Children, Adults, Families, Health, Education
Education & Skills: Pupil Entitlement

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10 September 2018

To the Parents of:
All Year 6 Pupils
in West Sussex schools

Dear Parent

Transfer to Secondary School – September 2019

You have been sent this letter because your child needs to change school at the end of this academic year and it contains information about applying for a school place for September 2019.

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

This letter contains important information about applying online and the benefits of doing so and we strongly recommend that you keep it safe until after you have received confirmation of your child's school place for September 2019. We have also enclosed with this letter a checklist of actions parents may find useful before submitting their preferences. To check the catchment school for your address please go to www.westsussex.gov.uk/admissions.

Apply online from Monday 10 September 2018

It is easy and safe to apply online by logging on to www.westsussex.gov.uk/admissions. Please read the Information for Parents booklet on our website before you begin your application. Please be aware that the email address which you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically.

If you do not have access to the internet, either at home or at work, free internet access to make school applications is available at all West Sussex libraries and Children and Family Centres. Staff will be on hand to guide you through the process.

Preparing to make an online application

To make an application using the online system you will need an email address and to create a user id and password. The user id must be between 6 and 16 characters long and must contain only letters or numbers (ie do not use special characters).

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 (ie * ! $ not a number or letter)
- At least one number

The deadline for receipt of all applications is Wednesday 31 October 2018.

If you have 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 primary school by 31 October 2018. Parents should note that schools are closed for half term between 22 October and 26 October and will be unable to take receipt of forms during this period. You may also wish to check if your local school will be closed for an INSET day either before or after half term. 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.

You are strongly encouraged to use all three of your preferences as this provides you with the best chance of getting your child into a school that you want. All your preferences will be considered against the oversubscription criteria of your preferred schools. 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. Failure to name three different schools could disadvantage your child.

- ***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. If you are not sure which is the catchment school for your address you can check on our website.

We look forward to receiving your online application before the **national closing date of 31 October 2018**. The national allocation date is 1 March 2019 and parents who apply online will be sent an email advising the school offered to their child that day.

Yours sincerely





Helen Moules
Pupil Admissions Manager (South)

Linda Bubb
Pupil Admissions Manager (North)