Apply online at:

- www.westsussex.gov.uk/admissions

Deadline: Tuesday 31 October 2017
Information for Parents
Admission to Secondary School – September 2018

How to apply for a school place – Important action required

Foreword by the Director of Education and Skills

Applying for a place at secondary 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 secondary school place for September 2018. 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.

All the information you need to help you through the process of applying for a secondary 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 secondary schools for your child.

Before making your final decision about which secondary schools to apply for, we would strongly encourage you to visit 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 secondary 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 are strongly advised to provide preferences for the three different secondary schools you would like your child to attend as this provides you with the best chance of getting your child into a secondary school you want. Remember if you want your child to attend their catchment secondary school, you must include this as one of your preferences.

It is really important that you apply by the national deadline of Tuesday 31 October 2017. Applying after this deadline may significantly affect the secondary school that can be offered.

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 11 September 2017 and the deadline for making an application is Tuesday 31 October 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 due to transfer from a West Sussex state-funded primary school in September 2018 receive information on how to apply for a secondary school place. However, the responsibility for obtaining information and making an application before the application deadline rests solely with parents.

Process Timeline:

- **11 September 2017:** Online applications open and details of how to apply online are sent to parents of children who attend a West Sussex state-funded primary school (i.e. church voluntary aided school, community or voluntary controlled school, foundation school, free school or academy).

- **31 October 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 Tuesday 31 October 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 to complete a paper form it is your responsibility to ensure that the form is returned to your local school by the deadline. Please note that schools will be closed for half term between 23 - 27 October 2017. You may also wish to check if your local school will be closed for an INSET day on Tuesday 31 October 2017. **Paper forms will not be acknowledged.** The most secure way to apply is online. Please note that the governors of church voluntary aided schools and some academies ask parents to complete the school’s supplementary Information Form (SIF) by the same closing date. This extra information enables these schools to rank applications correctly against their admissions criteria.

- **30 November 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 6 for further information on the implications of moving during the allocation of places. Any applications received on or after 1 December 2017 will be late applications, received outside of the normal admissions round, and will not be processed until after 29 March 2018.

- **December 2017 – February 2018:** Preferences processed and information exchanged with schools and other Local Authorities.

- **1 March 2018:** On time 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.

- **29 March 2018 onwards:** Late applications received on or after 1 December 2017, made outside the normal admissions round, processed and offer made. Waiting lists will be established and places offered if they become available.
• **April – July 2018** onwards: Appeals heard by independent appeal panels.

• **September 2018**: New intake admitted to school.

### Applying for a school place

All parents should apply for a school online at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions). When you submit your application you will receive an email containing the information on your application as confirmation that your application has been received. Please be aware that all the contact information which you provide will be shared with the allocated school to facilitate transition arrangements.

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. However, you must ensure that you submit the completed application before the application deadline of **Tuesday 31 October 2017**. Before the application 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 email, which will give you a unique application reference number, as it is your only 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 and Family Centres for parents who do not otherwise have access to a computer.

4. Only on time online applicants receive an email on 1 March 2018 confirming the result of their application.

**We would advise parents that applying online very close to the application deadline (Tuesday 31 October 2017) could be difficult due to high user volume. Please apply ahead of the application deadline, after visiting schools and considering the admission arrangements. The online system will close at 23:59 on Tuesday 31 October 2017.** Please note that the online system is not monitored after the deadline of Tuesday 31 October 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 the completed form is returned to your local West Sussex primary school by the application deadline. Please note that schools will be closed for half term between 23-27 October 2017. You may also wish to check if the school will be closed for an INSET day on Tuesday 31 October 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 by 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.

As mentioned previously, please note that the governors of church voluntary aided schools and some academies ask parents to complete the school’s Supplementary Information Form (SIF) by the same closing date. This extra information enables these schools to rank applications correctly against their admissions criteria. The school must still consider your application if you choose not to complete the SIF, however failing to do so may affect the priority the Governors give your application.
Points to consider before submitting your three preferences

- Make sure you use all three of your preferences wisely, be realistic and apply on time. School places are allocated according to the published oversubscription criteria for each school so study these carefully. 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 your catchment school. If you make a preference for an oversubscribed school, 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 three preferences. 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. You can check the catchment school for your address on our website. 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 school you do not want as a preference as you may be offered this school. Please do not put independent schools or Elective Home Education as preferences as they will be disregarded.

- After the application deadline you cannot change your on time 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 re-submitting your application.

- If you are planning to move house you must notify the Pupil Admissions Team. You may wish to contact the Pupil Admissions Team to discuss your preferences if your house move is not yet confirmed. Further information on moving house is available on page 6. If you change residency before 4 September 2018 without informing the Pupil Admissions Team, this may result in the offer made being withdrawn.

- Church voluntary 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 or at 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 application deadline to apply for a place at the school.

- For schools where West Sussex County Council determines the admission arrangements (i.e. community and voluntary controlled schools) a 'feeder school' system is not generally used. Davison CE High School for Girls in Worthing is an exception. Feeder school systems are used by some schools that are their own admission authority (for example some church voluntary aided schools and some academies). Please check the admission arrangements for these schools before making your application.

Information about addresses

The majority of West Sussex Schools have a catchment area. It is important that the address information for each pupil is accurate to ensure the correct priority is applied to the application.

*It is the parent’s responsibility to notify the Pupil Admissions Team of any changes to their address in writing at any time before 4 September 2018.*
All changes of address that are received after the allocation will be reviewed and, if the application gained an unfair advantage and the place would not have been offered, we will withdraw the offer made.

**Fraudulent use of addresses**

If you are aware that a fraudulent address has been used for an application, you should inform the Pupil Admissions Team in writing providing as much information regarding the child and address as possible. All information will be treated as confidential and will be investigated.

If it is found that a place has been allocated using incorrect or knowingly misleading information which allowed the application an unfair advantage, the offered place will be withdrawn. If the school that should have been offered was full at allocation an alternative will be offered and this may be further away.

**Shared residency**

The Pupil Admissions Team can only use 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 a: council tax bill, medical card, utility bill, bank statement or child benefit documentation. 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.

**Moving house**

**Moving after an application has been made but prior to allocation**

You must make an application through your current Local Authority prior to the deadline of 31 October 2017. If you are planning to move house prior to the new school year in September, you must advise the Pupil Admissions Team in writing to ensure that your application receives the correct priority for the allocation.

Acceptable confirmation of your new address (a signed tenancy agreement or confirmation of contract exchange for a purchase) must be received by the West Sussex Pupil Admissions Team by 30 November 2017, which is our final processing deadline to allow us to use your new address for allocation. Any changes received after this date will not be processed until 29 March 2018. In these circumstances your previous address will be used for allocation on 1 March 2018 but your new address will be used for waiting lists after allocation.

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 2018.

**Moving within West Sussex after school places have been allocated**

The Pupil Admissions Team must be advised of any changes to a pupil's address in writing at any time before 4 September 2018.
If you are moving within West Sussex and wish to submit new preferences, a new application must be submitted along with acceptable confirmation of the new address. Where availability allows, we will offer the 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 and, if necessary, the alternative school offered when we write to you refusing you a place at the preferred school.

**Moving into West Sussex after school places have been allocated**

Pupils moving into West Sussex from outside the county after the allocation date with an acceptable confirmation of address can make applications direct to West Sussex County Council. If acceptable confirmation of the new address is not available, an application should be made via your current Local Authority, requesting your preferred schools in West Sussex. Where availability allows, we will offer your preferred school and the place previously offered by your Local Authority 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. Once confirmation of your West Sussex address has been received, an alternative school place will be offered and the place previously offered by your Local Authority will be withdrawn.

**Moving out of West Sussex to another county**

Pupils moving out of West Sussex to another county must still apply through West Sussex prior to the deadline of 31 October 2017. Any preferences for out of county schools will be sent to the relevant authority for consideration.

It is advisable to contact your new Local Authority to discuss their process for moving and deadlines as they may not be the same as the ones for West Sussex.

**Shared parental responsibility – duplicate and disputed applications**

It is important to note that only one application can be processed for each child and only one offer of a school place made. Disputes on the preferred schools by those with parental responsibility should be settled between the parties, neither the Local Authority nor the admissions authority will become involved in any parental disputes. If a person with parental responsibility submits an application that is disputed by another person with parental responsibility or if more than one person with parental responsibility submits an application with different preferences then those applicants may need to settle the matter through the courts. Where no agreement is reached or court order obtained in time for the Local Authority to carry out its duties in accordance with the published timescales, the Local Authority will decide which application to process and will make only one offer of a school place. Failing to disclose information can result in a delay in offering a school place or an offer being withdrawn.

**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: helpline on 0330 222 8555 (Mon.-Fri. 9am – 4pm), or by email: send.ias@westsussex.gov.uk

**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, became subject to a special guardianship order, residence order or child arrangement order.
• Applications for looked after children, who are subject to a care order (under Section 31 of the Children Act 1989), should be made by the allocated social worker.

• Applications for previously looked after children who are adopted should be supported by a copy of the adoption certificate.

• 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 copy of the special guardianship order confirming the details of the arrangements for the child.

• Applications for previously looked after children who become subject to a residence order (made under Section 8 of the Children Act 1989) or child arrangement order (made under the Children and Families Act 2014) should be supported by a copy of the court order confirming the details of the arrangements for the child.

Private fostering arrangements

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 close 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. In such circumstances it is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email:MASH@westsussex.gcsx.gov.uk

Applying under the exceptional and compelling category

Parents wishing to apply to church voluntary aided schools, foundation schools and academies (type of school is shown in the contact list pages 16-25), 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 first named school 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, and the evidence is not received by the application deadline of 31 October 2018, then 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 sent to the Pupil Admissions Team and if posted sent by Recorded Delivery mail. 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 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 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. 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. Applications or evidence submitted late will only...
be considered in exceptional circumstances. Applications under this category can only be made when the preference is originally requested.

As priority under this category cannot be assumed, parents are strongly advised to name three different 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, residency within the catchment area. 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 admission 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 relevant Admissions Authority regarding application under this category. All calls and any information received are treated in strict confidence. In the 2017 allocation, of the 15 applications considered by the panel only 2 proceeded on this basis.

