

|  |  |  |
| --- | --- | --- |
| FOR ADMISSIONS OFFICE USE ONLY | INITIALS | DATE |
| Received at School/Admissions Office |  |  |
| Scanned/saved on receipt by Office Services |  |  |
| Folder checked by Admissions Officer |  |  |

APPLICATION FOR A SCHOOL PLACE

FOR SEPTEMBER 2025

Please complete in BLOCK CAPITALS. It is the responsibility of the parent to ensure this form is returned to the Pupil Admission Team by the appropriate deadline.

**If your child has an EHCP you cannot apply using this form. You should already have received information from the Special Educational Needs Assessment Team (SENAT) in Chichester. Please contact them if you have any questions.**

For details on deadlines and how to complete this form please refer to our website at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) If you cannot access the web please contact the Admissions Team. Parents should note that in accordance with the School Admissions Code, after the closing date preferences cannot be changed unless there is a genuine reason for doing so, for example, if the family have recently moved address**.**

**Details about the criteria and supporting information required in the Information for Parents booklet and on the website. All supporting information and documents must be received by the appropriate application deadline.**

## Part A – Child’s Personal Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Forename |  | | |
| Child’s Surname |  | | |
| Is the name above your child’s legal name? Yes/No | | | |
| Child’s Date of Birth |  | Gender |  |
| Child’s Address |  | | |
|  | | | |
|  | | | |
|  | | | |
| Current School (if applicable) |  | | |

## Part B - Preferred Schools

You must name a first preference school. You are advised to name three preferences. Leaving a preference blank does not increase your chances of getting your first preference. Please do not include a school you do not want as a preference as you might be offered the school. You are strongly encouraged to include your catchment school as one of your preferences. You cannot put independent schools or Elective Home Education as preferences. Your preferences will be considered in the order they are given against the published admission criteria.

Many church aided schools and some academies will ask you to complete their supplementary information form to enable the Admission Authority to consider your application against the school's oversubscription criteria. The form will 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 given to your application. Supplementary information forms are available from the schools, their websites, or at the Pupil Admissions website. The form should be returned direct to the school AS WELL AS COMPLETING THIS APPLICATION.

|  |  |
| --- | --- |
| 1st Preference |  |
| 2nd Preference |  |
| 3rd Preference |  |

**Part C - Supporting Information**

Tick as many boxes as relevant to your application or leave blank. You must read the booklet on the website for advice on completing your application, especially with regard to staff and siblings for all applications, and linked schools for starting school and junior transfer applications. Parents wishing to apply on Exceptional & Compelling grounds or due to a Special Guardianship Order must send information and documents to the Pupil Admissions Office by e-mail or recorded delivery mail by the relevant application deadline. Details about the criteria and supporting information required is in the booklet on the website. If you wish to give additional reasons for your preference, please use the ‘Reasons for your preference’ box below. This information will only be considered where relevant to the over-subscription criteria for the school.

**Please turn over and complete Part C (if applicable) and Part D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This child **is/was previously**\* in public care and looked after by a Local Authority, or was in state care outside England and ceased to be in state care as a result of being adopted. Please confirm details of relevant authority, social worker/contact details in the ‘Reasons for your preferences’ box below. \* please delete as applicable | | | |  |
| I am a member of staff at the school. Please confirm details in the ‘Reasons for your preferences’ box below | | | |  |
| My child will have a brother/sister attending the school*/*a linked school**\*** in September. \*applicable for starting school applications only. | | | |  |
| Sibling Name: |  | Sibling Date of Birth: |  | |
| School Name |  | | | |

Reasons for your preferences

## Part D – Confirmation and declaration

|  |
| --- |
| In submitting this application to West Sussex County Council I confirm that I am the parent of this child under Section 576 of the Education Act 1996 and that all the information given is legal and true. I have read the Information on the website and understand that I must notify the council of any change in my circumstances. I understand that any offer of a place made as a result of this application may be withdrawn if I give false information or fail to notify the council of any changes.  I understand that the information, including contact details, I have provided will be used to allocate school places, and will be shared with other LAs with whom the child may become associated, the DfE and other officers in the County Council. It will be shared with the allocated school to facilitate transition arrangements.  I understand the authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form 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.  The West Sussex County Council (WSCC) Pupil Entitlement Team use personal data in line with the West Sussex County Council Privacy Policy. WSCC respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulations EU 2016/679) (GDPR). For further information, see our general Privacy Policy on our website. A paper copy of the Privacy Notices, including the Privacy Notice, can be provided upon request.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |