

West Sussex

School Admission Arrangements 2023/2024

Contents

Heading	Page
Scheme for Co-ordination	2-3
Oversubscription Criteria for Schools in West Sussex for 2023/2024	4-17
Relevant Area	18
Summary of Timetable for the Admissions Process	19-21
Published Admission Numbers (PANs)	appendix

Scheme of Coordination.

A Summary of the Starting School/Transfer Process for Schools in West Sussex for 2023/2024

1. On the website, the Pupil Admissions Team provides parents with information on West Sussex schools and how to apply, online or on paper.
2. Parents may obtain supplementary information forms (SIFs) directly from own admission authority schools, where necessary, or from the Local Authority (LA) website.
3. The Pupil Admissions Team receives all applications. Application forms sent directly to schools are passed to the Pupil Admissions Team. All applications received by schools should be date stamped. Those received after the closing date should be date stamped and marked 'Late'.
4. Parents may return the supplementary information form (SIF) directly to the school concerned or to the LA. The school is required to inform the Pupil Admissions Team of any forms it receives to check there has been a valid application made.
5. The Pupil Admissions Team sends a list of the applications for voluntary aided and foundation schools and academies to the relevant admission authority, and out of county schools to the relevant council.
6. All admission authorities order all applications against their oversubscription criteria.
7. Ordered lists of applications are returned to the Pupil Admissions Team as specified on the agreed timelines.
8. Late applications for community and voluntary controlled schools are processed after those received by the official closing date, unless it has been agreed to treat them as having been received on-time. Late applications to voluntary aided or foundation schools or academies will be passed to the relevant school(s) for late consideration and returned for an offer to be made by the LA.
9. The Pupil Admissions Team reconciles all lists and determines the final offer. If a child can be offered a place at more than one school, he/she will be offered a place at the school ranked higher in the preferences on the application. If none of the preferences can be met, a place will be offered at the catchment school, where possible, or the nearest school to the child's home with places available, if the catchment school is full. If the nearest school with a place available is a voluntary aided or foundation school or academy, the Pupil Admissions Team will agree with the admission authority for the school to offer places to those whose preferences could not be met.

10. For secondary and junior transfers, if no application is received a place will not automatically be offered. For West Sussex children attending state schools appropriate checks will be made with the parents and child's current school to find out what arrangements have put into place for the child's education. If a response is not received the details are passed to CME for investigation.
11. The Pupil Admissions Team notifies schools of offers to be made. This information must remain confidential until after the Pupil Admissions Team has contacted parents on offer day.
12. The Pupil Admissions Team notifies parents of the outcome of their application by email where parents have applied online or by paper with an e-mail address. Applicants who do not supply an email address will be sent a letter by second class post, posted during the day. This will contain information about the decision and the right of appeal. Where the place offered is at a voluntary aided or foundation school or an academy, this is done on behalf of the admission authority.
13. Together with the allocation notification, the Pupil Admissions Team explains the right of appeal to any parent who is not offered their preferred school. This includes how parents can obtain appeal information and an online application form. Own admission authorities are responsible for organising their own appeals, unless they have a service level agreement with WSCC Legal Services.
14. A waiting list will be set up for all schools and maintained by the Pupil Admissions Team until the end of the academic year of entry. The waiting list is ordered if places become available and parents will be offered a place in the correct order. Following that it will pass to schools that are their own admission authority to hold, for at least one term as required by the School Admissions Code or longer, as specified in their admission arrangements.
15. Schools must advise the Pupil Admissions Team of all leavers from all year groups immediately, so that places can be offered, after allocation until 1 September, when in-year admission processes apply.

Oversubscription Criteria for Schools in West Sussex for September 2023/2024

(Oversubscription Criteria for previous years are available on the website.)

West Sussex County Council Oversubscription Criteria

- These are the criteria that apply to the majority of community and voluntary controlled schools.
- The tie-break used is a straight line distance. All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey data within the curtilage of the property.
- Where priority is given for a sibling, brothers or sisters may be half or stepsiblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
- West Sussex County Council only gives sibling priority if the older sibling will be at the school at the time of application and will still be in the school at the time of admission; or if the sibling will be attending the linked junior school in September 2023. **It is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.**
- Siblings of children who have been refused a place at their catchment school because the school was oversubscribed at the point of application will be treated as living in the catchment area for the school allocated when they apply for starting school. This will only apply if an application was made for the catchment school and the place refused in writing. **It is the parent's responsibility to indicate these circumstances in their application.**
- West Sussex County Council allows gives priority to children of staff in either or both of the following circumstances (following section 1.39 of the School Admissions Code):
 - a) where the member of staff has been employed at the school for two or more years at the time which the admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

It is the parent's responsibility to indicate these circumstances in their application.

Infant/Primary: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
5. Other children who live in the catchment area;
6. Children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
7. Children of staff (see above);
8. Other children who live outside the catchment area.

Variations to West Sussex County Council's oversubscription criteria for Community and Controlled Schools

Maidenbower, Crawley

There are two infant schools in Maidenbower, **The Brook Infant School** and **Maidenbower Infant School**. Applications to the schools will be considered according to the oversubscription criteria as follows:

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements

order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;

2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the preferred school with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
5. Other children who live in the catchment area for the preferred school;
6. Other children who live in the catchment area for The Brook Infant School or Maidenbower Infant School with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
7. Other children who live in the catchment area for The Brook Infant School or Maidenbower Infant School;
8. Other children who live outside the catchment area for The Brook Infant School or Maidenbower Infant School with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
9. Children of staff (see above);
10. Other children who live outside the catchment area for The Brook Infant School or Maidenbower Infant School.