The application deadline, out of time and late applications

Your completed application must be submitted by the national application deadline of Tuesday 31 October 2017. The online system will close at 23:59 on Tuesday 31 October 2017. If you need to apply after this date, please telephone 03330 142 903 to request a paper form and return it to your child’s West Sussex primary school. Please note that the online system is not monitored after the deadline of Tuesday 31 October 2017 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 31 October 2017, between 1 November 2017 and Thursday 30 November 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 1 December 2017 are late, outside the normal admissions round, and will not be processed until after 29 March 2018.

Church voluntary aided and foundation 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 31 October 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 and controlled, church voluntary aided and foundation secondary schools and academies in West Sussex are shown on pages 16-25. The oversubscription criteria for all community and controlled secondary schools in West Sussex is shown on page 25. The oversubscription criteria for all church aided and foundation schools and academies in West Sussex are available from the schools’ websites and at www.westsussex.gov.uk/admissions.

All your 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 data within the curtilage of the property). Other tie-breaks may apply to church aided and foundation schools and academies.

All your preferences are equal and an admission authority cannot discriminate against an application simply because the school was not named first on an application. Every school that a parent names on their application is treated as if it were a separate application – each one is equal – and the highest possible preference that can be met will be offered. At allocation the Pupil Admissions Team determine which of the three preferences can and cannot be met. If more than one preference can be met then the order the preferences were listed on the application becomes relevant and a place is offered at the school listed as
the higher preference. More information for parents on the Equal Preference System is available on the website.

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. Parents are strongly encouraged to include their catchment school as one of their three preferences.

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 voluntary controlled 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’s transfer. 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 acceptable 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 45. 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 three preferences wisely and being realistic (under ‘Points to consider before submitting your three 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 2017 secondary transfer rounds 91% of parents who applied on time were offered their first preference school and 98.4% were offered one of their three preferred schools.

The table on pages 16-25 gives details about the number of places offered and children refused at each state-funded secondary school 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
www.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.

The open session dates for schools in West Sussex are detailed on pages 33-36. However, parents are advised to check individual school websites for further information.

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

You can express a preference for any of the secondary schools listed on pages 16-25. 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?’ on page 10 for further information and advice on using your three preferences wisely and being realistic on page 5.

Schools are categorised as community, controlled, church aided (sometimes called voluntary aided), foundation schools and academies. All community and voluntary controlled schools have catchment areas and West Sussex County Council determine and manage the admissions. You can check your catchment school by entering your postcode on our website.

Many church voluntary aided schools, foundation schools, free schools and academies also have catchment areas. In the case of church voluntary aided schools, the catchment area may be defined in terms of parishes or deaneries while others may serve an even wider area. For these schools, full details can be found in the school’s published admission arrangements on their website. Decisions to offer a place at these schools are made by the Governing Body.

If you apply for a place for your child at a school that is not the catchment school for your address 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 community and controlled schools, within any oversubscription category, is the straight line distance from home to school.

**Can I apply for admission 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.

**Do special rules apply to twins and children of 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, or has an existing offer for, 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 for the school 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. On rare occasions, if school allocations overlap with your child being assessed for an EHCP, you may receive an allocation from the Pupil Admissions Team which is different to the school you were expecting. Should this happen please contact the SENAT for advice; your child will be offered the school most appropriate to meet their needs.

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.

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 voluntary aided school or academy with a religious character?

You apply to a church voluntary aided school or academy with a religious character in the same way as you apply for a community or voluntary controlled school, foundation school or free school, i.e. 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).

For church voluntary aided schools and academies with a religious character, if you wish your application to be given priority on denominational grounds you must complete a supplementary information form (SIF) and return it direct to the school. SIFs can be obtained from the schools concerned. SIFs must be returned to the church voluntary aided school or academy with a religious character by the national application deadline which is Tuesday 31 October 2017.
If I live outside West Sussex, how do I apply for a West Sussex school?

Parents living outside West Sussex can apply for a 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 1 March 2018. The oversubscription criteria for all schools apply to all applicants, regardless of where they live.

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

Parents living in West Sussex wishing to apply for a school place in another county or city must still apply online from the West Sussex website listing their preference(s). 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 notify you on 1 March 2018.

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 attends an independent school - how do I apply to move them to a state-funded school?

Information on how to apply for a school place is not automatically sent to children attending school in the independent sector. Parents must apply through their home Local Authority for secondary transfer. Parents resident in West Sussex can apply online at www.westsussex.gov.uk/admissions or if this is not possible, telephone 03330 142 903 to request a paper form. The application deadline is Tuesday 31 October 2017.

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

If you have received a confirmed offer of 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-funded 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 online expressing three preferences for maintained schools in order to ensure your child has a school place for September 2018. 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 application 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 30 November 2017. Before the national closing date of 31 October 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 1 March 2018. On time 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 school place at a school they expressed a preference for. The school offered may ask you to accept the place. **Accepting the place offered does not affect your right of appeal or to be on the waiting list for any school you have been refused.** If your address has or will be changing you must notify the Pupil Admissions Team without delay. The Headteacher of the school your child has been allocated will also confirm the school’s induction arrangements and timetable for admission.

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 arrangements for your child’s admission.

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

If we cannot offer your child a place at any of your preferred 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). For this reason we always advise parents to include their child’s catchment school as one of their three preferences. 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 address 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.

Can I appeal?

You have the right to appeal against the decision not to offer a place at any of your preferred schools. All appeals are heard by an independent panel. If you have been refused a place in West Sussex at your preferred school(s) in writing, you can access an online appeal form and details of the appeals process on the West Sussex website. 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 an academy, church voluntary aided school, foundation school or free school) 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 Admission 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 school they will automatically be added to the waiting list for that school. Waiting lists are set-up 20 school days after the allocation date and 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 Office in December. It is parent's responsibility to make contact with the Pupil Admissions Team – reminders will not be sent. If you have been refused a place at an Academy, Church Aided or Free School the waiting lists will be held by the Admissions Team until September, when it will be passed to the school. From September you should contact the school directly regarding their management of the list. If you were refused a school place outside of West Sussex you need to contact the Local Authority for the school refused for information on their waiting list procedure.

All waiting lists are held in accordance with the School Admissions Code as required by the Department for Education. For example waiting lists must reflect the over-subscription criteria used at allocation and it is prohibited to prioritise lists using a date order. The oversubscription criteria for all Community and Controlled schools in West Sussex are shown on page 25. A complete list of oversubscription criterion for all schools in West Sussex is detailed on our website. For Community and Controlled schools, within each criterion waiting list positions are ordered by straight line distance to the school, the nearest having higher priority. If a place becomes available following the allocation it will be offered to the child at the top of the waiting list at that time.

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

If a place becomes available from a waiting list, you will be contacted using the information in your application. If we do not receive a reply from you within 5 working days of trying to contact you, your child’s name will be removed from the waiting list and the place will be reallocated to the next child on that list. You may wish to provide additional contact information in order to ensure you can be contacted promptly in the event of a place becoming available. When doing so please ensure you consider your access to that route of contact i.e. can you access your emails whilst on holiday.

You should note we do not rank children on waiting lists until a place actually becomes available. At that time waiting lists are reviewed in accordance with the relevant school's oversubscription criteria. The available place is then offered to the child at the top of the list at that time. The Admissions Team will only contact you regarding a waiting list if a place becomes available that can be offered to your child. We are unable to give any indication as to the likelihood of a place becoming available as spaces can only be allocated if children withdraw from a school’s intake list. For this reason we would ask that you do not contact the Pupil Admissions Team regarding waiting list positions. Should you decide that you no longer want your child’s name on a list please notify us as this will help prevent unnecessary delays in reallocating spaces should they become available. The team may contact parents as the academic year progresses to confirm if they wish their child’s name to remain on a waiting list. This is to ensure the smooth operation of the lists and to avoid delays in allocating places should they become available.

Unless you are advised of an alternative school place, you should assume the place offer made for your child remains available and liaise with the school regarding their intake arrangements when they make contact with you.
Can I appeal and/or put my child on a waiting list for a school that wasn't an original preference?

If you wish to appeal or have your child placed on a waiting list for a school that wasn't one of your original preferences, you must first make an application for that school by completing an application form available at www.westsussex.gov.uk or calling 03330 142 903. Only when you have been refused a place in writing can you appeal and your child will 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.

