



## Admissions - key dates

- Monday 2 October 2017**  
 Online applications open. You must provide an email address to apply online. You can apply online for your child's school place by visiting [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)  
 Schools will have their prospectuses available and will have arranged open events.
- Monday 15 January 2018**  
 National closing date for starting school applications.  
 You must submit your completed application by this date. Failure to do so will seriously disadvantage your application.
- Monday 16 April 2018**  
 Online applicants are notified by email, and others by second class post, which school their child is offered.

If you would like this information in another language, please go to the website

[www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



Jeżeli chcą Państwo zapoznać się z tymi informacjami w JĘZYKU POLSKIM, proszę wejść na stronę internetową [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



Caso queira obter esta informação em PORTUGUÊS, por favor visite o site [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



এই তথ্য বাংলায় পেতে চাইলে দয়া করে নীচের ওয়েবসাইটটি দেখুন: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



இங்கக் ககவலைக் கமிமிலே பெற விரும்பினாள் [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) என்ற இணைய மூகவரியிலே பார்க்கவும்



Si vous souhaitez cette information en FRANÇAIS, veuillez consulter les traductions sur [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



Если Вы хотите получить эту информацию на РУССКОМ языке, посмотрите перевод на сайте [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

### Stay in touch



West Sussex Matters



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# Starting School in September 2018

Apply online at:  
[www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)



**Deadline: Monday 15 January 2018**

If you would like this information in another format, please contact us on ☎ 03330 142 903.

[www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) WS110A 6.17





## How to apply

If your child's date of birth is between 1 September 2013 and 31 August 2014 it is now time to apply for their school place.

You need to apply online by visiting [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

Please be aware that the email address which you provide will be shared with the 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 and Children and Family Centres.

The website provides information needed for completing your application, including details of all the schools in West Sussex, your catchment school 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](tel:03330142903).

## Important information

### You must apply on time

It is very important that you apply before the closing date of **Monday 15 January 2018**; you cannot apply online after this date.

If your application is received after the closing date of Monday 15 January 2018 you seriously disadvantage your chances of gaining a place at one of your preference schools.

Applications received after the closing date of Monday 15 January 2018 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 child care 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 as one of their three preferences.