

## Education and Skills: Children, Young People and Learning

Pupil Admissions Team  
Bridge House  
Barrington Road  
Goring-By-Sea  
WORTHING  
BN12 4FP

admissions.south@westsussex.gov.uk  
www.westsussex.gov.uk/admissions

Pupil Admissions Team  
County Hall North  
Chart Way  
Horsham  
West Sussex  
RH12 1XB

admissions.north@westsussex.gov.uk  
Tel: 03330 142 903



October 2023

### **To the Parents of: All Year 2 Pupils in West Sussex Infant schools**

Dear Parent

#### **Transfer to Junior School – September 2024**

You have been sent this letter because your child will be changing school at the end of this academic year and it contains information about applying for a **junior** school place for September 2024.

*If your child has an Education Health Care Plan, or you are resident outside West Sussex, different arrangements apply. Please see overleaf.*

This letter contains important information about applying for **junior** school places online and the benefits of doing so. We strongly recommend that you keep the letter safe until after you have received confirmation of your child's school place for September 2024. We have also enclosed with this letter a checklist of actions parents need to consider before submitting your preferences. To check the catchment school for your address, please go to [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

You can apply for a place at a **junior** school at this time. If you wish to apply for a primary school place for September 2024 you cannot do so until June 2024 and there is no guarantee of a place, as you will be joining an established year group. Further information is available on the admissions website [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

#### **Apply online from Monday 2 October 2023**

It is easy and safe to apply for a **junior** school place online by logging on to [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). Please read the relevant pages on the website before you begin your application. Please be aware that the email address which you provide will be shared with the allocated and preference schools, as parents and schools increasingly communicate electronically.

If you do not have access to the internet, either at home or at work, free internet access to make school applications is available at all West Sussex libraries.

#### **Preparing to make an online application**

To make an application using the online system you will need an email address and to create a password if you do not already have an account in parent portal.

The user name will be your email address.

The password must adhere to the following rules, it must be:

- At least 8 characters long
- At least one character UPPERCASE
- At least one character lowercase
- At least one special character (i.e. \* ! \$ not a number or letter)
- At least one number

**The deadline for receipt of all applications is Monday 15 January 2024.**

If you need to apply using a paper form please telephone 03330 142 903 to request one. It is your responsibility to ensure the form is received by your local infant school or the Pupil Admissions Team by 15 January 2024. If sending to the Pupil Admissions Team, the application should be sent using recorded delivery. Any application received after the deadline will be considered as out of time or late and will not be processed until after all on time applications. The Pupil Admissions Team will not acknowledge receipt of paper forms and you must ensure you provide a valid e-mail address with your application to receive the outcome of your school offer.

You can express up to three preferences for **junior** schools only. All your preferences will be considered against the oversubscription criteria of your preferred schools. You have the highest priority if your child attends a linked infant school. If your child can be offered a place at more than one school listed on the application, they will be offered a place at the higher listed school. Please do not put down the same preference more than once, as your child can only be ranked once for each preferred school. Please do not include independent schools, schools where you do not want a place for your child, or Elective Home Education as preferences.

- **Children with Education Health Care Plans:** *parents should already have been contacted by the Special Educational Needs Assessment Team (SENAT). If you have not, please contact them using the details shown on our website or call the telephone number above.*
- **Children resident outside West Sussex:** *parents are required to complete a transfer application through the local authority responsible for their address, even if the preference is for a school in another local authority's area. If you have any questions please contact your local authority or visit their website for information on how to apply.*

**If you wish your child to be considered for a place at their catchment school you must include this as one of your three preferences.**

We look forward to receiving your online application before the **national closing date of 15 January 2024**. The national allocation date is Tuesday 16 April 2024 and parents who provide a valid e-mail address with their application will be sent an email advising the school offered to their child on this day.

Yours sincerely



Natalie Bailey  
Pupil Admissions Manager (South)



Linda Bubb  
Pupil Admissions Manager (North)