

Education and Skills: Children, Young People and Learning

Pupil Admissions Team
Arun Civic Centre
1-29 Maltravers Road
Littlehampton
West Sussex
BN17 5LF

admissions.south@westsussex.gov.uk
www.westsussex.gov.uk/admissions

Pupil Admissions Team
County Hall North
Chart Way
Horsham
West Sussex
RH12 1XB

admissions.north@westsussex.gov.uk
Tel: 03330 142 903



September 2026

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

Dear Parent

Transfer to Secondary School – September 2027

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 2027.

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

If your child is educated out of year group and you have a preference for an own admission authority school(s), please ensure you have discussed the continuation of this agreement with the school(s).

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 2027. 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.

Apply online from Monday 7 September 2026

It is easy and safe to apply for a **secondary** school place online by logging on to 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 Saturday 31 October 2026.

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 October 2026. 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 26 and 30 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. Please email the admissions team if this is the case.

- **Children with Education, Health and 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. **DO NOT APPLY ONLINE.***
- **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.*

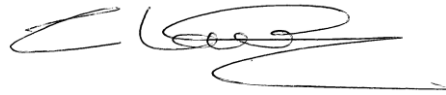
If you wish your child to be considered for a place at their catchment school (if applicable), you must include this as one of your three preferences.

We look forward to receiving your online application before the **national closing date of Saturday 31 October 2026**. The national allocation date is Monday 1 March 2027 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

A handwritten signature in black ink, appearing to read 'Sarah Bideleux'.

Sarah Bideleux
Pupil Admissions Manager (South)

A handwritten signature in black ink, appearing to read 'Caroline Lawrence'.

Caroline Lawrence
Pupil Admissions Manager (North)

Application for School Place Checklist – Starting School, Junior Transfer and Secondary Transfer

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

Have you found out about your local schools? We recommend that you attend open events and arrange to visit the school(s) if possible before you complete your online application. Schools may have made alternative arrangements if in person visits are not possible.	
Have you read the admissions criteria for all the schools you are considering? Allocation statistics for the previous admissions round will be available on the West Sussex County Council website in the Information for Parents booklet. This information is only provided as a guide to parents. There is no guarantee that a place would be available in the same category, or to the same distance as it will depend on the number of applicants and where they live.	
Have you identified three preferred schools? Use your preferences wisely and be realistic. School places are allocated according to the published oversubscription criteria for that school. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school. You have a higher priority for the catchment school. If your preference is for a school that is frequently oversubscribed, the further down the oversubscription criteria you are and the further away you live, the less likely you are to be offered a place. Personal circumstances, such as childcare arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration. You are strongly encouraged to include your catchment school as one of your preferences. If you are not sure which is your catchment school, you can find out at www.westsussex.gov.uk/admissions or by contacting Pupil Admissions. If you select a school as a preference that is not your nearest/catchment school, this may impact on your eligibility for transport. See the school transport pages for further information.	

Application for School Place Checklist – Starting School, Junior Transfer and Secondary Transfer

Have you checked if any of your preferences are for Church Aided schools, Foundation schools or Academies? If they are, you <u>must</u> include them on your online application <u>and</u> check if the school or academy has a Supplementary Information Form (SIF). You can check to see if a school has a SIF on the West Sussex County Council website, or by contacting the school directly. If you are applying for a school or academy that has a SIF, and you wish to apply under any of the criteria on the form, please make sure that you complete the relevant form for each school you are applying for and return it directly to the school before the relevant national deadline. SIFs include additional information relevant to a particular school's oversubscription criteria, for example church attendance, if you don't complete the SIF you will not be considered under those criteria.	
Have you made a note of the deadline for applications? You must submit your application by the closing date. You should apply online, providing an email address, at www.westsussex.gov.uk/admissions. Please be aware that the email address that you provide will be shared with the allocated school, as parents and schools increasingly communicate electronically. Free internet access is available at all West Sussex Libraries and Children and Family Centres, for the purpose of applying for a school place, for anyone who doesn't have access to the internet.	
Have you planned when and where to make your online application? If you have no option but to apply using a paper form, please contact Pupil Admissions to request one. If you apply using a paper form, you will still receive an offer of a school place by email on allocation day, as long as you have provided a valid e-mail address on the application, but the result will be sent later on that day. Please follow the instructions for returning a paper form published on the West Sussex County Council website and on the form. You are responsible for ensuring that your form is returned on time and that all parts are completed, including providing a valid e-mail address.	

