

Transferring to Secondary School Checklist

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

Have you found out about your local schools? We recommend that you attend open events and arrange to visit the school(s) before you complete your online application.	
Have you read the admissions criteria for all the schools you are considering? The tables in the Information for Parents booklet, available on the West Sussex County Council website, will show how places were allocated for 2017. This information is only provided as a guide to parents. There is no guarantee that for 2018 a place would be available in the same category or to the same distance as it will depend on the number of applicants and where they live.	
Have you identified three preferred schools? Use your preferences wisely and be realistic. School places are allocated according to the published oversubscription criteria for that school. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. You have a higher priority for the catchment school. If your preference is for a school that is frequently oversubscribed, the further away you live the less likely you are to be offered a place. Personal circumstances, such as child care arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. You are strongly encouraged to include your catchment school as one of your preferences. If you are not sure which is your catchment school you can find out at www.westsussex.gov.uk/admissions or by ringing 03330 142 903.	
Have you checked if any of your preferences are for church aided schools, foundation schools or academies? If they are you <u>must</u> include them on your online application and <u>and</u> check if the school or academy has a Supplementary Information Form (SIF). You can check to see if a school has a SIF on the West Sussex County Council website or by contacting the school direct. If you are applying for a school or academy that has a SIF, and you wish to apply under any of the criteria on the form, please make sure that you complete the relevant form for each school you are applying for and return it direct to the school before the deadline of 31 October 2017. SIFs include additional information relevant to a particular school's oversubscription criteria, for example church attendance, if you don't complete the SIF you will not be considered under those criteria.	
Have you made a note of the deadline for applications? You must submit your application by the closing date 31 October 2017. You should apply online, providing an email address, at www.westsussex.gov.uk/admissions . Please be aware that the email address which you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically. Free internet access is available at all West Sussex Libraries and Children and Family Centres, for the purpose of applying for a school place, for anyone who doesn't have access to the internet.	
Have you planned when and where to make your online application? If you have no option but to apply using a paper form, please telephone 03330 142 903 to request one. If you apply using a paper form you will not receive an offer of a school place by email on 1 March 2018 but a letter will be posted to you by second class post that day. Please follow the instructions for returning a paper form published in the Information for Parents booklet and on the form. You are responsible for ensuring that your form is returned on time.	
Have you ensured that only one application has been made for your child? We can only accept one application for a child. Parents with shared parental responsibility should agree their child's school preferences before making an application. If you change your preferences any new application made, whether online or on paper, will make your previous application invalid.	

If you require further guidance, or if this information is needed in an alternative format, please contact us on 03330 142 903 and we will try to meet your needs. If English is not your first language you may wish to ask an English speaking friend to help you to make the first contact call. A leaflet giving information on transferring to secondary school is available in Polish, Portuguese, Bengali, Tamil, French or Russian.