Contact list for all Secondary Schools in West Sussex; including Academies, Church Voluntary Aided Schools, Community and Voluntary Controlled Schools, Foundation Schools and Free Schools.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Name of School</th>
<th>Postal Address</th>
<th>Telephone Number</th>
<th>Email Address</th>
<th>Website</th>
<th>Age Range</th>
<th>Published Admission Number 2018/19</th>
<th>Number of Applications received before the deadline for 2017</th>
<th>Number of places offered at allocation date (1 March 2017 for September 2017)</th>
<th>How places were allocated for September 2017 (see the school’s oversubscription criteria for details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angmering</td>
<td>The Angmering School</td>
<td>Station Road, Angmering, BN16 4HH</td>
<td>(01903) 772351</td>
<td><a href="mailto:office@theangmeringschool.co.uk">office@theangmeringschool.co.uk</a></td>
<td><a href="http://www.angmeringschool.co.uk">www.angmeringschool.co.uk</a></td>
<td>Community</td>
<td>11 - 18</td>
<td>270</td>
<td>257</td>
<td>270</td>
</tr>
<tr>
<td>Barnham</td>
<td>St Philip Howard Catholic School</td>
<td>Elm Grove South Barnham Bognor Regis PO22 0EN</td>
<td>(01243) 552055</td>
<td><a href="mailto:admissions@sphcs.co.uk">admissions@sphcs.co.uk</a></td>
<td><a href="http://www.sphcs.co.uk">www.sphcs.co.uk</a></td>
<td>Voluntary Aided</td>
<td>11 – 18</td>
<td>180</td>
<td>218</td>
<td>180</td>
</tr>
<tr>
<td>Billingshurst</td>
<td>The Weald School</td>
<td>Station Road, Billingshurst, RH14 9RY</td>
<td>(01403) 787200</td>
<td><a href="mailto:office@theweald.org.uk">office@theweald.org.uk</a></td>
<td><a href="http://www.theweald.org.uk">www.theweald.org.uk</a></td>
<td>Community</td>
<td>11-18</td>
<td>300</td>
<td>328</td>
<td>300</td>
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Criteria 10: 3615.36m Criteria : 6 10905.4
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<tr>
<th>Name of School</th>
<th>School Type*</th>
<th>Age Range</th>
<th>Published Admission Number 2018/19</th>
<th>Number of Applications received before the deadline for 2017</th>
<th>Number of places offered at allocation date (1 March 2017) for September 2017</th>
<th>How places were allocated for September 2017 (see the school’s oversubscription criteria for details)</th>
<th>Criteria and distance (in metres) of the last place offered at allocation (1 March 2017) for oversubscribed schools</th>
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<tbody>
<tr>
<td>Bognor Regis/Felpham The Regis School</td>
<td>Academy</td>
<td>11 - 18</td>
<td>300</td>
<td>248</td>
<td>272</td>
<td>All applicants who requested this school were offered a place including 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.</td>
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<tr>
<td>Westloats Lane Bognor Regis PO21 5LH</td>
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<tr>
<td>(01243) 871010 <a href="mailto:enquires@theregisschool.co.uk">enquires@theregisschool.co.uk</a></td>
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<td><a href="http://www.theregisschool.co.uk">www.theregisschool.co.uk</a></td>
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<td>Felpham Way Felpham PO22 8EL</td>
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<td>(01243) 826511 <a href="mailto:fcc@felpham.org.uk">fcc@felpham.org.uk</a></td>
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<td><a href="http://www.felpham.com">www.felpham.com</a></td>
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<tr>
<td>Burgess Hill The Burgess Hill Academy</td>
<td>Academy</td>
<td>11-16</td>
<td>240</td>
<td>160</td>
<td>188</td>
<td>All applicants who requested the Burgess Hill Academy for September 2017 were offered a place, including 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.</td>
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<tr>
<td>Station Road, Burgess Hill, RH15 9EA</td>
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<tr>
<td>(01444)241691 <a href="mailto:office@theburgesshillacademy.org.uk">office@theburgesshillacademy.org.uk</a></td>
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<td><a href="http://www.theburgesshillacademy.org.uk">www.theburgesshillacademy.org.uk</a></td>
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<tr>
<td>Burgess Hill St Paul’s Catholic College</td>
<td>Voluntary Aided</td>
<td>11-18</td>
<td>150</td>
<td>215</td>
<td>150</td>
<td>Children with a Statement: 5 Criteria 1: 0 Criteria 2: 121 Criteria 3: 24 Criteria 4: 0 Criteria 5: 0 Criteria 6: 0 Criteria 7: 0 Criteria 8: 0 Criteria 9: 0 Criteria 10: 0 Criteria 11: 0</td>
<td>Criteria: 3.4 7500.93</td>
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<tr>
<td>Jane Murray Way, Burgess Hill, RH15 8GA</td>
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<tr>
<td>(01444) 873898 <a href="mailto:info@stpaulscatholiccollege.co.uk">info@stpaulscatholiccollege.co.uk</a></td>
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Admission to Secondary School
<table>
<thead>
<tr>
<th>Name of School</th>
<th>Postal Address</th>
<th>Telephone Number</th>
<th>Email Address</th>
<th>Website</th>
<th>DfE Number</th>
<th>School Type* (See page 43 for definitions)</th>
<th>Age Range</th>
<th>Published</th>
<th>Number of Applications received before the deadline for 2017</th>
<th>Number of places offered at allocation date (1 March 2017) for September 2017</th>
<th>How places were allocated for September 2017 (see the school's oversubscription criteria for details)</th>
<th>Criteria and distance (in metres) of the last place offered at allocation (1 March 2017) for oversubscribed schools</th>
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</thead>
<tbody>
<tr>
<td><strong>Chichester Bishop Luffa CofE School</strong></td>
<td>Bishop Luffa Close Chichester PO19 3LT (01243) 832702 (admissions) <a href="mailto:admission@bishopluffa.org.uk">admission@bishopluffa.org.uk</a> <a href="http://www.bishopluffa.org.uk">www.bishopluffa.org.uk</a></td>
<td>(01243) 832702 (admissions) <a href="mailto:admission@bishopluffa.org.uk">admission@bishopluffa.org.uk</a> <a href="http://www.bishopluffa.org.uk">www.bishopluffa.org.uk</a></td>
<td>(01243) 832702 (admissions) <a href="mailto:admission@bishopluffa.org.uk">admission@bishopluffa.org.uk</a> <a href="http://www.bishopluffa.org.uk">www.bishopluffa.org.uk</a></td>
<td>(01243) 832702 (admissions) <a href="mailto:admission@bishopluffa.org.uk">admission@bishopluffa.org.uk</a> <a href="http://www.bishopluffa.org.uk">www.bishopluffa.org.uk</a></td>
<td>(01243) 832702 (admissions) <a href="mailto:admission@bishopluffa.org.uk">admission@bishopluffa.org.uk</a> <a href="http://www.bishopluffa.org.uk">www.bishopluffa.org.uk</a></td>
<td>Academy</td>
<td>11 – 18</td>
<td>240</td>
<td>279</td>
<td>240</td>
<td>Children with a Statement: 0 Criteria 1a: 129 Criteria 1b: 36 Criteria 1c: 6 Criteria 1d: 16 Criteria 1e: 6 Criteria 1f: 29 Criteria 2: 18</td>
<td>Foundation: 9417.82 m Community: 828.26 m</td>
</tr>
<tr>
<td><strong>Chichester Free School</strong></td>
<td>Mr G Martyn The Courtyard Vinnetrow Business Park Vinnetrow Road Runcorn Chichester PO20 1QH (01243) 792690 <a href="mailto:admissions@chichesterfreeschool.org.uk">admissions@chichesterfreeschool.org.uk</a> <a href="http://www.chichesterfreeschool.org.uk">www.chichesterfreeschool.org.uk</a></td>
<td>(01243) 792690 <a href="mailto:admissions@chichesterfreeschool.org.uk">admissions@chichesterfreeschool.org.uk</a> <a href="http://www.chichesterfreeschool.org.uk">www.chichesterfreeschool.org.uk</a></td>
<td>(01243) 792690 <a href="mailto:admissions@chichesterfreeschool.org.uk">admissions@chichesterfreeschool.org.uk</a> <a href="http://www.chichesterfreeschool.org.uk">www.chichesterfreeschool.org.uk</a></td>
<td>(01243) 792690 <a href="mailto:admissions@chichesterfreeschool.org.uk">admissions@chichesterfreeschool.org.uk</a> <a href="http://www.chichesterfreeschool.org.uk">www.chichesterfreeschool.org.uk</a></td>
<td>(01243) 792690 <a href="mailto:admissions@chichesterfreeschool.org.uk">admissions@chichesterfreeschool.org.uk</a> <a href="http://www.chichesterfreeschool.org.uk">www.chichesterfreeschool.org.uk</a></td>
<td>Free School</td>
<td>4 – 18</td>
<td>90</td>
<td>117</td>
<td>94</td>
<td>Children with a Statement: 0 Criteria 1: 3 Criteria 2: 0 Criteria 3: 0 Criteria 4: 23 Criteria 5: 0 Criteria 6: 68</td>
<td>Last criteria allocated randomly not by straight line distance</td>
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<tr>
<td><strong>Chichester Chichester High School</strong></td>
<td>Kingsham Road, Chichester, PO19 8EB (01243) 787014 <a href="mailto:office@chs-tkat.org">office@chs-tkat.org</a> <a href="http://www.chs-tkat.org">www.chs-tkat.org</a></td>
<td>(01243) 787014 <a href="mailto:office@chs-tkat.org">office@chs-tkat.org</a> <a href="http://www.chs-tkat.org">www.chs-tkat.org</a></td>
<td>(01243) 787014 <a href="mailto:office@chs-tkat.org">office@chs-tkat.org</a> <a href="http://www.chs-tkat.org">www.chs-tkat.org</a></td>
<td>(01243) 787014 <a href="mailto:office@chs-tkat.org">office@chs-tkat.org</a> <a href="http://www.chs-tkat.org">www.chs-tkat.org</a></td>
<td>(01243) 787014 <a href="mailto:office@chs-tkat.org">office@chs-tkat.org</a> <a href="http://www.chs-tkat.org">www.chs-tkat.org</a></td>
<td>Academy</td>
<td>11 – 18</td>
<td>270</td>
<td>276</td>
<td>288</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Crawley The Gatwick School</strong></td>
<td>23 Gatwick Road, Crawley, RH10 9TP 01293 538779 <a href="mailto:info@thegatwickschool.org.uk">info@thegatwickschool.org.uk</a> <a href="http://www.thegatwickschool.org.uk">www.thegatwickschool.org.uk</a></td>
<td>01293 538779 <a href="mailto:info@thegatwickschool.org.uk">info@thegatwickschool.org.uk</a> <a href="http://www.thegatwickschool.org.uk">www.thegatwickschool.org.uk</a></td>
<td>01293 538779 <a href="mailto:info@thegatwickschool.org.uk">info@thegatwickschool.org.uk</a> <a href="http://www.thegatwickschool.org.uk">www.thegatwickschool.org.uk</a></td>
<td>01293 538779 <a href="mailto:info@thegatwickschool.org.uk">info@thegatwickschool.org.uk</a> <a href="http://www.thegatwickschool.org.uk">www.thegatwickschool.org.uk</a></td>
<td>01293 538779 <a href="mailto:info@thegatwickschool.org.uk">info@thegatwickschool.org.uk</a> <a href="http://www.thegatwickschool.org.uk">www.thegatwickschool.org.uk</a></td>
<td>Free School</td>
<td>4-16</td>
<td>120</td>
<td>61</td>
<td>73</td>
<td>All applicants who requested this school were offered a place including 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.</td>
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<tr>
<td>Name of School</td>
<td>Postal Address</td>
<td>Telephone Number</td>
<td>Email Address</td>
<td>Website</td>
<td>DfE Number</td>
<td>School Type* (See page 43 for definitions)</td>
<td>Age Range</td>
<td>Published Admission Number 2018/19</td>
<td>Number of Applications received before the deadline for 2017</td>
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<td>How places were allocated for September 2017 (see the school’s oversubscription criteria for details)</td>
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<tr>
<td>Crawley The Holy Trinity CofE Secondary School</td>
<td>Buckswood Drive, Crawley, RH11 8JE (01293) 423690 <a href="mailto:office@holytrinitycrawley.org.uk">office@holytrinitycrawley.org.uk</a> <a href="http://www.holytrinity.w-sussex.sch.uk">www.holytrinity.w-sussex.sch.uk</a> 4606</td>
<td>Voluntary Aided</td>
<td>11-18</td>
<td>210</td>
<td>294</td>
<td>210</td>
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<td></td>
<td>Children with a Statement: 0 Criteria 1: 1 Criteria 2: 34 Criteria 3: 8 Criteria 4: 26 Criteria 5: 2 Criteria 6: 4 Criteria 7: 1 Criteria 8: 19 Criteria 9: 5 Criteria 10:110</td>
<td>Criteria: 10b 916.45* (* Community 10b - all Deanery applicants were offered a place)</td>
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</tr>
<tr>
<td>Crawley Ifield Community College</td>
<td>Crawley Avenue, Ifield, RH11 0DB (01293) 420500 <a href="mailto:office@ifieldcc.co.uk">office@ifieldcc.co.uk</a> <a href="http://www.ifieldcc.w-sussex.sch.uk">www.ifieldcc.w-sussex.sch.uk</a> 4030</td>
<td>Community</td>
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<td>180</td>
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<td>Children with a Statement: 2 Criteria 1: 1 Criteria 2: 0 Criteria 3: 50 Criteria 4: 103 Criteria 5: 5 Criteria 6: 19</td>
<td>Criteria: 6 2816.45</td>
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<tr>
<td>Crawley Oriel High School</td>
<td>Maidenbower Lane, Maidenbower, Crawley, RH10 7XW (01293) 880350 <a href="mailto:office@oriel.w-sussex.sch.uk">office@oriel.w-sussex.sch.uk</a> <a href="http://www.oriel.w-sussex.sch.uk">www.oriel.w-sussex.sch.uk</a> 4003</td>
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<td>11-18</td>
<td>240</td>
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<td>240</td>
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<td>Children with a Statement: 6 Criteria 1: 0 Criteria 2: 0 Criteria 3: 56 Criteria 4: 108 Criteria 5: 26 Criteria 6: 44</td>
<td>Criteria: 6 1905.55</td>
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</tr>
<tr>
<td>Crawley St Wilfrid’s Catholic Comprehensive School</td>
<td>St Wilfrid's Way, Crawley, RH11 8PG (01293) 421421 <a href="mailto:office@stwilfrids.com">office@stwilfrids.com</a> <a href="http://www.stwilfrids.com">www.stwilfrids.com</a> 4602</td>
<td>Voluntary Aided</td>
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<td>Children with a Statement: 2 Criteria a: 1 Criteria b: 92 Criteria c: 28 Criteria d: 2 Criteria e: 17 Criteria f: 0 Criteria g: 8 Criteria h: 0 Criteria i: 0 Criteria j: 0</td>
<td>Criteria: g 1480.34</td>
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<tr>
<td>Name of School</td>
<td>Postal Address</td>
<td>Telephone Number</td>
<td>Email Address</td>
<td>Website</td>
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<td>Age Range</td>
<td>Published Admission Number 2018/19</td>
<td>Number of Applications received before the deadline for 2017</td>
<td>Number of places offered at allocation date (1 March 2017) for September 2017</td>
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</tr>
<tr>
<td>Crawley Thomas Bennett Community College</td>
<td>Ashdown Drive, Tilgate, Crawley, RH10 5AD (01293) 526255 <a href="mailto:admin@thomasbennett-tkat.org">admin@thomasbennett-tkat.org</a> <a href="http://www.thomasbennett-t.org.uk">www.thomasbennett-t.org.uk</a> 4044</td>
<td>11-18</td>
<td>240</td>
<td>169</td>
<td>238</td>
<td>Academy</td>
<td>240</td>
<td>169</td>
<td>238</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td>Criteria: j 4031.02</td>
<td></td>
</tr>
<tr>
<td>Cuckfield Warden Park Secondary Academy</td>
<td>Broad Street, Cuckfield, Haywards Heath, RH17 5DP (01444) 457881 <a href="mailto:admin@wardenpark.co.uk">admin@wardenpark.co.uk</a> <a href="http://www.wardenpark.w-sussex.co.uk">www.wardenpark.w-sussex.co.uk</a> 4103</td>
<td>11-16</td>
<td>300</td>
<td>357</td>
<td>300</td>
<td>Academy</td>
<td>300</td>
<td>357</td>
<td>300</td>
<td>Children with a statement: 2 Criteria a: 2 Criteria b: 1 Criteria c: 83 Criteria d: 35 Criteria e: 14 Criteria f: 2 Criteria g: 0 Criteria h: 124 Criteria i: 0 Criteria j: 37</td>
<td>Criteria: j 4031.02</td>
<td></td>
</tr>
<tr>
<td>East Grinstead Imberhorne School</td>
<td>Imberhorne Lane, East Grinstead, RH19 1QY (01342) 323562 <a href="mailto:info@imberhorne.co.uk">info@imberhorne.co.uk</a> <a href="http://www.imberhorne.co.uk">www.imberhorne.co.uk</a> 4106</td>
<td>11-18</td>
<td>270</td>
<td>264</td>
<td>268</td>
<td>Community</td>
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<td>Criteria: 6 4275.8</td>
<td></td>
</tr>
<tr>
<td>East Grinstead Sackville School</td>
<td>Lewes Road, East Grinstead, RH19 3TY (01342) 410140 secretary@sackville school.org.uk <a href="http://www.sackville.w-sussex.sch.uk">www.sackville.w-sussex.sch.uk</a> 4107</td>
<td>11-18</td>
<td>270</td>
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<td>270</td>
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<td>342</td>
<td>270</td>
<td>Children with a Statement: 3 Criteria 1: 3 Criteria 2: 0 Criteria 3: 45 Criteria 4: 120 Criteria 5: 44 Criteria 6: 55</td>
<td>Criteria: 6 4290.0</td>
<td></td>
</tr>
<tr>
<td>Hassocks Downlands Community School</td>
<td>Dale Avenue, Hassocks, BN6 8LP (01273) 845892 <a href="mailto:office@downlands.w-sussex.sch.uk">office@downlands.w-sussex.sch.uk</a> <a href="http://www.downlands.w-sussex.sch.uk">www.downlands.w-sussex.sch.uk</a> 4105</td>
<td>11-16</td>
<td>240</td>
<td>278</td>
<td>240</td>
<td>Community</td>
<td>240</td>
<td>278</td>
<td>240</td>
<td>Children with a Statement: 1 Criteria 1: 1 Criteria 2: 0 Criteria 3: 59 Criteria 4: 117 Criteria 5: 25 Criteria 6: 37</td>
<td>Criteria: 6 4290.0</td>
<td></td>
</tr>
<tr>
<td>Name of School</td>
<td>Postal Address</td>
<td>Telephone Number</td>
<td>Email Address</td>
<td>Website</td>
<td>Type*</td>
<td>Age Range</td>
<td>Published Admission Number 2018/19</td>
<td>Number of Applications received before the deadline for 2017</td>
<td>Number of places offered at allocation date (1 March 2017) for September 2017</td>
<td>How places were allocated for September 2017 (see the school’s oversubscription criteria for details)</td>
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</tr>
<tr>
<td>Haywards Heath Oathall Community College</td>
<td>Appledore Gardens, Haywards Heath, RH16 2AQ</td>
<td>(01444) 414001</td>
<td><a href="mailto:office@oathall.org">office@oathall.org</a></td>
<td><a href="http://www.oathall.org">www.oathall.org</a></td>
<td>Community</td>
<td>11-16</td>
<td>270</td>
<td>222</td>
<td>228</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horsham The Forest School (Boys)</td>
<td>Comptons Lane, Horsham, RH13 5NT</td>
<td>(01403) 261086</td>
<td><a href="mailto:office@theforestschool.net">office@theforestschool.net</a></td>
<td><a href="http://www.theforestschool.com">www.theforestschool.com</a></td>
<td>Community</td>
<td>11-16</td>
<td>228</td>
<td>224</td>
<td>228</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horsham Millais School (Girls)</td>
<td>Depot Road, Horsham, RH13 5HR</td>
<td>(01403) 254932</td>
<td><a href="mailto:admin@millais.org.uk">admin@millais.org.uk</a></td>
<td><a href="http://www.millais.co.uk">www.millais.co.uk</a></td>
<td>Community</td>
<td>11-16</td>
<td>300</td>
<td>337</td>
<td>300</td>
<td>Children with a Statement: 2 Criteria 1: 0 Criteria 2: 1 Criteria 3a: 57 Criteria3b: 193 Criteria 3c: 28 Criteria 4a: 9 Criteria 4b: 10</td>
<td>Criteria: 6 7530.67</td>
<td></td>
</tr>
<tr>
<td>Horsham Tanbridge House School</td>
<td>Farthings Hill, Guildford Road, Horsham, RH12 1SR</td>
<td>(01403) 263628</td>
<td><a href="mailto:office@ths.uk.net">office@ths.uk.net</a></td>
<td><a href="http://www.tanbridge-house-sch.co.uk">www.tanbridge-house-sch.co.uk</a></td>
<td>Community</td>
<td>11-16</td>
<td>300</td>
<td>383</td>
<td>321*</td>
<td>Children with a Statement: 3 Criteria 1: 3 Criteria 2: 0 Criteria3a: 98 Criteria3b: 217 Criteria 3c: 0 Criteria 4a: 0 Criteria 4b: 0</td>
<td>Criteria: 3b 5837.81</td>
<td></td>
</tr>
</tbody>
</table>

* The Local Authority agreed with the Headteacher and Governing Body to admit over PAN for 2017 to allow all children from within their catchment area a place at their local school and to ensure that all children from within the Horsham Community Designated area who applied on time and expressed a preference for both Horsham schools available to them were offered a local school.
<table>
<thead>
<tr>
<th>Name of School</th>
<th>School Type* (See page 43 for definitions)</th>
<th>Age Range</th>
<th>Published Admission Number 2018/19</th>
<th>Number of Applications received before the deadline for 2017</th>
<th>Number of places offered at allocation date (1 March 2017) for September 2017</th>
<th>How places were allocated for September 2017 (see the school’s oversubscription criteria for details)</th>
<th>Criteria and distance (in metres) of the last place offered at allocation (1 March 2017) for oversubscribed schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lancing Sir Robert Woodard Academy</td>
<td>Academy</td>
<td>11 - 18</td>
<td>240</td>
<td>171</td>
<td>210</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
</tr>
<tr>
<td>Upper Boundstone Lane, Lancing, BN15 9QZ (01903) 767434 <a href="mailto:enquiries@srwa.woodard.co.uk">enquiries@srwa.woodard.co.uk</a> <a href="http://www.srwa.woodard.co.uk">www.srwa.woodard.co.uk</a> 6911</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Littlehampton The Littlehampton Academy</td>
<td>Academy</td>
<td>11 – 18</td>
<td>330</td>
<td>250</td>
<td>273</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
</tr>
<tr>
<td>Fitzalan Road Littlehampton BN17 6FE (01903) 711120 <a href="mailto:office@tla.woodard.co.uk">office@tla.woodard.co.uk</a> <a href="http://www.tla.woodard.co.uk">www.tla.woodard.co.uk</a> 6912</td>
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<tr>
<td>North Street Midhurst GU29 9DT (01730) 812451 <a href="mailto:Katherine.Chard@mrc-academy.org">Katherine.Chard@mrc-academy.org</a> <a href="http://www.mrc-academy.org">www.mrc-academy.org</a> 6913</td>
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</tr>
<tr>
<td>Selsey The Academy</td>
<td>Academy</td>
<td>11 – 16</td>
<td>150</td>
<td>58</td>
<td>62</td>
<td>All applicants who requested this school were offered a place including children whose preferences for other schools couldn’t be offered where this was either their catchment school or the nearest school with a place available.</td>
<td></td>
</tr>
<tr>
<td>School Lane Selsey PO20 9EH (01243) 602558 <a href="mailto:office@theacademyselsey-tkat.org">office@theacademyselsey-tkat.org</a> <a href="http://www.theacademyselsey-tkat.org">www.theacademyselsey-tkat.org</a> 4004</td>
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<tr>
<td>Kingston Lane, Shoreham-By Sea, BN43 6YT (01273) 274100 <a href="mailto:enquiries@shoreham-academy.org">enquiries@shoreham-academy.org</a> <a href="http://www.shoreham-academy.org">www.shoreham-academy.org</a> 6914</td>
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<td>School Name</td>
<td>Type*</td>
<td>Age Range</td>
<td>Published</td>
<td>Number of Applications</td>
<td>Number of places offered at allocation date</td>
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</tr>
<tr>
<td>Southbourne Bourne Community College</td>
<td>Foundation</td>
<td>11 – 16</td>
<td>180</td>
<td>133</td>
<td>141</td>
<td>All applicants who requested this school were offered a place including children whose preferences for other schools couldn’t be offered where this was either their catchment school or the nearest school with a place available.</td>
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</tr>
<tr>
<td>Westergate Ormiston Six Villages Academy</td>
<td>Academy</td>
<td>11 - 16</td>
<td>150</td>
<td>69</td>
<td>89</td>
<td>All applicants who requested this school were offered a place including 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.</td>
<td></td>
</tr>
<tr>
<td>Worthing Bohunt School Worthing</td>
<td>Academy</td>
<td>11 – 16</td>
<td>180</td>
<td>244</td>
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<td>Children with a Statement: 0 Criteria 1: 1 Criteria 2: 0 Criteria 3: 0 Criteria 4a: 42 Criteria 4b: 137 Criteria 5a: 0 Criteria 5b: 0 Criteria 4b 2061.49 m</td>
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</table>
### Name of School
### Postal Address
### Telephone Number
### Email Address
### Website
### DfE Number

