included an email address in their application, will receive an email with a link to the letter on National Offer Day. This will contain information about the decision and the right of appeal. Where the place offered is at a voluntary aided or foundation school or an academy, this is done on behalf of the admission authority.
- 14 Together with the allocation notification, the Pupil Admissions Team explains the right of appeal to any parent who is not offered their preferred school. This includes how parents can submit their appeal. Own admission authorities are responsible for organising their own appeals unless they have a service level agreement with WSCC Legal Services.
- 15 School waiting lists will be maintained by the Pupil Admissions Team until the end of the offer year (31 August after the allocation). Where relevant, the waiting list will then be passed to own admission authorities to manage until at least 31 December as required by the School Admissions Code or longer, as specified in their admission arrangements. The Pupil Admissions Team will maintain waiting lists for community and controlled schools (and own admission authority schools where requested) until the end of the summer term in July of the academic year applied for. The waiting list is ordered if places become available and parents will be offered a place in the correct order.
- 16 Schools must advise the Pupil Admissions Team of all leavers from all relevant year groups immediately, so that places can be offered, after allocation until 1 September, when In-Year Admission processes apply.
- 17 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.

- 18 Children are not required to attend school until they reach compulsory school age. Children born from 1 April to 31 August – known as summer-born children – do not need to start school until the September after their fifth birthday, a year after they could first have started school. A parent may request their summer-born child is admitted out of their normal age group at this point – to reception rather than year 1. Information regarding admission of children outside their normal year group and delayed admission to reception class for summer born children is available at: Admission of children outside their normal year group - West Sussex County Council Parents should ideally complete the delayed entry application form before the closing date of 15 January. If a parent is applying for a school for which the Council is not the admissions authority, they must contact the school direct.
- 19 Information regarding West Sussex Catchment Areas can be found at School catchment areas - West Sussex County Council
- 20 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.

Oversubscription Criteria for Schools in West Sussex for September 2027/2028

(Oversubscription Criteria for previous years are available on the website.)

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. 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. If straight-line distance is identical, random allocation will subsequently be used to determine priority.
- Where priority is given for a sibling, brothers or sisters may be half or stepsiblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the older sibling will be at the school at the time of application and will still be in the school (years 1-6 for primary and year 8-11 for secondary) at the time of admission; or if the sibling will be attending the linked junior school in September 2027. **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 school allocated 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. **It is the parent's responsibility to indicate these circumstances in their application.**
- West Sussex County Council gives priority to children of staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code):
 - a) 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
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.**It is the parent's responsibility to indicate these circumstances in their application.**
- Parents wishing to apply for their first preference school under the exceptional and compelling category must provide independent professional evidence to support their application. The supporting evidence from the qualified professional (e.g. medical consultant, psychologist or a social worker) 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 compelling reasons for the application. 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, 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 to admissions.north@westsussex.gov.uk or admissions.south@westsussex.gov.uk 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 circumstances to support their application and to ensure acknowledgement of receipt. In the case of schools where admissions are decided by West Sussex County Council, a panel of Senior Officers will consider the supporting evidence and make a decision.

- The address for the application is the one held on our records as being the address for the child. If the child regularly stays overnight with another parent or relative on a shared residency basis and therefore potentially has more than one address, parents must confirm this in writing after making the application online. Parents should give both addresses and details of the child's living arrangements and state which address they believe should be used for the application i.e. the child's main address. We may contact parents 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.

Infant/Primary: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. 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 (see below) when the child starts;
5. Other children who live in the catchment area;
6. Children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
7. Children of staff (see above);
8. Other children who live outside the catchment area.

Linked infant/junior schools

A child starting school

Linked Infant/Junior Schools for sibling purposes	
Bognor Regis, Rose Green Infant	Bognor Regis, Rose Green Junior
Burgess Hill, The Gattons Infant	Burgess Hill, Southway Junior
Copthorne, Fairway Infant	Copthorne, Copthorne CE Junior
Crawley, Brook Infant	Crawley, Maidenbower Junior
Crawley, Maidenbower Infant	Crawley, Maidenbower Junior
East Preston Infant	East Preston Junior
Graffham Infant	Duncton Junior
Hassocks, Hassocks Infant	Hassocks, The Windmills Junior
Horsham, Trafalgar	Greenway Junior
Southbourne Infant	Southbourne Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Springfield Infant	Worthing, Homefield Primary (Junior Phase)
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

Variations to West Sussex County Council's oversubscription criteria for Community and Controlled Schools

Brook Infant School and Maidenbower Infant School, Crawley

There are two infant schools in Maidenbower, **Brook Infant School** and **Maidenbower Infant School**. Applications to the schools will be considered according to the oversubscription criteria as follows:

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the preferred school 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 for the preferred school;
6. Other children who live in the catchment area for Brook Infant School or Maidenbower Infant School with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
7. Other children who live in the catchment area for Brook Infant School or Maidenbower Infant School;
8. Other children who live outside the catchment area for Brook Infant School or Maidenbower Infant School with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
9. Children of staff (see above);
10. Other children who live outside the catchment area for Brook Infant School or Maidenbower Infant School.

