

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

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September 2023

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

Dear Parent

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

You have been sent this letter because your child needs to change school at the end of this academic year and it contains information about applying for a **secondary** school place for September 2024.

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

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

#### **Apply online from Monday 4 September 2023**

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

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

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

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

The username will be your email address.

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

- At least 8 characters long

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

**The deadline for receipt of all applications is Tuesday 31 October 2023.**

If you have to apply using a paper form, please telephone 03330 142 903 to request one. It is your responsibility to ensure the form is received by your local primary school or the Pupil Admissions Team by 31<sup>st</sup> October 2023. If sending to the Pupil Admissions Team, the application should be sent using recorded delivery. Parents should note that schools are closed for half term between 23<sup>rd</sup> and 27<sup>th</sup> October and will be unable to take receipt of forms during this period. You may also wish to check if your local school will be closed for an INSET day before or after half term. Any application received after the deadline will be considered as out of time or late and will not be processed until after all on time applications. The Pupil Admissions Team will not acknowledge receipt of paper forms and you must ensure you provide a valid e-mail address with your application to receive the outcome of your school offer.

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

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

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

We look forward to receiving your online application before the **national closing date of Tuesday 31 October 2023**. The national allocation date is Friday 01 March 2024 and parents who provide a valid e-mail address with their application will be sent an email advising of the school offered to their child on this day.

Yours sincerely



Natalie Bailey  
Pupil Admissions Manager (South)



Linda Bubb  
Pupil Admissions Manager (North)