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# Information for Parents Admission to Junior School in September 2017

How to apply for a school place.  
Important action required.



Apply online at:  
 [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)  
**Deadline: Sunday 15 January 2017**

WS110 & 16

## Information for Parents Transferring from Infant to Junior School – September 2017

### How to apply for a junior school place – Important action required

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

Applying for a place at junior school is an exciting and important time for children and their parents.

The time has now come for you to take that important step and apply for your child's junior school place for September 2017. To make the process as easy as possible, West Sussex County Council encourages you to apply using the online application system at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

All the information you need to help you through the process of applying for a junior school place is in this booklet. Before completing your application, please take the time to read this important information. The frequently asked questions pages and the admission arrangements for schools may help you decide on the best schools for your child.

Before making your final decision about which junior schools to apply for, we would strongly encourage you to visit junior schools and attend their open sessions. This will enable you to find out more about what they can offer your child and give you the opportunity to see the school and meet staff.

Although most children can be given a place at the first preference junior school, this is not always possible if there are more applications for a school than there are places available. When this happens places will be offered by applying the oversubscription criteria. You can list up to three junior schools as preferences and this provides you with the best chance of getting your child into a junior school you want. Remember if your catchment school is a junior school and you want your child to attend there, you must include it as one of your preferences.

It is really important that you apply by the national deadline of **Sunday 15 January 2017**. Applying after this deadline may significantly affect the school we can offer.

I wish your son or daughter the very best for when they start at their new school.



Deborah Myers  
Director of Education and Skills

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## When you can apply

Online applications open on Monday 3 October 2016 and the deadline for making an application is **Sunday 15 January 2017**. 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 your online application. **You must re-submit your application every time you make a change to your preferences.** Only your last dated preferences, prior to the deadline, will be considered in the allocation. If you need help making an application, or have any further questions concerning the process after reading this guidance, please telephone 03330 142 903.

**West Sussex County Council tries to ensure that all parents of children currently attending Year 2 in a West Sussex infant school receive information on how to apply for a place, through their current school. However, the responsibility for obtaining information and making an application before the deadline rests solely with parents.**

### Process Timeline:

- 3 October 2016: The online system opens and details of how to apply online for a junior school place are sent to parents of children in Year 2 at a West Sussex infant school.
- 15 January 2017: Application deadline for on time applications and the online application system closes. Please note that the online system is not monitored after the deadline of Sunday 15 January and, therefore, any changes to your details after the deadline **must** be notified to the Pupil Admissions Team by email or post. 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.
- January 2017 – March 2017: Preferences processed and information exchanged with schools and other Local Authorities.
- 23 March 2017: Processing deadline for receipt of out of time applications made after the application deadline and receipt of evidence regarding a request to change preferences due to a genuine unforeseeable reason. Also the deadline for receipt of evidence for house movers; please see page 13 for further information on the implications of moving during the allocation of places. Any applications received on or after 24 March 2017 will be late applications, received outside of the normal admissions round, and will not be processed until after 22 May 2017.
- 18 April 2017: Online applicants will be notified which school their child has been offered by email during the day. No decisions will be issued by telephone. Other applicants will be sent a letter by second class post, posted during the day.
- 22 May 2017 onwards: Late applications received on or after 24 March 2017, made outside the normal admissions round, processed and offer made. Waiting lists will be established and places offered as they become available.
- May - July 2017 onwards: Appeals heard by an independent appeal panel.
- September 2017: New intake admitted to school.

## Applying for a junior school place

All parents should apply for a junior school online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). When you submit your application you will receive an email confirmation that your application has been received.

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 **Sunday 15 January 2017**. Before the deadline you can amend your preferences by logging back into your online application. If you make any changes after you have submitted your application you must re-submit your application and you must do so every time you make any further changes. Only your last dated preferences, prior to the deadline, will be considered in the allocation.
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 and Children & Family Centres for parents who do not have access to a computer.
4. Only online applicants receive an e-mail on 18 April 2017 confirming the result of their application.

**We would advise parents that applying online very close to the deadline (Sunday 15 January 2017) 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 Sunday 15 January 2017.** Please note that the online system is not monitored after the deadline of Sunday 15 January 2017 and, therefore, any changes to your details after the deadline must be notified to the Pupil Admissions Team by email or post.

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 **3pm on Friday 13 January 2017**. 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 at 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.

## Points to consider before submitting your preferences

- Make sure you use your preferences wisely, be realistic and apply on time. School places are allocated according to the published oversubscription criteria for each school. This can include criteria such as whether your child attends a linked infant school, you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. The tie break within each oversubscription criteria is distance. Personal circumstances, such as child care or working arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. If your catchment school is a junior school you are strongly advised to include it as one of your preferences. You can check the catchment school for your address on our website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). If you do not have access to the internet and you are not sure which is your catchment school please call 03330 142 903 to find out. Please do not include a junior school you do not want as a preference as you may be offered this school. Please do not put all-through primary schools (Reception to Year 6), independent schools or Elective Home Education as preferences as they will be disregarded.

- After the deadline you cannot change your preferences unless there is a genuine unforeseeable reason for doing so, for example if a sibling has changed school. You are advised to contact the Pupil Admissions Team to discuss your reason for changing preferences before submitting a new application.
- If you are planning to move house you must notify the Pupil Admissions Team. It will be necessary to prove that the new address is your child's main address in order to give them correct priority for admission. We would expect to be provided with a copy of a signed tenancy agreement or evidence of exchange of contracts with your notification, as proof of address. The processing deadline for the Pupil Admissions Team to receive evidence of your new address to allow it to be used for the purpose of allocating your child's school place is **Thursday 23 March 2017**. You may wish to contact the Pupil Admissions Team to discuss your preferences if your house move is not yet confirmed.
- If you move house between 24 March 2017 and 4 September 2017 you must still advise the Pupil Admissions Team and send evidence of the date you moved to your new address. Any school place offered to your child will be based on the address held on the Pupil Admissions Team records and the assumption that your child will still be resident at this address in September 2017. It is your responsibility to notify the Pupil Admissions Team of any changes to your address. If you change residency before 4 September 2017 without informing the Pupil Admissions Team, this may result in the offer made being withdrawn.
- Many church aided schools and some academies will ask you to complete their supplementary information form to enable the Governors to consider your application against the school's oversubscription criteria. The form may ask for information about church attendance, baptism, parents working at the school etc. The school must still consider your application if you choose not to complete the supplementary form, however failing to do so may affect the priority the Governors give your application. (Supplementary Information Forms are available from the schools, their websites, from the Pupil Admissions Team or at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).)
- If you have previously visited a school and completed papers for them, you must still complete an online application before the deadline to apply for a place at the school.
- Church aided schools and academies may have a different policy to West Sussex County Council. Please check the admission arrangements for these schools before making your application.

