

Pupil Admissions Team (South)

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This information sheet will give you the information you need to make your application on-time and explains how the Admissions Team are required to process applications in accordance with the School Admissions Code 2021.

Parents, we encourage you to:

- Visit any schools you are considering before making your preferences.
- Read the Information for Parent booklet available at www.westsussex.gov.uk/admissions
- Apply before the deadline – **31 October 2023**. If you apply after this date, it is unlikely that we will be able to offer you any of your preferred schools on 1 March 2024. Please apply via the West Sussex website: [Apply for a School Place \(westsussex.gov.uk\)](http://www.westsussex.gov.uk)
- Please ensure you **submit** your application. This is especially important when you log back in and re-visit your application. There have been examples of applications being unsubmitted and then not re-submitted before the deadline.
- Consider the transport implications of your preferred schools. The transport policy is on the West Sussex website: School and College Transport – West Sussex County Council [School and college transport - West Sussex County Council](http://www.westsussex.gov.uk). There is also a summary of the policy in the Information for parents' booklet (see above).
- If you are offered a preference school, you may not be entitled to transport to that school. Transport eligibility will only apply if you have been offered an alternative school, you have included your catchment school as a preference **and** you meet the criteria in the transport policy.
- We strongly encourage parents to apply for their catchment school, if you are not offered one of your preferred schools you will have the right of appeal and be automatically placed on the waiting list
- Do not include a school that you do not want as a preference as you may be offered this school.

West Sussex County Council (or the admission authority for own admission schools) **must**:

- Give priority to looked after or previously looked after children.
- Consider each application against the published oversubscription.
- Rank each child based purely on their priority under the oversubscription.
- Allocate places only in accordance with published admission arrangements.
- Make an offer on 1 March to all applicants that applied within the published dates.

West Sussex County Council (or the relevant admission authority) **must not**:

- Give priority only to first preferences first.
- Apply any other discretion other than priority under the oversubscription criteria. If a parent applies under the exceptional & compelling criteria, they must provide evidence from a professional person that confirms why the first preference school is the only school that can meet the child's needs.
- Give priority to an application that was received after the deadline ahead of those received on-time.