Admissions – key dates

Monday 5 October 2026

Online applications open.

You must provide an email address to apply. You can apply online for your child's school place by visiting westsussex.gov.uk/admissions.

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

Friday 15 January 2027

National closing date for starting school applications.

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

Friday 16 April 2027

National offer day.

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

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**.

WS110(N) 08.2026

westsussex.gov.uk/admissions

west sussex county council

Starting school in September 2027

Deadline:
Friday 15 January 2027



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How to apply

If your child's date of birth is between 1 September 2022 and 31 August 2023 it is now time to apply for their school place. You need to apply online 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 email 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 **Friday 15 January 2027**.

If your application is received after the closing date of **Friday 15 January 2027** your chance of securing a place at one of your preference schools could be seriously affected.

Applications received after the closing date of **Friday 15 January 2027** 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, if applicable, as one of their three preferences.

Apply online at:

westsussex.gov.uk/admissions