## **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: The SEND-IAS, 1<sup>st</sup> Floor, Oriel Lodge, West Street, Chichester, West Sussex PO19 1RZ or call their helpline on 0330 222 8555, Monday – Friday 9am – 4pm.

## **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 (or became subject to a residence order or special guardianship order).

- Applications for looked after children should be made by the relevant social worker. Applications for previously looked after children who are adopted should be supported by a copy of the adoption order and the new birth certificate.

- Applications for previously looked after children who become subject to a residence order – made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- 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 letter from social services confirming the details of the arrangements for the child.

## Applying under the exceptional and compelling category

Parents wishing to apply to church aided schools and academies (type of school is shown in the contact list pages 16-19), 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 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 cope with 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 under this category must state in the additional information box for their first preference what independent professional evidence they are submitting to support their application. If this information is not provided in the additional information box 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 posted to the Pupil Admissions Team by Recorded Delivery mail and be received by the application deadline of 15 January 2017. 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 junior 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 junior 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.

The Pupil Admissions Team will not contact third parties to obtain information relating to an application. It is the parents' responsibility to send any evidence relating to their child to support their application. Your application will not be considered under this category if you do not provide the supporting evidence. The evidence must be received by the deadline of **Sunday 15 January 2017**. 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. Any application made under the exceptional and compelling category must be submitted, along with the professional evidence supporting the application, before the closing date of 15 January 2017. Applications or evidence submitted late will only be considered in exceptional circumstances.

As priority under this category cannot be assumed, parents are strongly advised to name additional 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, attending a linked infant school. 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 Pupil Admissions Team regarding application under this category. All calls and any information received are treated in strict confidence.

## The application deadline, out of time and late applications

Your completed application must be submitted by the national application deadline of **Sunday 15 January 2017**. The online system will close at 23:59 on Sunday 15 January 2017. If you need to apply after this date, please telephone 03330 142 903 to request a paper form and return it to your local West Sussex primary school. Please note that the online system is not monitored after the deadline of Sunday 15 January and, therefore, any changes to your details after the deadline must be notified to the Pupil Admissions Team by email or post.

If your application is received after the application deadline of 15 January 2017, between 16 January 2017 and 23 March 2017, it is out of time and your preferences will only be considered after all the applications received on time. Applications received on or after Friday 24 March 2017 are late, outside the normal admissions round, and will not be processed until after 22 May 2017.

Church aided 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 2017, 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 aided junior schools and academies in West Sussex are shown on pages 16-19. The oversubscription criteria for all community and controlled junior schools in West Sussex are shown on page 19. The oversubscription criteria for all church aided junior schools and academies in West Sussex are available from the schools' websites and at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

All your junior school preferences will be considered at the same time against the oversubscription criteria applicable to the relevant school. In the case of oversubscription in any of the West Sussex County Council categories, priority is given to applicants who live nearest the school (measured by a straight line from school to the child's home address, using Ordnance Survey address point data from a central point in each building). Other tie-breaks may apply to church aided schools and academies.

If a child can be offered a place at more than one of the junior schools listed on their application, they will be offered a place at the higher listed junior school. If you wish to discuss the implications of the order of your preferences please contact the Pupil Admissions Team. We can only allocate a child one school place and any subsequent application and offer will result in the original offer being withdrawn.

Parents should note that children are not automatically considered for their catchment school and residing in a catchment area does not guarantee a place at the catchment school. If the catchment school is a junior schools parents are strongly encouraged to include it as one of their preferences.

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

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

Bognor Regis, Rose Green Infant	Bognor Regis, Rose Green Junior
Burgess Hill, The Gattons Infant School	Burgess Hill, Southway Junior School
Copthorne, Fairway Infant School	Copthorne, Copthorne CE Junior School
Crawley, The Brook Infant School	Crawley, Maidenbower Junior School
Crawley, Maidenbower Infant School	Crawley, Maidenbower Junior School
Crawley, Pound Hill Infant Academy	Crawley, Pound Hill Junior School
East Preston Infant	East Preston Junior
Graffham Infant	Duncton Junior

Hassocks, Hassocks Infant School	Hassocks, The Windmills Junior School
Horsham, Littlehaven Infant School	Horsham, Northolmes Junior School
Horsham, Trafalgar Infant School	Horsham, Greenway Junior Academy
Southbourne Infant	Southbourne Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Field Place Infant	Worthing, Orchards Junior
Worthing, Lyndhurst Infant	Worthing, Chesswood Junior
Worthing, Springfield Infant	Worthing, Chesswood Junior
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

## Applying for a primary school place for September 2017

If your child currently attends Year 2 in an infant school, and you would like them to attend Year 3 in a primary school in September 2017, you can make an In-year application from June 2017 and if there is a space available they will be offered the place for September. Please see the sections '*How do I apply for a Year 3 place for my child at a Primary School?*' on page 11 and '*In-year applications to join an established year group*' on page 24 for further information.