<table>
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<tr>
<th>School Type*</th>
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<th>How places were allocated for September 2017 (see the school's oversubscription criteria for details)</th>
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</thead>
<tbody>
<tr>
<td>Worthing Davison CE High School for Girls</td>
<td>Voluntary Controlled</td>
<td>11 – 16</td>
<td>270</td>
<td>258</td>
<td>283</td>
<td>All applicants who requested this school were offered a place including 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.</td>
</tr>
<tr>
<td>Worthing Durrington High School</td>
<td>Academy</td>
<td>11 - 16</td>
<td>330</td>
<td>362</td>
<td>330</td>
<td>Children with a Statement: 2 Criteria 1: 3 Criteria 2: 0 Criteria 3: 3 Criteria 4: 108 Criteria 5: 214 Criteria 6: 0 Criteria 7: 0</td>
</tr>
<tr>
<td>Worthing St Andrew's CE High School for Boys</td>
<td>Voluntary Aided</td>
<td>11 - 16</td>
<td>210</td>
<td>112</td>
<td>149</td>
<td>All applicants who requested this school were offered a place including 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.</td>
</tr>
</tbody>
</table>
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 data within the curtilage of the property.

- 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 sibling will be in the school at the time of application and will still be in the school at the time of admission i.e. in years 8 –11 in September 2018.

- Attendance at a sixth form will not be taken into account. This applies to all community and voluntary controlled schools.

- Children previously denied places requested by their parents at their catchment school are treated as living in the allocated school’s catchment area (if it is a community or controlled school) for sibling purposes. Please note that it is the parent’s responsibility to indicate these circumstances in their application.

Any child with an Education Health and Care Plan (or a statement of special educational needs) 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) and children who were previously looked after. See page 7 for more information. Evidence must be provided.

2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 8 for more information. Evidence must be provided.
3. Children who live in the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.

4. Other children who live in the catchment area.

5. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.

6. Other children who live outside the catchment area.

Variations to West Sussex County Council’s Oversubscription Criteria

Horsham

Transfer to secondary schools in the Horsham Community Designated Area

There are three schools in the Horsham Community Designated Area. The oversubscription criteria for Tanbridge House School (co-educational), The Forest School (boys) and Millais School (girls) differ from those for the other schools in the county.

The Forest School and Millais School share a catchment area. Children living east of the north-south line are in the catchment area for The Forest School or Millais School. Children living west of the north-south line are in the catchment area for Tanbridge House School. The maps in this booklet showing the Horsham Community Designated Area and the north-south line are for illustration purposes only. Parents can check at www.westsussex.gov.uk/admissions which school’s catchment area they live.

Please note that The Forest School (boys) and Millais School (girls) are not linked for sibling purposes. That is having a brother at The Forest School does not give sibling priority for a sister applying for Millais School and visa versa.

Any child with an Education Health and Care Plan (or a statement of special educational needs) 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) and children who were previously looked after. See page 7 for more information. Evidence must be provided;

2. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 8 for more information. Evidence must be provided;

3. Children who reside within the Horsham Community Designated Area, in the following order of precedence:
   a. children with brothers or sisters already attending the school who will still be there when the child starts;
   b. pupils living to the west of the north-south line and preferring Tanbridge House will be given priority at Tanbridge House School and pupils living to the east of the north-south line preferring The Forest or Millais School will be given priority at one of those schools;
   c. pupils living in the rest of the Horsham Community Designated Area;

4. Children living outside the Horsham Community Designated Area in the following order;
   a. children with brothers or sisters already attending the school who will still be there when the child starts;
   b. other applicants.
Map of the Horsham Community Designated Area (HCDA)
APPLY ONLINE for September 2018 at www.westsussex.gov.uk/admissions by Tuesday 31 October 2017
Steyning Grammar School

From 2018, all Year 6 pupils in STARS Primary Schools will transfer to secondary school. The Published Admission Number (PAN) for Steyning Grammar School will be 376. This is the total number of pupils that will fit in with the capacity of both campuses of the school, with 166 pupils on the Rock Road Campus and 210 pupils on the Church Street Campus. Applications are made for the school, not a specific campus.

Oversubscription Criteria For Steyning Grammar School

Places at Steyning Grammar School will be allocated in accordance with the following over-subscription criteria:

Any child with an Education Health and Care Plan (or a statement of special educational needs) 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) and children who were previously looked after.

2. Children who need a place at the school on exceptional and compelling psychological or medical grounds. Please see page 8 for more information. Evidence must be provided.

3. Children who live in the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.*

4. Other children who live in the catchment area.

5. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when the child starts.*

6. Other children who live outside the catchment area.

* 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 in the school at the time of application and will still be in the school at the time of admission i.e. in years 8 –11 in September 2018.

The tie-break used within categories is distance**.

The catchment area for Steyning Grammar School is divided into two as there are two campuses that cater for the Year 7 intake. Measurements and Campus allocations will be processed as follows:

*Children living within the catchment area

The measurement will be taken from the Campus serving the pupil’s home address – i.e. distances to addresses in the Rock Road Campus part of the Steyning Grammar School catchment area will be measured to the Rock Road Campus and distances to addresses in the Church Street Campus part of the Steyning Grammar School catchment area will be measured to the Church Street Campus.

Children who live in the Rock Road Campus part of the catchment area will be allocated the Rock Road Campus. Children who live in the Church Street Campus part of the catchment area will be allocated the Church Street Campus. Please refer to the map below for these areas.

*Children living outside the catchment area

The measurement will be taken from the Campus closest to the pupils address however, this does not determine the campus that is offered.

Successful applicants that are resident outside the catchment area for Steyning Grammar School may be allocated a place at either campus, subject to capacity in each campus. Where possible, pupils will be
offered a place at the nearest campus to their home address however, this may not be possible and a place may be offered at the site further away.

Appeals regarding site allocation are not possible and parents should give consideration as to travel to school if the further site were to be allocated.

**All distances are measured by a straight line from the school to the child’s home address, using Ordnance Survey data within the curtilage of the property.**

**Offers from the waiting list**
There will be one waiting list held for the school and places will be offered for the campus the space was released from. If you refuse an offered place because it is not at the campus you would like your child to attend, you will be removed from the waiting list and any appeal lodged will be cancelled. It is not possible to remain on the waiting list to wait for a place at the other campus.

**What is going to happen to my child in the future?**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Year 6</strong></td>
<td><strong>Year 7</strong></td>
<td><strong>Year 8</strong></td>
<td><strong>Year 9</strong></td>
</tr>
<tr>
<td>Attending STARS Primary – Applications for transfer to secondary school to be made.</td>
<td>Move to secondary school – Year 7 intake. Pupils allocated Steyning Grammar to attend Church Street or Rock Road Campus determined by their address.</td>
<td>Move to Year 8 and continue at Campus allocated at transfer.</td>
<td>Automatic Campus transfer to Steyning Grammar Shooting Field Campus for Year 9 provision.</td>
</tr>
<tr>
<td><strong>Year 7</strong></td>
<td><strong>Year 8</strong></td>
<td><strong>Year 9</strong></td>
<td><strong>Year 10</strong></td>
</tr>
<tr>
<td>Move to secondary school – Year 7 intake. Pupils allocated Steyning Grammar to attend Church Street or Rock Road Campus determined by their address.</td>
<td>Stay At Rock Road Campus (as Year 8 pupil on Steyning Grammar roll)</td>
<td>Automatic Campus transfer to Steyning Grammar Shooting Field Campus for Year 9 provision.</td>
<td>Continue at Steyning Grammar Shooting Field Campus for Year 10 provision.</td>
</tr>
<tr>
<td><strong>Year 8</strong></td>
<td><strong>Year 9</strong></td>
<td><strong>Year 10</strong></td>
<td><strong>Year 11</strong></td>
</tr>
<tr>
<td>Stay at Rock Road Campus (as Year 8 pupil on Steyning Grammar roll)</td>
<td>Automatic Campus transfer to Steyning Grammar Shooting Field Campus for Year 9 provision.</td>
<td>Continue at Steyning Grammar Shooting Field Campus for Year 10 provision.</td>
<td>Continue at Steyning Grammar Shooting Field Campus for Year 11 provision.</td>
</tr>
<tr>
<td><strong>Year 9</strong></td>
<td><strong>Year 10</strong></td>
<td><strong>Year 11</strong></td>
<td><strong>Year 12</strong></td>
</tr>
<tr>
<td>Automatic Campus transfer to Steyning Grammar Shooting Field Campus for Year 9 provision.</td>
<td>Continue at Steyning Grammar Shooting Field Campus for Year 10 provision.</td>
<td>Continue at Steyning Grammar Shooting Field Campus for Year 11 provision.</td>
<td>Child stays at Steyning Grammar sixth form or leaves for further education provision.</td>
</tr>
</tbody>
</table>

**Map of Steyning Catchment Area**
This applies to the Year 7 and Year 8 groups.

The left hand side with the purple hexagon shows the Rock Road part of the Steyning catchment area and the Rock Road Campus. Pupil’s resident within this area will be allocated places at Rock Road.
The right hand side and the purple triangle shows the Church Street part of the Steyning catchment area and the Church Street Campus. Pupil's resident within this area will be allocated places at Church Street.

Worthing

Transfer to secondary schools in the Borough of Worthing

Responsibility for admissions to Davison CE (voluntary controlled) High School for Girls rests with West Sussex County Council. Parents wishing to apply to Davison CE (voluntary controlled) High School for Girls on denominational grounds should complete the Supplementary Information Form, available on the WSCC Admissions website to confirm their church attendance, and return it to the Pupil Admissions Team by 31 October 2017.

Davison CE (voluntary controlled) High School for Girls

Any child with an Education Health and Care Plan (or a statement of special educational needs) naming the school will automatically be admitted to a school, under Section 324 of the Education Act 1996.

1. Looked after children (children in public care) and children who were previously looked after. See page 7 for more information. Evidence must be provided.

2) Girls who need a place at the school on exceptional and compelling social, psychological or medical grounds. See page 8 for further information;

3) Girls with a sister already at the school who will still be there at the time of admission;
4) Girls who attend linked Church of England Primary schools in Worthing and Shoreham* whose parents are regular** worshippers at a Christian Church***

5) Girls resident in the Borough of Worthing.

6) Girls not resident in the Borough of Worthing, whose parents are regular** worshippers at a Christian Church***

7) Girls not resident in the Borough of Worthing.

*The linked Church of England Schools are West Park CE Primary (controlled) School, Broadwater CE Primary (aided) School, Heene CE (aided) Primary School, Goring CE Primary (aided) School and St Nicholas & St Mary’s CE Primary (aided) School in Shoreham.

** Regular means attending church at least once a month for the period of two years prior to application. Confirmation will be required from a priest or minister on the supplementary information form available on the website.

***A Christian Church is defined as one being a full member of Churches Together in Britain and Ireland or of The Evangelical Alliance.

Church Voluntary Aided Schools, Foundation Schools, Free Schools and Academies

Church Voluntary Aided Schools, Foundation Schools, Free 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 strongly 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 data within the curtilage of the property.
- 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 a 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 are adopted, and children who leave care under a special guardianship, residence or child arrangement order are given priority. See page 7 for more information - evidence must be provided.
For full information on how places were allocated at these schools for September 2017 you should contact the school directly or consult their website. Information on the point where church aided and foundation schools and academies were oversubscribed is shown in the table on pages 16-25.

**School Open Session Dates** — Please note that this information is only a guide to the events, please check school websites for further information and to confirm session times.

**Secondary Transfer 2018**

**Angmering**, The Angmering School Headteacher: Mr S Liley
Open Evening: Thursday 21 September 2017, 5.30–8pm. Presentations by the Headteacher will take place in the hall at 5.30pm and 6.30pm.
Open Mornings: Friday 22 September and Wednesday 27 September 2017 – tours at 9.15am and 12noon.

**Barnham**, St Philip Howard Catholic High School Headteacher: Mr D Carter
Open Evening: Tuesday 19 September 2017 from 6–9pm. The Headteacher will address parents at 6pm and 7.15pm.
Additional school tours will take place on various dates between Monday 25 September and Friday 20 October 2017, at 9.30am. Please contact the school to book.

**Billingshurst**, The Weald School Headteacher: Mr P Woodman
Open Evening: Thursday 28 September 2017 from 6–8.30pm.

**Bognor Regis**, The Regis School Headteacher: Mr M Garlick
Open Evening: Thursday 21 September 2017. Principal will address parents at 5.30pm and 6.30pm.
Open Morning: Monday 25 September and Tuesday 26 September 2017. Tours start at 8.45am, 9.15am and 9.45am.

**Burgess Hill**, The Burgess Hill Academy Headteacher: Mr J Francies
Open Evening: Thursday 28 September 2017 from 6–9pm.
Open Morning: Wednesday 4 October and Thursday 12 October 2017 from 9.15-10.30am.

**Burgess Hill**, St Paul’s Catholic College Headteacher: Mr R Carter
Open Evening: Thursday 14 September 2017 from 6-8pm.

**Chichester**, Bishop Luffa CE School Headteacher: Mr N Taunt
Open Evening: Thursday 5 October 2017 from 6-8.30pm. The Headteacher will make presentations at 6pm, 7pm and 8pm in the Bartlett Hall.
Open Mornings: Tuesday 10 October and Thursday 12 October 2017 (booking required). Details available from the school early in the Autumn term.

**Chichester**, Chichester Free School Principal: Mr G Martyn
Open Evening: Wednesday 11 October 2017 at 7pm with Principal’s talk 7.30pm. Please email admissions@chichesterfreeschool.org.uk to book a place.
Open Mornings: Monday 16 and Tuesday 17 October 2017 from 9.30 till 12noon, just turn up no need to book.

**Chichester**, Chichester High School Headteacher: Ms Y Maskatiya
Open Evening: Wednesday 27 September 2017 from 5.30–8pm.
Open Mornings: Thursday 5 October and Tuesday 10 October 2017 from 9.30-12noon.

**Crawley**, The Gatwick School Headteacher: Mr M Roessler
Open Evening: Wednesday 4 October 2017 from 5–7pm.
Daytime tours can be booked for the week commencing Monday 9 October by contacting the school directly.
Crawley, Hazelwick School Headteacher: Ms A Fearon
Open Evening: Thursday 21 September 2017 from 6pm, scheduled presentations and tours of the school. Tours can also be arranged by contacting Mrs Bending at the school after 21 September 2017.

Crawley, The Holy Trinity CofE Secondary School Headteacher: Rev C Millwood
Open Evening: Tuesday 26 September 2017 from 5-9pm. There will be presentations by the Headteacher with times confirmed on the night. Tours of the school will take place during the day the following week. Appointments can be made after 26 September or at the Open Evening.

Crawley, Ifield Community College Headteacher: Mr R Corbett
Open Evening: Thursday 14 September 2017 from 6-8pm. Presentations by the Principal are at 6pm and 7pm.

Crawley, Oriel High School Headteacher: Mr P Stack
Open Evening: Wednesday 20 September 2017 Headteacher’s presentation at 5.30pm, followed by tour 6pm, and second presentation at 6.30pm followed by a tour at 7.15pm.
Open Mornings: 22, 26, 28 September and 3, 5, 10, 12, 17, 19, 24, 26 October from 9.15-11am. Please ring the school to book your preferred date in advance.

Crawley, St Wilfrid’s Catholic School Headteacher: Mr M Ferry
Open Evening: Thursday 5 October 2017 from 6.30-8pm.

Crawley, Thomas Bennett Community College Headteacher: Ms P Montalto
Open Evening: Thursday 28 September 2017 from 5-7.30pm.
Open Mornings: The week 2-6 October 2017.