Application for School Place Checklist – Starting School, Junior Transfer and Secondary Transfer

Have you ensured that only one application has been made for your child? We can only accept one application for a child. Parents with shared parental responsibility should agree their child's school preferences before making an application. If you make changes to your application (therefore un-submit your application) you must re-submit it every time. Failure to do so will result in the original submitted application remaining un-submitted.	
Have you ensured that only one application has been made for your child? We can only accept one application for a child. Parents with shared parental responsibility should agree their child's school preferences before making an application. If you change your preferences any new application made, whether online or on paper, will make your previous application invalid.	
Please use the space provided below to note the email address and password you have used for your application: Email Address:..... Password:.....	

If you require further guidance, or if this information is needed in an alternative format, please contact us and we will try to meet your needs. If English is not your first language you may wish to ask an English-speaking friend to help you to make the first contact call.

Admissions – key dates

Monday 7 September 2026

Information on how to apply online will be sent to all parents of children living in West Sussex whose child attends a West Sussex state-funded school.

Online applications open. You must provide an email address to apply.

Schools will have their prospectuses available and will have arranged open events.

Saturday 31 October 2026

National closing date for secondary transfer applications.

You must submit your completed application by this date. Failure to do so will affect the priority attached to your application.

Monday 1 March 2027

Applicants will be notified which school their child is offered by e-mail, where an e-mail address is supplied.

Apply online at:

**westsussex.gov.uk/
admissions**

Making an online application

To make an application using the online system you will need:

- an email address; and
- create an account on Parent Portal if you do not already have an account.

Your Username will be your email address.

Your password must adhere to the following rules. It must:

- be at least 8 characters long;
- have at least one character that is UPPERCASE;
- have at least one character that is lowercase;
- have at least one special character (such as: * ! \$); and
- have at least one number.

To apply for a school place please visit **westsussex.gov.uk/admissions** or call **03330 142 903**.

westsussex.gov.uk/
admissions



Transferring to Secondary School

Deadline:

Saturday 31 October 2026



Stay in touch

- @WestSussexCC
- @WSCCNews
- wscvideo



How to apply

You need to apply online for your child's school place by visiting **westsussex.gov.uk/admissions**

Please be aware that the email address which you provide will be shared with your preference schools and allocated school, as parents and schools increasingly communicate electronically.

If you do not have access to the internet, free access to apply for a school place is available in all West Sussex libraries.

The website provides information needed for completing your application, including details of all the schools in West Sussex, your catchment school, if applicable, and important information for parents. Please read it carefully before making your application.

There are some benefits to applying online and we strongly advise all parents to do so. However, if you really can't access the internet you can obtain a paper form by calling 03330 142 903.

Please note, you must provide a valid e-mail address with your application in order to receive the outcome of your school offer.

You must apply on time

It is very important that you apply before the closing date of **Saturday 31 October 2026**.

If your application is received after the closing date of **Saturday 31 October 2026** your chance of securing a place at one of your preference schools could be seriously affected.

Applications received after the closing date of **Saturday 31 October 2026** are late applications and will only be considered after all those that were received on time.

It is your responsibility as a parent to ensure that your application is received by the Pupil Admission Team on time.



Your preferences

We advise all parents to think very carefully about their three preferences and to use them wisely.

School places are allocated according to the published oversubscription criteria for that school. This can include criteria such as whether you live in the catchment area, whether there are siblings already at the school and the distance you live from the school.

Please be realistic in your preferences. You have a higher priority for local schools. If you chose an oversubscribed school, the further away you live the less likely you are to be offered a place.

Please note that personal circumstances, such as working arrangements, are not part of the oversubscription criteria for any school and will not be taken into consideration.

Finally, we always advise parents to include their catchment school, if applicable, as one of their three preferences.

Apply online at:

**[westsussex.gov.uk/
admissions](https://westsussex.gov.uk/admissions)**