## Frequently Asked Questions

### What is the role of the Pupil Admissions Team?

The role of the Pupil Admissions Team is to administer West Sussex County Council's coordinated admissions scheme, including the allocation of places at community and controlled junior schools in accordance with the Council's published admission policy. The Team is able to offer advice and guidance to parents making an application for their child. However, the Team is unable to:

- offer opinions on schools' suitability and performance;
- arrange visits to schools;
- allocate places outside West Sussex County Council's criteria or take account of personal circumstances, outside of exceptional and compelling cases;
- change a child's details (name or address) without written confirmation and supporting documentation where appropriate;
- investigate anonymous allegations regarding false addresses without sufficient information. West Sussex County Council does treat the issue of using a false address very seriously and any correspondence of this nature is dealt with confidentially.

If you are dissatisfied with the service of the Pupil Admissions Team, in the first instance please write to the Pupil Admissions Manager for the area, see page 28. Complaints about schools should be referred to the headteacher or the school's Governing Body.

### How likely is it that my preference will be met?

Please see the section on using your preferences wisely and being realistic (under 'Points to consider before submitting your preferences') on page 5. The less priority you have under a school's oversubscription criteria the less likely you are to be offered a place if that school has more applications than places.

For the 2016 junior transfer round 99.1% of parents who applied on time were offered their preferred school and 99.6% were offered one of their three preferred schools.

The table on pages 16-19 gives details about the number of places offered and children refused at each community or controlled and church aided junior school and academies in West Sussex for September 2017 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. The Government website <http://direct.gov.uk> has links to school OFSTED reports and Department for Education performance tables. 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 17 and 19). If a child applying for the junior school attends the linked infant school, then they have priority under the oversubscription criteria for the named junior school.

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

You can express a preference for any mainstream junior school. 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?' for further information, and advice on using your preferences wisely and being realistic, on page 9.

Schools are categorised as community, controlled, church aided (sometimes called voluntary aided) schools and academies. All community and controlled schools have catchment areas and West Sussex County Council manages the admissions.

Some church aided schools, and most academies, also have catchment areas while others serve a wider area. For these schools the decision to offer a place is made by the Governing Body. You can check your catchment school by entering your postcode on our website.

If you apply for a place for your child at a community or controlled junior school that is not the catchment school for your address (you can check your catchment school at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)), 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 apply for admissions 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.

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

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

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

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

1. Apply online expressing a preference for a junior school by Sunday 15 January 2017. This will ensure that your child has a school place for September 2017 in case it is not possible to offer a place at the primary school you prefer.
2. You will be offered a junior school on 18 April 2017.
3. You must then complete an In Year application form in June 2017 to confirm your in-year preference. If a place is available at your preferred primary school at this time, we will offer a place in June 2017 for September 2017 and withdraw the junior school place. If we cannot offer a place you will be advised of your right of appeal and the offer of a place that you received on 18 April will remain.

It is not possible to make an application for Year 3 at a primary school on your online application or before June 2017.

## **Do special rules apply to twins and multiple births?**

A separate application must be made for every child. Please note that sibling priority is only given when a sibling is already attending the school, therefore twins and multiple births do not give sibling priority to each other and their details should not be included as siblings on an application. Where West Sussex County Council is the Admissions Authority 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 direct 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 a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP).

If your child has a Statement or 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 Statements/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 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.

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 a Statement of Special Educational Needs or 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 a Statement of Special Educational Needs or EHCP/draft EHCP and you have any queries about the admission process, please contact SENAT using the following telephone numbers:

0330 222 8881: Chichester, Bognor Regis, Midhurst, Petworth

0330 222 8882: Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing, Horsham West

0330 222 8883: Crawley, Burgess Hill, Horsham East, Haywards Heath, Cuckfield, East Grinstead

SENAT are located at Room 001, County Hall, Chichester, PO19 1RF.

(Please note that callers must report to the main reception desk)

email: [sensupportteam@westsussex.gov.uk](mailto:sensupportteam@westsussex.gov.uk).

Please only contact SENAT if your child has a Statement of Special Educational Needs or 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 junior school?**

A church aided school is one where the Governing Body is responsible for admission to the school. If you would like your child to go to a church aided school 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). You should also contact the church aided school direct. If you wish your application to be given priority on denominational grounds you must complete a supplementary form and return it direct to the school. The form will ask for information about church attendance, baptism etc.

All schools comply with the national closing date, which is **Sunday 15 January 2017**.

### **If my child also stays with their other parent, which address will be used?**

The Pupil Admissions Team can use only 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: council tax bill, child benefit documentation, medical card, utility bill or bank statement. 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. It is important to note that only one application can be made per child and parents with shared parental responsibility should agree their child's school preferences before making an application. The County Council cannot intervene where parents with joint responsibility disagree. Failing to disclose information can result in a delay in offering a school place or the offer being withdrawn.

Places offered based on fraudulent addresses **will** be withdrawn. If you have any concerns or questions about this, please contact the Pupil Admissions Team.

## **We are moving house soon. Will this affect our application?**

Yes it will. It is important that applications are received before the application deadline of **15 January 2017**. However, if you have acceptable evidence of a confirmed house move you must send it to the Pupil Admissions Team on or before 23 March 2017. It will be necessary to prove that the new address is your child's main address in order to give them correct priority for admission. We would expect to be provided with a copy of a signed tenancy agreement, or evidence of exchange of contracts, as proof of your new address.

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 2017. It is your responsibility to notify the Pupil Admissions Team of any changes to your address at any time before 4 September 2017. If you change residency before places are allocated without informing the Pupil Admissions Team, this may result in the offer made being withdrawn.

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

Parents living outside West Sussex can apply for a junior 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 neighbouring local authorities are at the back of this booklet). You may wish to contact the Local Authority for your home to discuss the implications of listing a West Sussex school as a preference. Your home Local Authority will let us know about your application. Once decisions have been made we will inform your home Local Authority and they will notify you on 18 April 2017. The oversubscription criteria for all schools apply to all applicants, regardless of where they live. Applications for all through primary schools outside West Sussex must be made direct to the Admission Authority for the school.

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

Parents living in West Sussex wishing to apply for a junior school place in another county or city must still apply online from the West Sussex website listing their preferences. We will tell the appropriate Local Authority about your application but you may find it helpful to contact them yourself to discuss your application. (Addresses and telephone numbers for neighbouring local authorities can be found at the back of this booklet). Once decisions have been made the appropriate Local Authority will let us know and we will advise you on **18 April 2017**. Applications for all through primary schools outside West Sussex must be made direct to the Admission Authority for the school.

