



Admissions - key dates

Monday 11 September 2017

Information on how to apply online will be sent to all parents of children living in West Sussex whose child attends a West Sussex state-funded school.

Online applications open. You must provide an email address to apply online.

Schools will have their prospectuses available and will have arranged open events.

Tuesday 31 October 2017

National closing date for secondary transfer applications.

You must submit your completed application by this date.

Failure to do so will seriously disadvantage your application.

Thursday 1 March 2018

Online applicants are notified by email, and others by second class post, which school their child is offered.

If you would like this information in another format, please contact us

www.westsussex.gov.uk/admissions



Jeżeli chcą Państwo zapoznać się z tymi informacjami w JĘZYKU POLSKIM, proszę wejść na stronę internetową
www.westsussex.gov.uk/admissions



Caso queira obter esta informação em PORTUGUÊS, por favor visite o site
www.westsussex.gov.uk/admissions



এই তথ্য বাংলায় পেতে চাইলে দয়া করে নীচের ওয়েবসাইটটি দেখুন:
www.westsussex.gov.uk/admissions



இங்கக் ககவலைக் கமிமிலே பெற விருப்பினால்
www.westsussex.gov.uk/admissions
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Si vous souhaitez cette information en FRANÇAIS, veuillez consulter les traductions sur
www.westsussex.gov.uk/admissions



Если Вы хотите получить эту информацию на РУССКОМ языке, посмотрите перевод на сайте www.westsussex.gov.uk/admissions

Stay in touch



West Sussex Matters



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Transferring to Secondary School in September 2018

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



Deadline: Tuesday 31 October 2017

If you would like this information in another format, please contact us on ☎ 03330 142 903.

www.westsussex.gov.uk/admissions WS110B 6.17





How to apply

You have received this leaflet because your child is due to transfer from primary school to secondary school in September 2018.

You need to apply online for your child's school place by visiting www.westsussex.gov.uk/admissions

Please be aware that the email address which you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically.

If you do not have access to the internet, free access to apply for a school place is available in all West Sussex libraries and Children and Family Centres.

The website provides information needed for completing your application, including details of all the schools in West Sussex, your catchment school and important information for parents. Please read it carefully before making your application.

There are some benefits to applying online and we strongly advise all parents to do so. However, if you really can't access the internet you can obtain a paper form by calling [03330 142 903](tel:03330142903).

Important information

You must apply on time

It is very important that you apply before the closing date of Tuesday 31 October 2017; you cannot apply online after this date.

If your application is received after the closing date of Tuesday 31 October 2017 you seriously disadvantage your chances of gaining a place at one of your preference schools or your local catchment school.

Applications received after the closing date of Tuesday 31 October 2017 are late applications and will only be considered after all those that were received on time.

It is your responsibility as a parent to ensure that your application is received by The Pupil Admission Team on time.



Your preferences

We advise all parents to think very carefully about their three preferences and to use them wisely.

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.

Please be realistic in your preferences. You have a higher priority for local schools. If you chose an oversubscribed school, the further away you live the less likely you are to be offered a place.

Please note that personal circumstances, such as working arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration.

Finally, we always advise parents to include their catchment school as one of their three preferences.