Cuckfield, Warden Park Secondary Academy Headteacher: Mr D Kendrick
Open Evening: Wednesday 13 September 2017 from 5.15–8.30pm. Headteacher’s talks at 5.45pm, 6.45pm and 7.45pm. There will be tours of the school before the 7.45pm talk but no tours will take place after the 7.45pm talk, parents should view the school before this talk.

East Grinstead, Imberhorne School Headteacher: Mr M Brown
Open Evening: Thursday 28 September 2017 from 5–8pm Headteacher’s presentations 5.30pm, 6.15pm and 7pm at the Imberhorne Lane site. Please note that Imberhorne is a split site school; the Upper School (Years 10-13) is based on Imberhorne Lane and the Lower School (Years 7-9) is based at Windmill Lane. Both sites will be open on 28 September.
Daytime tours of the two school sites will also be offered during the week beginning Monday 2 October 2017. To book a tour please contact the main school reception.

East Grinstead, Sackville School Headteacher: Mr J Grant
Open Evening: Thursday 21 September 2017 from 5.30-8.30pm. Headteacher’s presentation at 6.30 and 7.30pm.
Tours of the school will take place from Monday 25 to Friday 29 September 2017 from 9am. Please telephone 01342 410140 or email krowlingson@sackvilleschool.org.uk to book an appointment.

Felpham (Bognor Regis), Felpham Community College Headteacher: Mr M Anstiss
Open Evening: Tuesday 26 September 2017 from 6-8.30 pm. Headteacher’s presentation at 6.30 and 7.15pm.
Open Mornings: Thursday 28 and Friday 29 September, and Monday 2 and Tuesday 3 October 2017, from 9-10.30am.

Hassocks, Downlands Community School Headteacher: Mr M Wignall
Open Evening: Thursday 5 October 2017 from 6pm. Presentations by the Headteacher at approximately 6.15pm and 7.30pm. Please note these times may vary, because the presentations will begin as soon as the Hall has reached its capacity of 450.
Open Mornings: School tours are available between Monday 9 October and Friday 20 October at 9.10am to 12.20pm each day from Monday to Thursday and 9.10am to 11.05am on Fridays. Please telephone the school to make an appointment.

**Haywards Heath**, Oathall Community College Headteacher: Mr E Rodriguez
Open Evening: Thursday 21 September 2017 from 4.30-8.30pm.
School tours are available on request. Please contact Mrs Parry on 01444 883214 or by email at office@oathall.org.

**Horsham**, The Forest School (Boys) Headteacher: Ms S Denning
Please contact the school or visit their website for details of open events.

**Horsham**, Millais School (Girls) Headteacher: Dr A Lodwick
Open Evening: Tuesday 3 October 2017 from 5.30–8.30pm. Presentations by the Headteacher are at 6pm and again at 7pm.
Open Days: Tours during the school day can be booked by contacting the school receptionist Mrs. Dunkley on 01403 254932.

**Horsham**, Tanbridge House School Headteacher: Mr J White
Open Evening: Wednesday 27 September 2017 from 5.15–8.15pm.

**Lancing**, Sir Robert Woodard Academy Principal: Mr K Scanlon
Open Evening: Thursday 5 October 2017 from 6-9pm.
New Intake Tours: Monday 9, Tuesday 10 and Wednesday 11 October at 9.30am and 11.15am. Please contact the school to make an appointment.

**Littlehampton**, The Littlehampton Academy Headteacher: Mr M Thomas
Open Evening: Thursday 28 September 2017 from 6–8pm. Principal’s presentation at 6.45pm.
Open Morning: Tuesday 3 October 2017, tours at 9.15am, 10.15am and 11.30am, no need to book.

**Midhurst**, Midhurst Rother College Principal: Mr S Edwards
Open Evening: Thursday 28 September 2017 6.30-8.30pm. Headteacher’s presentation 6.45pm.
Drop in mornings Tuesday 10 and Wednesday 18 October 9.30-11.30am.

**Selsey**, The Academy, Selsey Headteacher: Mr T Garfield
Open Evening: Thursday 21 September 2017 from 5.45–8pm. Headteacher’s presentation at 6 and 7pm.
Open Days: Parents are invited to make appointments to view the school.

**Shoreham**, Shoreham Academy Headteacher: Mr J Coupe
Open Evening: Thursday 21 September 2017 from 6–8.30pm. Principal’s presentation 6.30 and 7.15pm.
Open Mornings: Tours on Monday 25 September and Tuesday 3, Wednesday 11 and Thursday 19 October 2017, prompt start at 9am to 10.30am.

**Southbourne**, Bourne Community College Headteacher: Mrs Y Watkins
Open Evening: Thursday 28 September 2017 from 5-8pm. Headteacher’s presentation 6 and 7pm.
Open Mornings: School tours are available on Tuesday 19, Thursday 21 and Tuesday 26 September and Tuesday 3, Thursday 5, and Tuesday 10 October 2017; please arrive at 8.45 tour starts at 9am prompt. Please phone to book a tour in advance.

**Steyning**, Steyning Grammar School Headteacher: Mr N Wergan
Please see the school’s website for information on their open events.

**Westergate**, Ormiston Six Villages Academy Principal: Ms U Sharif
Open Evening: Wednesday 20 September 2017 from 6–8pm. Principal’s presentation at 6 and 7pm.
Open Morning: Wednesday 27 September from 9am–1pm; no need to book.
Worthing, Bohunt School  
Headteacher: Mr A Whitehead  
Open Evening: Thursday 28 September 2017 from 6-9pm.  
Open Mornings: 2-5 October 9am, places need to be booked in advance.

Worthing, Chatsmore Catholic High School  
Headteacher: Mr M Madden  
Open Evening: Tuesday 26 September 2017 6pm.  
Open Morning: Wednesday 4 and Thursday 5 October 2017 at 9.15am.

Worthing, Davison CE High School for Girls  
Headteacher: Mr C Keating  
Open Evening: Tuesday 3 October 2017 from 5.30-8pm. Headteacher’s presentation at 6 and 7pm.  
Open Mornings: Wednesday 20, Thursday 21, Friday 22, Monday 25, Tuesday 26 September 2017, 9-11.30am.  
Please contact the school direct for an alternative appointment if you cannot make any of the above dates.

Worthing, Durrington High School  
Headteacher: Ms S Marooney  
Open Evening: Thursday 5 October 2017 from 6–8pm.

Worthing, St Andrew’s CE High School for Boys  
Interim Headteacher: Mr I Straw  
Open Evening: Tuesday 3 October 6–9pm. Headteacher talks at 6.20 and 7.20pm.  
Open Morning: Daily from 18-29 September 9-11am.

Worthing, Worthing High School  
Headteacher: Mr P Panayiotou  
Open Evening: Thursday 21 September 2017 from 5-8pm.  
Open Mornings: Tours Monday 25, Tuesday 26, Wednesday 27 and Thursday 28 September, please arrive for 9am.  
If any of these dates are not convenient, tours of the school can be arranged at alternative times to suit parents/carers. Please call 01903 237864 to book.

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 pages 37-40 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 14-23 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. The website also links to the West Sussex Cycle Journey Planner (see the table below for links.)

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 pages 37-40 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:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Contact or further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycling</td>
<td><a href="http://www.westsussex.gov.uk/cycling">www.westsussex.gov.uk/cycling</a></td>
<td>01243 642105</td>
</tr>
<tr>
<td>School Travel Plans</td>
<td>Contact individual schools direct (see pages 14-23 of this booklet)</td>
<td>Contact individual schools direct (see pages 14-23 of this booklet)</td>
</tr>
<tr>
<td>School Crossing Patrols</td>
<td><a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a></td>
<td>Contact individual schools direct or School Crossing Patrol Service on 01243 642105</td>
</tr>
<tr>
<td>Home to school and college transport policies</td>
<td><a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a></td>
<td>Pages 37-40 of this booklet</td>
</tr>
<tr>
<td>Travel Planning</td>
<td><a href="http://www.travelinesoutheast.org.uk">www.travelinesoutheast.org.uk</a></td>
<td>0871 200 2233</td>
</tr>
<tr>
<td>Bus timetables and fares</td>
<td><a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a></td>
<td>Contact bus operators direct</td>
</tr>
<tr>
<td>Rail timetables and fares</td>
<td><a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a></td>
<td>08457 48 49 50</td>
</tr>
<tr>
<td>Sussex Student Card and rail discount scheme</td>
<td><a href="http://www.westsussex.gov.uk/schooltransport">www.westsussex.gov.uk/schooltransport</a></td>
<td>Leaflets also available at schools, colleges and railway stations</td>
</tr>
<tr>
<td>Safer Routes to School and Travel Planning</td>
<td><a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a></td>
<td><a href="mailto:srts.team@westsussex.gov.uk">srts.team@westsussex.gov.uk</a></td>
</tr>
<tr>
<td>Bus Infrastructure improvements</td>
<td><a href="http://www.westsussex.gov.uk">www.westsussex.gov.uk</a></td>
<td><a href="mailto:bus.stops@westsussex.gov.uk">bus.stops@westsussex.gov.uk</a></td>
</tr>
</tbody>
</table>

**WEST SUSSEX HOME TO SCHOOL AND COLLEGE TRANSPORT POLICIES**

**Introduction**

Free transport or assistance with the cost of travel to school may be offered by the Local Authority according to which school your child attends and the distance involved. Please apply to the **Transport Bureau**: [school.transport@westsussex.gov.uk](mailto:school.transport@westsussex.gov.uk)  The Grange, Tower Street, Chichester, West Sussex, PO19 1RH (01243 753530).

**Please note that the school transport policy and school transport arrangements are subject to review from time to time.**
In the event of an error being made, transport will be withdrawn following a period of notice of not less than one half term.

Where help with travel is agreed, it will be by one or more of the following, as appropriate:

a) a free place on a contract or school bus;

b) a rail or bus season ticket;

c) a fuel allowance where travel by car is agreed;

d) by taxi, in exceptional cases only, usually for children with severe disabilities; or

e) a contribution towards the cost of travel.

The arrangements for transport to the secondary schools in Horsham and Worthing are slightly different. Please see below or contact the Transport Bureau.