## **Can I make alternative arrangements for my child's education?**

You may decide to educate your child yourself at home. This is called Elective Home Education. It is important that the Pupil Admissions Team is aware of your plans, so that a place is not allocated unnecessarily for your child. Please confirm these alternative arrangements to the Pupil Admissions Team in writing. Your child will not then be allocated a school place. Please do not list Elective Home Education as a preference on an application as it will be disregarded and a school place offered. Please note that if you choose to educate your child yourself you do not receive any additional priority for a school place should you wish to apply at a later date.

Information regarding home education is available from West Sussex County Council's Elective Home Education Team on 0330 222 3300.

## **My child will be attending an independent school – do I still need to complete an application?**

If you have been offered 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 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 expressing preferences for maintained schools in

order to ensure your child has a school place for September 2017. 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?**

After the deadline you cannot change your preferences unless there is a genuine unforeseeable reason for doing so, for example, if a sibling has moved schools. Evidence of the change will be required. The processing deadline for the Pupil Admissions Team to receive confirmation of the change to allow it to be used for the purpose of allocating your child's school place is **Thursday 23 March 2017**. Before the national closing date of **15 January 2017** you can amend the preferences by logging back into your online application. **You must re-submit your application every time you make a change to your preferences.**

Only your last dated preferences, prior to the deadline, will be considered in the allocation.

### **When will I know if I have a place?**

National offer day is **18 April 2017**. Online applicants will be notified which school their child has been offered by email during the day. No decisions will be issued by telephone. Other applicants will be sent a letter by second class post, posted during the day.

### **What happens after allocation?**

The majority of parents in West Sussex will receive an offer of a junior school place at a school they expressed a preference for. The Headteacher of the school your child has been allocated will contact you to confirm the school's induction arrangements. If your address has or will be changing you must notify the Pupil Admissions Team without delay.

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.

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

If we cannot offer your child a place at any of your preferred junior schools, we will offer a place at your catchment school if availability allows or, if your catchment school is full, you will be offered a place at the nearest school to your home address with a place available. (This only applies to children resident in West Sussex. If you live in another Local Authority's area they will offer you a place at one of their schools, if your preferences cannot be met). We always advise parents of children transferring to junior school to include their catchment school if it is a junior school. If you are unhappy with the school you have been offered The Pupil Admissions Team can tell you which alternative schools have places available but you should be aware these may be further from your home than the offer you currently have. Please note that we have a statutory obligation to offer your child a school place and, therefore, we will not withdraw the place offered until we receive written confirmation 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, including church aided schools and academies. All appeals are heard by an independent panel. If you have been refused a place at your preferred school(s) in writing, you can access an online appeal form and details of the appeals process at [www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/](http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals-and-waiting-lists/). If you require a paper form you can download it from the website or ring 03330 142 903 to request one. If you decide to appeal, you will receive advance notice of the hearing date. You will be invited to attend the appeal and you may take someone with you for

support. The hearing will be conducted as informally as possible and you will have the opportunity to put forward your case and ask questions.

If your appeal is refused, the Local Authority or Governing Body at a church aided school or an academy 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 junior school that was a higher preference than the school offered they will automatically be added to the waiting list for the higher preference junior school. Waiting lists are set-up 20 school days after the allocation date. If you were refused a school place outside of West Sussex then you need to contact the Local Authority for the school refused for information on their waiting list procedure.

All waiting lists must be ordered by the same criteria used to determine the allocation; the School Admissions Code prohibits waiting lists from being ordered by date of application or length of time on list. The oversubscription criteria for all community and controlled schools in West Sussex are shown on page 19. The oversubscription criteria for all church aided schools and academies in West Sussex are available from the schools' websites and at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

For community and controlled schools, within each criterion places are ordered by straight line distance to the school, the nearest having higher priority. A child's position on a waiting list can go down as well as up as others join or leave the lists - for this reason parents are asked not to contact the Pupil Admissions Team too often just to check their child's waiting list position. The Pupil Admissions Team is particularly busy in the summer term and frequent calls from parents regarding waiting list positions prevent them from undertaking their key task of managing applications and waiting lists and offering places

*Allocation waiting lists for community and controlled schools will be held until 31 December. If you wish your child to remain on any list after this date you must confirm this in writing or by email to the Pupil Admissions Team.*

### **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 junior school that was not one of your original preferences, you must first make an application for that junior school by completing an application form available at [www.westsussex.gov.uk](http://www.westsussex.gov.uk) or calling 03330 142 903. Only when you have been refused a place in writing can you appeal or will your child 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.

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

If a place becomes available from the waiting list we will normally contact you before offering the place and withdrawing the school previously offered. However, it is your responsibility to let the Pupil Admissions Team know if your child is on a waiting list and you no longer want to be considered for this place.

### **What happens if I moved into West Sussex after school places have been allocated?**

Pupils moving into West Sussex after the allocation date and applying for a school place after the initial allocation of places will also be placed on a waiting list if their preferred school is oversubscribed and they

have been refused a place at the school following an application. We will confirm this when we write to you refusing you a place at the school.

## What happens if I move within West Sussex after school places have been allocated?

Pupils moving within West Sussex after the allocation date and applying for a school place after the initial allocation of places will, where availability allows, be offered their preferred school and the place previously offered will be withdrawn. Where we have to refuse a place because the preferred school is oversubscribed pupils will be placed on a waiting list following an application. We will confirm this when we write to you refusing you a place at the school.