Castlewood Primary School, Horsham

There are two schools with reception year intakes in Southwater: Castlewood Primary School and Southwater Infant Academy. Applications for Castlewood Primary School will be considered according to the oversubscription as follows:

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area for Castlewood Primary School with brothers or sisters already attending the school who will still be there when the child starts;
5. Other children who live in the catchment area for Castlewood Primary School;
6. Children who live within the catchment area for Southwater Infant Academy with brothers or sisters already attending the school who will still be there when the child starts;
7. Other children who live within the catchment area for Southwater Infant Academy;
8. Children who live outside the catchment area for Castlewood Primary School and Southwater Infant Academy with brothers or sisters already at the school who will still be there when the child starts;
9. Children of staff (see above);
10. Other children who live outside the catchment area for Castlewood Primary School and Southwater Infant Academy.

Rose Green Infant School, Bognor Regis

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the school 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 for the school to the West of the line shown on the attached map;
6. Other children who live in the catchment area for the school to the East of the line shown on the attached map;
7. 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;
8. Children of staff (see above);
9. Other children who live outside the catchment area.



Shoreham Beach Primary School, Shoreham-by-Sea

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

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care). Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the school with brothers or sisters already at the school who will still be there when the child starts;
5. Other children who live in the catchment area for the school to the East of Ferry Road;
6. Other children who live in the catchment area for the school to the West of and including Ferry Road;
7. Other children who live outside the catchment area for Shoreham Beach Primary School with brothers or sisters already at the school who will still be there when the child starts;
8. Children of staff (see above);
9. Other children who live outside the catchment area.



Reproduced from or based upon 2004 Ordnance Survey 1:2500 or 1:2500 mapping with permission of the Controller of Her Majesty's Stationery Office. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. West Sussex County Council Licence No. 200302825

Shoreham Beach Ferry Road Split

Jun 6, 2007

1:3,132



Junior: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children attending a named infant school and applying for a place at the linked junior school;
5. Children who live in the catchment area with brothers or sisters already at the school who will still be there when the child starts;
6. Other children who live in the catchment area;
7. Children who live outside the catchment area with brothers or sisters already at the school who will still be there when the child starts;
8. Children of staff (see above);
9. Other children who live outside the catchment area.

Linked infant/junior schools

A child moving from the infant to junior school

West Sussex County Council does not operate feeder schools and there is never a guarantee of a place at a school applied for. However, priority is given to children who attend a named infant school for the linked junior school.

Linked Infant/Junior Schools	
Burgess Hill, The Gattons Infant	Burgess Hill, Southway Junior
Copthorne, Fairway Infant	Copthorne, Copthorne CE Junior
Crawley, Brook Infant	Crawley, Maidenbower Junior
Crawley, Maidenbower Infant	Crawley, Maidenbower Junior
Crawley, Pound Hill Infant Academy	Crawley, Pound Hill Junior
Graffham Infant	Duncton Junior
Hassocks, Hassocks Infant	Hassocks, The Windmills Junior
Southbourne Infant	Southbourne Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Springfield Infant	Worthing, Homefield Primary (Junior Phase)
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

Secondary: Oversubscription Criteria

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

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area with brothers or sisters already at the school who will still be there when the child starts;
5. Other children who live in the catchment area;
6. Children who live outside the catchment area with brothers or sisters already at the school who will still be there when the child starts;
7. Children of staff (see above);
8. Other children who live outside the catchment area.

Variations to West Sussex County Council's oversubscription criteria for Community and Controlled Schools

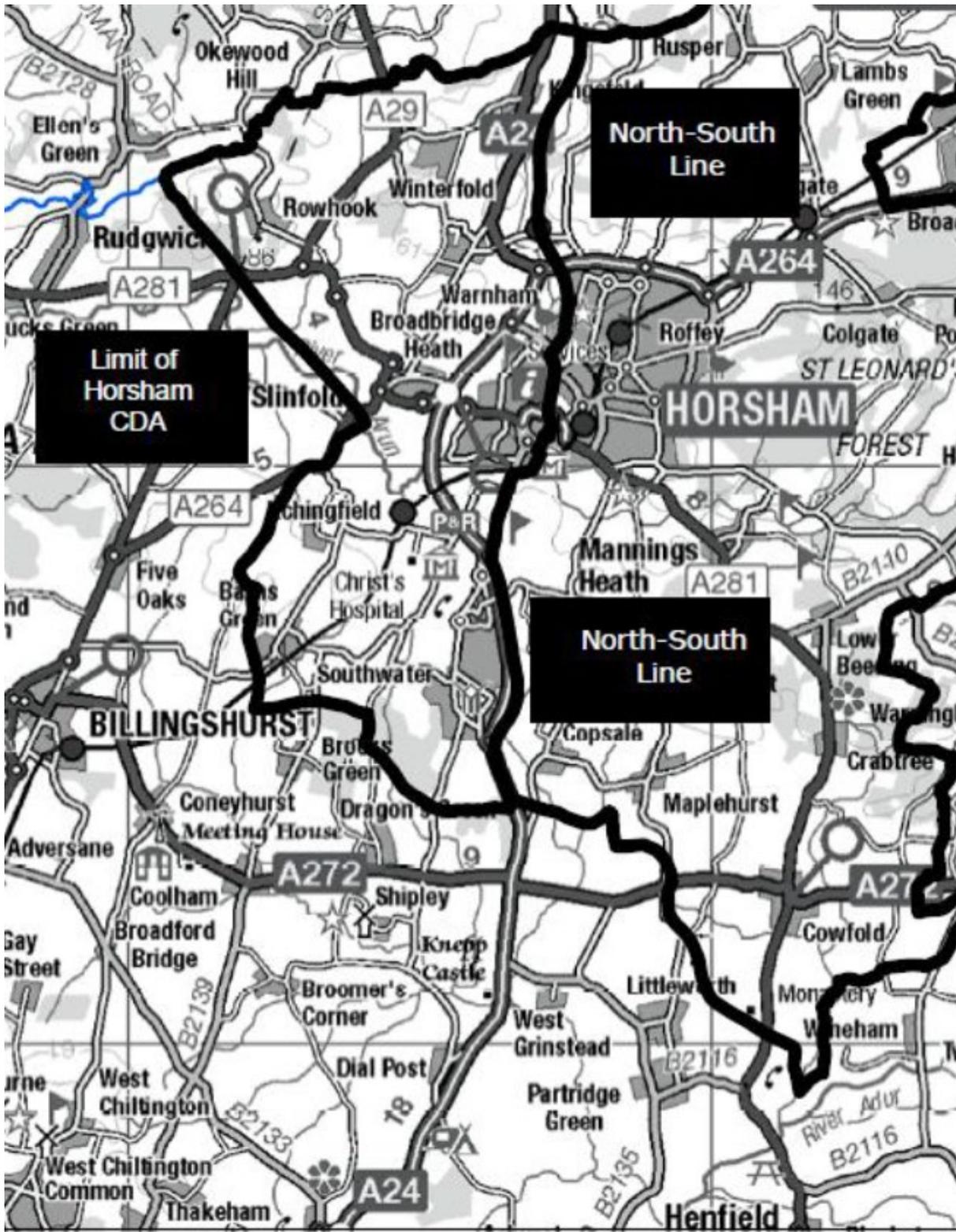
Horsham Schools

There are two community schools in the Horsham Community Designated Area. The oversubscription criteria for Tanbridge House School and Millais School is shown below.

Children living east of the north-south line are in the catchment area for Millais School. Children living west of the north-south line are in the catchment area for Tanbridge House School. The maps in this booklet showing the Horsham Community Designated Area and the north-south line are for illustration purposes only.

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship 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. Evidence must be provided;
4. Children who reside within the Horsham Community Designated Area, in the following order of precedence:
 - a. children with brothers or sisters already attending the school who will still be there when the child starts;
 - b. pupils living to the west of the north-south line and preferring Tanbridge House will be given priority at Tanbridge House School and pupils living to the east of the north-south line preferring Millais School will be given priority at one of those schools;
 - c. pupils living in the rest of the Horsham Community Designated Area;
5. Children living outside the Horsham Community Designated Area in the following order:
 - a. children with brothers or sisters already attending the school who will still be there when the child starts;
 - b. Children of staff;
 - c. other applicants.



roduced from or based upon 2009 Ordnance

Worthing, Davison CE (controlled) High School for Girls

Responsibility for admissions to Davison CE (controlled) High School for Girls rests with West Sussex County Council. Parents wishing to apply to Davison CE (controlled) High School for Girls on denominational grounds should complete the Supplementary Information Form available on the WSCC Admissions website to confirm their church attendance.

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Girls who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Girls, with a sister already at the school who will still be there when the child starts;
5. Girls who attend linked Church of England Primary schools in Worthing and Shoreham* whose parents are regular** worshippers at a Christian Church***
6. Girls resident in the Borough of Worthing;
7. Children of staff (see above);
8. Girls not resident in the Borough of Worthing, whose parents are regular** worshippers at a Christian Church*** ;
9. Girls not resident in the Borough of Worthing.