**Travel to the Catchment Area School**

If your child attends the catchment school for your area, free travel will be available if they live three miles or more from the school, measured by the shortest available walking route.

Assistance will also be available where the school attended is not the catchment school but is the nearest suitable state-funded school to the home, provided the distance criterion is met.

It is the parent’s responsibility, where appropriate, to arrange for their child to be accompanied on the journey to and from school. In exceptional circumstances, however, assistance with travel may be given where the walking route between the home and the school is regarded by the Local Authority as too hazardous for the child to walk, accompanied as necessary, having regard to the age of the child and there being no suitable alternative walking route. This does not apply where the child attends other than the nearest or catchment school.

**Travel to the Horsham Secondary Schools**

The policy is as set out above except that, where reference is made to ‘catchment school’, it is necessary to refer to the relevant school (within your part of the Horsham Community Designated Area, as divided by the north-south line).

Pupils living west of the north-south line within the Horsham Community Designated Area will receive free school transport to any one of the three Horsham Secondary Schools, if their homes are three miles or more by the shortest walking route from the school attended. Pupils living east of the line are eligible only for free travel to Millais or The Forest schools.

**Travel to Worthing High Schools**

The arrangements for assistance with travel for children living in Worthing are as set out above; except that where reference is made to ‘catchment school’, please use instead ‘nearest suitable school within the area’.

**Children from Families on Low Income**

Help is available to children from families on low income where:

- The child is eligible for free school meals or the family receives working tax credit at the maximum level for the case and;

- The home to school walking distance is two miles or more, measured by the shortest available walking route and;

- The school attended is less than six miles from the child’s home, measured by the shortest road route.

Help is available for children from families on low income, as specified above, where a child attends a school for reasons of religion or belief which is two miles or more, measured by the shortest available
walking route and not more than 15 miles from the child’s home, measured by the shortest road route, subject to there being no suitable alternative school nearer to the child’s home. Evidence to support grounds of religion or belief will be required and the Authority will be guided by the Equality Act 2006 with regard to definitions.

In these circumstances, evidence to support a financial assessment will be required at the time of application. Assistance will continue for the duration of the school year. A fresh application must be made each year to confirm that the eligibility criteria are still met.

**Travel to Church Schools on Denominational Grounds**

Assistance with transport is not available to children attending church voluntary aided schools with the exception of those who qualify on low income grounds and those for whom the school is the nearest suitable school to their home address.

**Travel to Special Schools and Special Support Centres**

A child with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) is usually treated no differently from a child without a Statement or EHCP and the usual policy, as above, applies with regard to distance between home and the nearest suitable school. If your child attends the catchment special school or a catchment secondary school with special support centre for the area in which you live and the Local Authority considers that transport is necessary because of an individual’s specific needs or disabilities, regardless of the distance from home to school, it will be provided free of charge. There is an expectation for children and young people to travel to and from school or college independently (including using public transport), where possible. Taxis are provided only in exceptional cases. Children and young people’s needs are reviewed and transport may not be provided for the whole of a child’s school education.

More details are available in a leaflet ‘Guidance Notes for Parents’ or the SEN Transport Policy statement obtainable from the Special Educational Needs Assessment Team, County Hall, Chichester PO19 1RF.

**Travel to school in another Local Authority’s Area**

If you live in West Sussex but your child attends a school maintained by another Local Authority, you will not normally get help unless it is over the qualifying distance and

a) it is the nearest suitable school to your home; or

b) you move home (see below).

**Travel to Sixth Form**

Details of the policy in respect of travel to sixth forms, sixth form colleges and colleges of further education, can be obtained from the Pupil and Student Support Office, County Hall, Chichester, PO19 1RG (01243 526175) or the school transport website.

**Moving House – Transport Implications**

If your child attends the nearest suitable or catchment school and you move home, you may receive help subject to reasonable costs if:

a) your child is in year 10 or 11 and

b) your new address is within West Sussex and your child continues to attend the same school and has been following, for at least one complete term, a course leading to a public examination (assistance will be for the duration of the course only); and

c) the journey can be considered reasonable for the student.
Concessionary Travel
If your child is not eligible for assistance they may be able to travel if there is an appropriate contract bus, or taxi which has spare places. A charge towards travel costs is required for such places. Places are given as a concession and may have to be withdrawn at short notice if required for pupils who have an entitlement, or if the vehicle is no longer needed or if a smaller vehicle is used or in cases of poor behaviour. In such circumstances you would have to make your own alternative transport arrangements.

Concessionary seats are given for a maximum of one school year at a time and a new application must be made annually. If there are more applications than seats available, the following order of priority will be used:

a) children attending the nearest suitable or catchment school - those living furthest away having highest priority;
b) children attending an alternative school - those living nearest to the school attended having the highest priority.

If a concessionary seat is given it will not be withdrawn during a school year in favour of a child who has higher priority.

For those students attending the sixth form of the nearest suitable or catchment school and who live more than three miles from the school, the concessionary place, once offered, will not be withdrawn where there is no alternative public transport available.

The annual charge will be payable either by direct debit instalments between October and April or two termly instalments at the beginning of the autumn and spring terms. No refund will be offered for the summer term.

Application forms and details of charges are available from the school, Transport Bureau or the school transport website: www.westsussex.gov.uk/schooltransport

Behaviour
All pupils and students are expected to abide by the codes of conduct and behaviour issued by the Local Authority and the school that a child attends or the transport operator. For further information, please visit www.westsussex.gov.uk/schooltransport

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 Bureau (mainstream school pupils), Planning Co-ordinator (pupils placed by the Special Educational Needs Assessment Team) or Student and Pupil Support (Post-16 students) to discuss the 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. If a child is coming from abroad to the UK for the first time then the child must be in the country when you apply. However, if the child has previously lived in the UK, and you can prove that you are returning to a property which you own or rent in West Sussex, then you can apply in advance of the child arriving in the country. If in doubt please contact the Pupil Admissions Team for advice.
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, 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 19 May and will be processed from 1 June. In-year applications for September received on or before 18 May will be returned to the applicant and must be resubmitted on or after 19 May. Where preferences cannot be met parents will be advised of how to go on the waiting list and their right of appeal.

Where West Sussex County Council does not process In Year applications on behalf of the governing body of an own admission authority school, you need to contact the school direct. It should be noted that schools that require completion of a Supplementary Information Form (SIF), for example church voluntary aided schools or academies with a religious character, will also need this for an In Year application.

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.
University Technical Colleges (UTCs)

University technical colleges specialize in subjects like engineering and construction and teach these subjects along with business skills and using IT. University technical colleges are sponsored by universities, employers and further education colleges.

Students can join a UTC at the beginning of year 10 or year 12.

West Sussex does not have any University Technical Colleges. However, parents living in the county may wish to apply for their child to transfer from year 9 to start year 10 at a UTC in another county.

There are two UTCs near to West Sussex:

- UTC@harbourside in Newhaven with a focus on marine and environmental engineering. http://www.utc-harbourside.org/
- UTC Portsmouth with a focus on electrical and mechanical engineering and advanced manufacturing. http://www.utcportsmouth.org/

If you are interested in either of these you need to visit their website for details about their admission policies and how to apply.

Glossary – Explanation of words/phrases used in this booklet

**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 community and voluntary controlled schools this is the Local Authority. For academies, church voluntary aided schools, foundation schools and free schools, 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 serves a specific area or address.

**Church Voluntary Aided School**
Church voluntary aided schools are schools with a religious character which are run by their own Governing Body, which sets the admissions criteria and makes admissions decisions. They are maintained by the Local Authority but the governing body contributes to building and maintenance costs.

**Community School**
A community school is one which is funded and run by the Local Authority, who set the admissions criteria and makes decisions. The school is maintained by the Local Authority.

**Co-ordinated Admissions**
During the ‘Normal Admissions Round’ 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**
Replaced 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 co-ordinating admissions to schools in the area and for determining admission arrangements and managing admissions to community and voluntary controlled schools. In West Sussex this is west Sussex County Council.

Looked After Children
A Looked After Child is 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).

Normal Admissions Round
The period during which parents are invited to express three preferences for a place at any state-funded school, in rank order on the

common application form provided. In West Sussex this period runs from when applications open on 11 September 2017 to our processing deadline of 30 November 2017. The deadline for on time parental applications is 31 October 2017. Applications received between 1 November 2017 and 30 November 2017 are out of time applications determined before the National Offer Day. Applications received between 1 December 2017 and 3 September 2018 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 which three 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.

Previously Looked After Children
For school admission purposes a Previously Looked After Child is a child who was a Looked After Child but ceased to be so because they were adopted, or became subject to a Residence Order, Child Arrangements Order or Special Guardianship Order, immediately following having been looked after.

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

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. School admissions policies should define exactly what this means. In community and controlled schools 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. For the purpose of secondary transfer to a community and controlled school, sibling priority can only be given where the older sibling is attending the school requested. Attendance at a sixth form attached to the school will not be taken into account. Some academies, church voluntary aided schools, free schools and foundation schools may take another approach and you should check the school’s information.

Statement of Special Educational Need
A formally recognised assessment of a child’s additional needs. (N.B. Replaced by an Education, Health and Care Plan from 1 September 2014.)

Voluntary Controlled School
Voluntary 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).

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

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

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

Private Fostering Team
01403 229900
or email:MASH@westsussex.gcsx.gov.uk

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

Catholic Schools
Director of Education
Diocese of Arundel and Brighton
Education Service
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

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

Surrey County Council
Admissions and Transport Team, Quadrant Court, 35 Guildford Road, Woking, Surrey, GU22 7QQ
Telephone: 0300 200 1004 www.surreycc.gov.uk

Admission to Secondary School
Brighton and Hove City Council
School Admissions Team
Brighton and Hove City Council, Hove Town Hall
Norton Road, Hove, BN3 3BQ.
Telephone: 01273 293653
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

Portsmouth City Council
Admissions Service, Portsmouth City council,
Civic Offices, Guildhall Square,
Portsmouth, PO1 2EA
Telephone: 023 9268 8008
www.portsmouth.gov.uk

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.

This brochure relates to the school year starting September 2018 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.