## Contact List for all Community, Controlled and Church Aided Junior Schools and Academies in the Northern Area

- Map of the North/South areas is on page 27 of this booklet
- South area school are listed on pages 17-19

Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number	School Type* (See pages 25-26 for definitions)	Age Range	Published Admission Number 2017/18	Number of Applications received before the deadline for 2016	Number of Places Offered at allocation date September 2016	How places were allocated for September 2016 as at allocation date (See oversubscription criteria)	Criteria & distance (in metres) of the last place allocated for September 2016 (for oversubscribed schools)
<b>Burgess Hill</b> Southway Junior Mr P Newbold Southway, Burgess Hill, RH15 9SU (01444) 233824 <a href="mailto:office@southwayjunior.co.uk">office@southwayjunior.co.uk</a> <a href="http://www.southwayjunior.co.uk">www.southwayjunior.co.uk</a> 2215	Community	7-11	90	84	84	All on time applicants who requested this school were offered a place.	
<b>Copthorne CE Junior (Controlled)</b> Mrs J Francis Church Road, Copthorne, Crawley RH10 3RD (01342) 712372 <a href="mailto:office@copthornejunior.co.uk">office@copthornejunior.co.uk</a> <a href="http://www.copthorne.w-sussex.sch.uk">www.copthorne.w-sussex.sch.uk</a> 3059	Voluntary Controlled	7-11	60	56	56	All on time applicants who requested this school were offered a place.	
<b>Crawley</b> Maidenbower Junior Mrs A Croucher Harvest Road, Maidenbower, Crawley, RH10 7RA (01293) 883758 <a href="mailto:office@maidenbowerjunior.w-sussex.sch.uk">office@maidenbowerjunior.w-sussex.sch.uk</a> <a href="http://www.maidenbowerjunior.co.uk">www.maidenbowerjunior.co.uk</a> 2255	Community	7-11	150	162	150	Children with a Statement: 4 Criteria 1: 0 Criteria 2: 0 Criteria 3: 146 Criteria 4: 0 Criteria 5: 0 Criteria 6: 0 Criteria 7: 0	Criteria 3 2304.14m
<b>Crawley</b> Pound Hill Junior Mr A White Crawley Lane, Pound Hill, Crawley RH10 7EB (01293) 447000 <a href="mailto:office@poundhilljunior.org.uk">office@poundhilljunior.org.uk</a> <a href="http://www.poundhilljunior.org.uk">www.poundhilljunior.org.uk</a> 2161	Community	7-11	90	109	114* (* An additional 30 places were made available to meet the need in the local area.)	All on time applicants who requested this school were offered a place as well as children who applied after the deadline and 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.	
<b>Hassocks</b> The Windmills Junior Mrs L Murray Dale Avenue, Hassocks, BN6 8LS (01273) 842421 <a href="mailto:office@windmills.w-sussex.sch.uk">office@windmills.w-sussex.sch.uk</a> <a href="http://www.windmills.w-sussex.sch.uk">www.windmills.w-sussex.sch.uk</a> 2213	Community	7-11	90	90	90	All on time applicants who requested this school were offered a place.	

Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number	School Type* See pages 25-26 for definitions)	Age Range	Published Admission Number 2017/18	Number of Applications received before the deadline for 2016	Number of Places Offered at allocation date September 2016	How places were allocated for September 2016 as at allocation date (See oversubscription criteria)	Criteria & distance (in metres) of the last place allocated for September 2016 (for oversubscribed schools)
<b>Horsham</b> Greenway Academy (Junior) Ms K White Greenway, Horsham, RH12 2JS (01403) 252013 <a href="mailto:office@greenwayacademy.co.uk">office@greenwayacademy.co.uk</a> <a href="http://www.greenwayacademy.co.uk">www.greenwayacademy.co.uk</a> 5200	Academy	7-11	120	82	86	All on time applicants who requested this school were offered a place as well as children who applied after the deadline and 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.	
<b>Horsham</b> Northolmes Junior Mrs S Anderson Leith View Road, Horsham, RH12 4EA (01403) 261822 <a href="mailto:office@northolmes.w-sussex.sch.uk">office@northolmes.w-sussex.sch.uk</a> <a href="http://www.northolmesjuniorschool.com">www.northolmesjuniorschool.com</a> 2036	Community	7-11	45	47	46* (*The school agreed to admit the last linked child.)	Children with a Statement: 0 Criteria 1: 0 Criteria 2: 0 Criteria 3: 46 Criteria 4: 0 Criteria 5: 0 Criteria 6: 0 Criteria 7: 0	Criteria 3  7270.05m
<b>Southwater</b> Junior Academy Mrs A Ratsey Worthing Road, Southwater, Horsham, RH13 9JH (01403) 730475 <a href="mailto:office@southwaterjunioracademy.co.uk">office@southwaterjunioracademy.co.uk</a> <a href="http://www.southwaterjunioracademy.co.uk">www.southwaterjunioracademy.co.uk</a> 2134	Academy	7-11	120	110	111	All on time applicants who requested this school were offered a place as well as a child who applied after the deadline.	

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

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

### Contact List for all Community, Controlled and Church Aided Junior Schools and Academies in the Southern Area

- Map of the North/South areas is on page 27 of this booklet
- North area school are listed on pages 16-17

Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number	School Type* See pages 25-26 for definitions)	Age Range	Published Admission Number 2017/18	Number of Applications received before the deadline for 2016	Number of Places Offered at allocation date September 2016	How places were allocated for September 2016 as at allocation date (See oversubscription criteria)	Criteria & distance (in metres) of the last place allocated for September 2016 (for oversubscribed schools)
<b>Bognor Regis</b> Nyewood CE Junior Mr J Williams Brent Road, Bognor Regis PO21 5NW (01243) 825871 <a href="mailto:office@nyewood-jun-w.sussex.sch.uk">office@nyewood-jun-w.sussex.sch.uk</a> <a href="http://www.nyewood-jun.w-sussex.sch.uk">www.nyewood-jun.w-sussex.sch.uk</a> 3303	Voluntary Aided	7-11	90	83	88	All on time applicants who requested this school were offered a place as well as children who applied after the deadline and 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.	

Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number	School Type* (See pages 25-26 for definitions)	Age Range	Published Admission Number 2017/18	Number of Applications received before the deadline for 2016	Number of Places Offered at allocation date September 2016	How places were allocated for September 2016 as at allocation date (See oversubscription criteria)	Criteria & distance (in metres) of the last place allocated for September 2016 (for oversubscribed schools)
<b>Bognor Regis</b> , Rose Green Junior Mr P Craig Raleigh Road Rose Green Bognor Regis PO21 3NA (01243) 262317 <a href="mailto:office@rosegreenjunior.co.uk">office@rosegreenjunior.co.uk</a> <a href="http://www.rosegreenjunior.co.uk">www.rosegreenjunior.co.uk</a> 2008	Academy	7-11	93	114	114	All on time applicants who requested this school were offered a place.	
<b>Chichester</b> , Central CofE Junior Aided Ms G Leadbetter-Simmons Orchard Street, Chichester, PO19 1DQ (01243) 783709 <a href="mailto:office@centralschool-chichester.org.uk">office@centralschool-chichester.org.uk</a> <a href="http://www.centraljunior.school.co.uk">www.centraljunior.school.co.uk</a> 3305	Voluntary Aided	7-11	90	73	75	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>Duncton</b> CE Junior School Mrs H Martin Willett Close Duncton Petworth GU28 0LB (01798) 342402 <a href="mailto:office@dunctonjunior.org.uk">office@dunctonjunior.org.uk</a> graffhamandduncton.w-sussex.sch.uk 3013	Community	7-11	20	15	16	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>East Preston</b> Junior Mrs K Lockyear Lashmar Road East Preston BN16 1EZ (01903) 785672 <a href="mailto:office@epjs.co.uk">office@epjs.co.uk</a> <a href="http://www.epjs.co.uk">www.epjs.co.uk</a> 2024	Community	7-11	60	59	63	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>Felpham</b> Bishop Tufnell CE Junior Mr S Morton (Executive Headteacher) Pennyfields, Felpham, Bognor Regis, PO22 6BN (01243) 582400 <a href="mailto:office@tufnell.org">office@tufnell.org</a> <a href="https://btjs.wsussex.dbprimary.com">https://btjs.wsussex.dbprimary.com</a> 3312	Voluntary Aided	7-11	90	93	92	Children with a Statement: 2 Criteria 1: 0 Criteria 2: 90 Criteria 3: 0 Criteria 4: 0 Criteria 5: 0 Criteria 6: 0	Criteria 2  1041.06m
<b>Southbourne</b> Junior Mrs L Gasser New Road Southbourne Emsworth Hants PO10 8JX (01243) 375878 <a href="mailto:office@southbourne-juniors.co.uk">office@southbourne-juniors.co.uk</a> <a href="http://www.southbournejuniors.co.uk">www.southbournejuniors.co.uk</a> 2110	Community	7-11	60	57	60	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>Worthing</b> , Chesswood Junior Mr A Jolley Chesswood Road Worthing BN11 2AA (01903) 204141 <a href="mailto:office@chesswood.w-sussex.sch.uk">office@chesswood.w-sussex.sch.uk</a> <a href="http://www.chesswood.w-sussex.sch.uk">www.chesswood.w-sussex.sch.uk</a> 2239	Community	7-11	180	159	165	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>Worthing</b> , Durrington Junior Mrs S Ensor & Mrs Z Wilby (Co Headteachers) Salvington Road Worthing BN13 2JD (01903) 260761 <a href="mailto:officejunior@dfed.co.uk">officejunior@dfed.co.uk</a> <a href="http://www.durringtoninfantjunior.co.uk">www.durringtoninfantjunior.co.uk</a> 2229	Community	7-11	90	69	75	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	

Name of School Headteacher Postal Address Telephone Number E-Mail Address Website DfE Number	School Type* (See pages 25-26 for definitions)	Age Range	Published Admission Number 2017/18	Number of Applications received before the deadline for 2016	Number of Places Offered at allocation date September 2016	How places were allocated for September 2016 as at allocation date (See oversubscription criteria)	Criteria & distance (in metres) of the last place allocated for September 2016 (for oversubscribed schools)
<b>Worthing, Orchards Junior</b> Dr P M Jones Nelson Road Worthing BN12 6EN (01903) 520202 <a href="mailto:enquires@orchards.w-sussex.sch.uk">enquires@orchards.w-sussex.sch.uk</a> <a href="http://www.orchards.w-sussex.sch.uk">www.orchards.w-sussex.sch.uk</a> 2085	Academy	7-11	120	104	108	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	
<b>Worthing, Thomas A Becket Junior</b> Mr J Gadd Glebeside Avenue Worthing BN14 7PR (01903) 206127 / 202268 <a href="mailto:office@thomasbecketjunior.org.uk">office@thomasbecketjunior.org.uk</a> <a href="http://www.thomasbecketjunior.org.uk">www.thomasbecketjunior.org.uk</a> 2232	Community	7-11	192	171	173	All on time applicants who requested this school were offered a place as well as children who applied after the deadline.	

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

Bognor Regis, Rose Green Infant	Bognor Regis, Rose Green Junior
East Preston Infant	East Preston Junior
Graffham Infant	Duncton Junior
Southbourne Infant	Southbourne Junior
Worthing, Lyndhurst Infant and Springfield Infant	Worthing, Chesswood Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Field Place Infant	Worthing, Orchards Junior
Worthing, Springfield Infant	Worthing, Chesswood Junior
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

### Oversubscription Criteria for Junior Schools in West Sussex - September 2017

(Oversubscription Criteria for previous years is 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. (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 address point data from a central point in each building.
- 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 older sibling will be at the school at the time of application and will still be in the school at the time of admission. Please note it is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.
- Children whose parents were denied places they requested at their catchment school are treated as living in their current school's catchment area for sibling purposes. **Please note that it is the parent's responsibility to indicate these circumstances in their application.**

### **Junior Transfer Allocation:**

Any child with a statement of special educational needs or EHCP 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 leave care under a special guardianship or residence order. See page 6 for further details. Evidence must be provided;
2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 7 for more information. Evidence must be provided;
3. Children attending a named infant school and applying for a place at the linked junior school;
4. Children who live in the catchment area with brothers or sisters already at the school;
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;
7. Other children who live outside the catchment area.