*The linked Church of England Schools are West Park CE (controlled) Primary School, Broadwater CE (aided) Primary School, Heene CE (aided) Primary School, Goring CE (aided) Primary School and St Nicolas & St Mary's CE Primary (aided) School in Shoreham.

** Regular means attending church at least once a month for the period of two years prior to application. Confirmation will be required from a priest or minister on the supplementary information form available on the website.

***A Christian Church is defined as one being a full member of Churches Together in Britain and Ireland or of The Evangelical Alliance.

Relevant Area for Consultation

The School Standards & Framework Act 1998 requires local authorities to establish Relevant Area(s) for admission policy consultations. The Relevant Area is the area in which admission authorities must consult with schools regarding their proposed admission arrangements before finalising them. The Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999 requires the local authority to consult on and review its Relevant Area every 2 years.

WSCC will consult those schools for which it is the admission authority before consulting other bodies.

The Local Authority will consult on the admission arrangements for community and voluntary controlled schools with:

- 1) For Primary/Infant/Junior policies, all Primary/Infant/Junior schools within the administrative area of West Sussex
- 2) For Secondary policies, all Primary/Infant/Junior/Secondary schools within the administrative area of West Sussex
- 3) Neighbouring local authorities
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton.
- 5) The representative for Multi-Academy Trusts Schools within WSCC
- 6) Local City, Town and Parish Councils

Having first consulted with their Diocese, Voluntary Aided primary schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior schools within a 4.8 kilometre radius (3 miles)
- 3) Other local authorities within a 4.8 kilometre radius (3 miles)
- 4) Other Primary/Infant/Junior schools within their own deanery, according to guidance issued by their Diocese
- 5) The representative for Multi-Academy Trusts Schools within WSCC
- 6) The Diocese of Chichester or the Catholic Diocese of Arundel and Brighton
- 7) Local City, Town and Parish Councils

Primary/Infant/Junior academies, foundation and trust schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior schools within a 4.8 kilometre radius (3 miles)
- 3) Other local authorities within a 4.8 kilometre radius (3 miles)
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton
- 5) Local City, Town and Parish Councils

Having first consulted with their Diocese, Voluntary Aided secondary schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior/secondary schools within an 8 kilometre radius (5 miles)
- 3) Other local authorities within an 8 kilometre radius (5 miles)

- 4) Other Primary/Infant/Junior/Secondary faith schools within their own deanery, according to guidance issued by their Diocese
- 5) The Diocese of Chichester or the Catholic Diocese of Arundel and Brighton
- 6) The representative for Multi-Academy Trusts Schools within WSCC
- 7) Local City, Town and Parish Councils

Secondary academies and foundation schools will consult with:

- 1) West Sussex County Council
- 2) All other WSCC Primary/Infant/Junior/Secondary schools within an 8 kilometre radius (5 miles)
- 3) Other local authorities within an 8 kilometre radius (5 miles)
- 4) The Diocese of Chichester, the Catholic Diocese of Arundel and Brighton
- 5) Local City, Town and Parish Councils

Summary of Timelines for the Admissions Process

The dates for the school admission process for entry in September 2027 are:

Starting School/Junior Transfer Timeline	Key Date for Action
Schools to have their prospectus published and available to parents.	By 12 th September 2026
Provide information for parents on West Sussex schools and how to apply.	Week beginning 5 th October 2026
National closing date for 'on-time' applications.	15 th January 2027
Send details of all applications naming an out-of-county school to the relevant Local Authority.	Week beginning 1 st February 2027
Processing deadline for 'out of time' applications and receipt of evidence for changes to on-time applications.	12 th February 2027
Information about all applications naming own admission authority (OAA) schools made available to the relevant schools. Send details of all out of time applications, naming an out of County school to the relevant LA.	By 19 th February 2027
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team.	By 12 th March 2027
Details of all offers made shared with relevant schools.	Week beginning 12 th April 2027
Notify all parents of offer made, using email where possible	16 th April 2027
Waiting lists active and late applications begin to be processed	17 th May 2027

Secondary Transfer Timeline	Key Date for Action
Schools to have their prospectus published and available to parents.	By 7 th September 2026
Provide information for parents on West Sussex schools and how to apply.	7 th September 2026
National closing date for all applications.	31 st October 2026
Send details of all applications naming an out-of-county school to the relevant Local Authority.	Week beginning 9 th November 2026
Processing deadline for 'out of time' applications and receipt of evidence for changes to on-time applications.	27 th November 2026
Information about all applications naming own admission authority (OAA) schools made available to the relevant schools. Send details of all out of time applications, naming an out of County school to the relevant LA.	By 4 th December 2026
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team.	By 11 th December 2026
Details of all offers made shared with relevant schools.	Week beginning 22 nd February 2027
Notify all parents of offer made, using email where possible.	1 st March 2027