### **Church Aided Schools and Academies**

Church Aided Schools and Academies are 'own admission authority schools', responsible for determining their own admission arrangements. Their oversubscription criteria are included in the school's published admission policy available on the school or admissions website.

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

Unless stated otherwise in the school's admission policy:

- The tie-break used is a straight line distance.
- All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.
- 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.
- Applications received after the application deadline will be considered after all the preferences received on time.
- Children with Statement of Special Educational Needs or EHCP naming a school will automatically be admitted under Section 324 of the Education Act 1996.
- Looked after children (children in public care), children who were previously looked after and children who leave care under a special guardianship or residence order are given priority. See page 6 for more information - evidence must be provided.

For full information on how places were allocated at these schools for September 2016 you should contact the school directly or consult their website. Information on the point where church aided schools and academies were oversubscribed is shown on pages 16-19.

## Transport to School

### WEST SUSSEX SUSTAINABLE MODES OF TRAVEL STRATEGY

#### Introduction

The Education and Inspections Act 2006 requires local authorities to publish a Sustainable Modes of Travel Strategy to promote the use of sustainable travel to and from school and between school establishments.

#### Aims of the Strategy

The Education and Inspections Act 2006 extends local authorities' duties to support choice through provision of transport and transport arrangements, including provision of free transport for the most disadvantaged families.

The strategy supports this by building on existing strategies, plans and policies adopted by the Local Authority. Through the implementation of the strategy the Local Authority will:

- Help to improve travel planning to schools and colleges
- Improve accessibility to schools and colleges
- Improve road safety and healthy lifestyles for children
- Continue to build on reduction of car use for school journeys
- Improve safety at school gates by discouraging illegal and inconsiderate parking behaviours at drop-off and pick-up times
- Increase walking, cycling and using public transport to and from school
- Encourage independent travel for children and students with special educational needs.

#### The Strategy

The strategy complements the West Sussex Transport Plan 2011-26 and draws from the Local Authority's other plans and strategies including:

- Safer Routes to School delivery programme
- School Travel Plan programme (including behavioural change activities)
- Road Safety Framework 2016-2026
- Walking and Cycling Strategy 2016-26
- Home to School and College transport policies which are summarised on page 23 of this booklet.

#### School Travel Plans

Through the School Travel Plan Programme, the Local Authority is working alongside schools to ensure that all schools 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. School websites and telephone numbers are listed on pages 16-19 of this booklet.

#### Walking to school

Through the development of walking buses, the Safer Routes to School programme and other walking initiatives (e.g. walk to school week), the Local Authority supports and encourages walking to school, not only to reduce car usage but to improve both the health of children and the environment locally.

#### Cycling

Through its Walking and Cycling Strategy 2016-26, the Local Authority is committed to promoting cycling as normal and acceptable behaviour including for travelling to and from school or college. As well as local information in some school travel plans, advice on cycling in West Sussex can be found on the County Council's website.

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 discounted rail season tickets using the Sussex Student Card, a scheme that is supported in partnership with Southern Railways.

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 page 23 of this booklet or through the school transport website. Additional information for students attending sixth forms, sixth form colleges or colleges of further education can be found in the policy statement and its appendices published annually.

## 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:

	Website	Contact or further information
Cycling	<a href="http://www.westsussex.gov.uk/cycling">www.westsussex.gov.uk/cycling</a>	01243 642105
School Travel Plans	Contact individual schools direct (see pages 16-19 of this booklet)	Contact individual schools direct (see pages 16-19 of this booklet)
School Crossing Patrols	<a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a>	Contact individual schools direct or School Crossing Patrol Service on 01243 642105
Home to school and college transport policies	<a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a>	Page 23 of this booklet
Travel planning	<a href="http://www.traveline.info">www.traveline.info</a>	0871 200 2233

Bus timetables and fares	<a href="http://www.westsussex.gov.uk/">www.westsussex.gov.uk/</a>	Contact bus operators direct
Rail timetables and fares	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a>	08457 48 49 50
Sussex Student Card and rail discount scheme	<a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a>	Leaflets also available at schools, colleges and railway stations
Safer Routes to School and Travel Planning	<a href="http://www.westsussex.gov.uk/">www.westsussex.gov.uk/</a>	<a href="mailto:srts.team@westsussex.gov.uk">srts.team@westsussex.gov.uk</a>
Bus Infrastructure improvements	<a href="http://www.westsussex.gov.uk/">www.westsussex.gov.uk/</a>	<a href="mailto:bus.stops@westsussex.gov.uk">bus.stops@westsussex.gov.uk</a>

## West Sussex Home to School Transport Policy

You will receive help to a community or voluntary controlled school if your child is:

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

or

- is 8 years or over and
- lives three miles or more from their catchment or nearest suitable school.

Distance is measured by the shortest walking route.

Help will also be given to families on low income if your child is 8 or over and you live two miles or more from the catchment or nearest suitable school. To qualify you must be eligible for free school meals or the family must be receiving Working Tax Credit at the maximum level. In these circumstances, help is given until the end of the school year. A fresh application is required the following year.

Help with transport is not offered to children attending church aided schools unless it is also the nearest school to the home address.

Please note that the school transport policy and school transport arrangements are subject to review from time to time.

To make enquiries regarding eligibility for transport and for full details of the County Council's school transport policy, please contact the Transport Coordination Group, The Grange, Tower Street, Chichester, West Sussex PO19 1RH (01243)753530.

### 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 Coordination Group to discuss this 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.

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

An in-year admission is the admission of a pupil to a school which takes place outside of the normal admission round. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

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.

Details of how to make an in-year application, which form to use and where to send it can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions), or you can telephone 03330 142 903 for advice and an application form. Online applications made at a weekend are treated as being received on the next working day. In-year applications for schools outside West Sussex should be made direct to that school or Local Authority.

Where West Sussex County Council processes applications, either as the Admissions Authority for the school or on behalf of the governing body of an own admission authority school, we aim to do so within ten school days of receipt, although this can be longer at busy times or if required information is delayed or complex. We can only offer a place if there are spaces in that year group and places for established year groups cannot be reserved in advance. You can make an in-year application at any time and places normally have to be taken up within 10 school days. The exception is that in-year applications for September entry (apart from the intake year) can be made from the beginning of June. In-year applications for September received on or before 31 May will be returned to the applicant and must be resubmitted on or after 1 June.

Where preferences cannot be met parents will be advised of how to go on the waiting list and their right of appeal.

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.

**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.

**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.

## Glossary

### 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 governing body, 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 many schools this is the Local Authority. In the case of a church aided or foundation school or an academy, it is the Governing Body.

### 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.

### Church Aided School

Church aided schools are religious or 'faith' schools which are run by their own Governing Body, which sets the admissions criteria and makes admissions decisions (also known as a voluntary aided school).

### Community School

A community school is one which is funded and run by the Local Authority, who set the admissions criteria and makes decisions (also known as a Maintained School).

### Controlled School

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 (also known as a voluntary-controlled school).

### Co-ordinated Admissions

Local Authorities are required to co-ordinate admissions for all pupils in an area. This means that every parent of a child living in West Sussex who has applied for a school place receives an offer of only one school place.

### Education, Health and Care Plan

Replaces a Statement of Special Educational Needs (see below) from 1 September 2014.

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

### Free Schools

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

### Independent School

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

### In-Year Admissions

In-year admissions are applications made on or after the first day of the school term of the admission year for a place in an established year group.

### Local Authority

The council responsible for schools in the area. In West Sussex it is West Sussex County Council.

### **Looked After Children and Previously Looked After Children**

A child who is registered as being in the care of the Local Authority or being provided with accommodation by the Local Authority (under Section 22 of the Children's Act 1989). An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Normal Admissions Round**

The period during which parents are invited to express up to three preferences for a place at any state-funded junior school, in rank order on the common application form provided. In West Sussex this period runs from when applications open on 3 October 2016 to our processing deadline of 23 March 2017 (three weeks before the National Offer Day). The deadline for on time parental applications is 15 January 2017. Applications received between 16 January 2017 and 23 March 2017 are out of time applications determined before the National Offer Day. Applications received between 24 March 2017 and 3 September 2017 are late applications outside the normal admissions round.

### **Number on Roll**

This is the total number of children at a school on a specific date.

### **Oversubscribed**

A school is oversubscribed when it has more applications than the number of places available (published admission number).

### **Preferences**

Parents have the right to state up to three junior schools they would like their child to attend. However there can be no guarantee that a place will be allocated at the preferred schools if they are oversubscribed.

### **Private Fostering**

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

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

This is the number of places available in each year group at a school, based on the actual accommodation at the school.

### **Sibling**

A brother or sister. 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.

### **Statement of Special Educational Need**

A formally recognized assessment of a child's additional needs. (N.B. Replaced by an Education, Health and Care Plan from 1 September 2014.)

## West Sussex Admissions North and South areas



### Data Protection Act 1998

The information supplied by parents in their application is held on computer and may be checked against other information held by West Sussex County Council and any related agency. Your child's information is covered by the Data Protection Act which gives anyone with parental responsibility the right to apply to access that information, by making written application to The Information Officer, Legal Services Unit, West Sussex County Council, County Hall, Chichester, PO19 1RQ. Please note we may share your information without your consent if there is a legal requirement to do so (or if there is a risk of serious harm or threat to life).

This authority is under a duty to protect the public funds it administers, and to this end may use the information provided in an application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.westsussex.gov.uk/nfi](http://www.westsussex.gov.uk/nfi)

## USEFUL CONTACT TELEPHONE NUMBERS

### Pupil Admissions Team (Northern Area)

County Hall North, Chart Way, Horsham,  
RH12 1XH

Telephone: 03330 142 903

Fax: 01403 276460

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

### Pupil Admissions Team (Southern Area)

Centenary House, Durrington Lane, Worthing,  
BN13 2QB

Telephone: 03330 142 903

Fax: 01903 839214

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

### Special Educational Needs Assessment Team:

Telephone numbers:

0330 222 8881: Chichester, Bognor Regis,

Midhurst, Petworth

0330 222 8882: Angmering, Littlehampton,

Steyning, Worthing, Shoreham, Lancing,

Horsham West

0330 222 8883: Crawley, Burgess Hill, Horsham

East, Haywards Heath, Cuckfield, East Grinstead

### Pupil Entitlement Team - Investigations:

Telephone: 0330 222 8200 (8.30am to 1.30pm)

### Elective Home Education:

Telephone: 0330 222 3300

### 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

#### Roman Catholic Schools

Diocesan Director of Schools

Diocese of Arundel and Brighton

Catholic School Services

4 Southgate Drive

Crawley, West Sussex

RH10 6RD

Telephone: 01293 511130

## Neighbouring Authorities

### East Sussex County Council

Admissions and Transport Team, County Hall, St  
Anne's Crescent, Lewes, East Sussex, BN7 1SG.

Telephone: 0300 330 9472

[www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)

### Kent County Council

Admissions and Transport Team, Room 2.24,  
Sessions House, County Hall, Maidstone, Kent,  
ME14 1XQ.

Telephone: 03000 412121

[www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions)

### Surrey County Council

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

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

### Brighton and Hove City Council

School Admissions Team, Children and Young  
People's Trust, Brighton and Hove City Council,  
PO Box 2503,

King's House, Grand Avenue, Hove, BN3 2SU.

Telephone: 01273 293653

[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

### Hampshire County Council

County Admissions Team, Children's Services  
Department, The Castle, Winchester, Hampshire,  
SO23 8UG.

Telephone: 0300 555 1377 [www.hants.gov.uk](http://www.hants.gov.uk)

### Portsmouth City Council

Admissions Service, Portsmouth City Council,  
Civic Offices, Guildhall Square,

Portsmouth, PO1 2EA

Telephone: 023 9268 8008

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

This brochure relates to the school year starting September 2017 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.