Castlewood Primary School Horsham

There are two schools with reception year intakes in Southwater: Castlewood Primary School and Southwater Infant Academy. Applications for Castlewood Primary School will be considered according to the oversubscription as follows: Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;

3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area for Castlewood Primary School with brothers or sisters already attending the school who will still be there when the child starts;
5. Other children who live in the catchment area for Castlewood Primary School;
6. Children who live within the catchment area for Southwater Infant Academy with brothers or sisters already attending the school who will still be there when the child starts;
7. Other children who live within the catchment area for Southwater Infant Academy;
8. Children who live outside the catchment area for Castlewood Primary School and Southwater Infant Academy with brothers or sisters already at the school who will still be there when the child starts;
9. Children of staff (see above);
10. Other children who live outside the catchment area for Castlewood Primary School and Southwater Infant Academy.

Woodgate Primary School and Colgate Primary School

The decision to move Warninglid Primary School to its new site included plans for the school to federate with another local school. In recognition of the proposed federation between Woodgate Primary School and Colgate Primary School¹ the oversubscription criteria for the two schools will be:

Woodgate Primary School

Any child with an Education, Health and Care Plan naming the school will automatically be admitted to that school, under section 43 of the Children's & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are under a special guardianship order who were not previously in the care of the local authority. (Evidence must be provided);

3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. (Evidence must be provided);
4. Children who live in the catchment area for Woodgate Primary School with brothers or sisters already at the school. From September 2021 to September 2026 this includes siblings of children who previously attended Warninglid Primary School who transferred to Woodgate Primary School in September 2021.
5. Children who live in the catchment for Woodgate Primary School;
6. Children of staff at Woodgate Primary School;
7. Children who live in the catchment area for Colgate Primary School with brothers or sisters already at the school;
8. Children who live in the catchment area for Colgate Primary School;
9. Children who live outside the catchment area for Woodgate Primary School or Colgate Primary School with siblings already at the school;
10. Children who live outside the catchment area for Woodgate Primary School or Colgate Primary School.

Colgate Primary School

Any child with an Education, Health and Care Plan naming the school will automatically be admitted to that school, under section 43 of the Children's & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are under a special guardianship order who were not previously in the care of the local authority. (Evidence must be provided);
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. (Evidence must be provided);
4. Children who live in the catchment area for Colgate Primary School with brothers or sisters already at the school;
5. Children who live in the catchment area for Colgate Primary School;
6. Children of staff at Colgate Primary School;

7. Children who live in the catchment for Woodgate Primary School with brothers or sisters already at the school;
8. Children who live in the catchment for Woodgate Primary School;
9. Children who live outside the catchment area for Colgate Primary School or Woodgate Primary School with siblings already at the school;
10. Children who live outside the catchment area for Colgate Primary School or Woodgate Primary School.

¹The federation of Woodgate Primary School and Colgate Primary School is subject to the full governing bodies of both schools signing the final agreement.

²This priority will only be in place until September 2026 to protect the siblings of the children who currently attend Warninglid Primary School and who will re-locate to the new site.

Rose Green Infant School

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the school with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;
5. Other children who live in the catchment area for the school to the West of the line shown on the attached map;
6. Other children who live in the catchment area for the school to the East of the line shown on the attached map;
7. Other children who live outside the catchment area with brothers or sisters already at the school or who will be attending the linked junior school when the child starts;

8. Children of staff (see above);

9. Other children who live outside the catchment area.



Shoreham Beach Primary School

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children and Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care). Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live within the catchment area for the school with brothers or sisters already at the school who will still be there when the child starts;

5. Other children who live in the catchment area for the school to the East of Ferry Road;
6. Other children who live in the catchment area for the school to the West of and including Ferry Road;
7. Other children who live outside the catchment area for Shoreham Beach Primary School with brothers or sisters already at the school who will still be there when the child starts;
8. Children of staff (see above);
9. Other children who live outside the catchment area.



Junior: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;

2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children attending a named infant school and applying for a place at the linked junior school;
5. Children who live in the catchment area with brothers or sisters already at the school who will still be there when the child starts;
6. Other children who live in the catchment area;
7. Children who live outside the catchment area with brothers or sisters already at the school who will still be there when the child starts;
8. Children of Staff(see above);
9. Other children who live outside the catchment area.

Linked infant/junior schools

A child moving from the infant to junior school

West Sussex County Council does not operate feeder schools and there is never a guarantee of a place at a school applied for. However, priority is given to children who attend a named infant school for the linked junior school. **It is the parent's responsibility to tick the appropriate box in their application.**

Linked Infant/Junior Schools – for sibling link purposes	
Bognor Regis, Rose Green Infant	Bognor Regis, Rose Green Junior
Burgess Hill, The Gattons Infant School	Burgess Hill, Southway Junior School
Copthorne, Fairway Infant School	Copthorne, Copthorne CE Junior School
Crawley, Maidenbower Infant School	Crawley, Maidenbower Junior School
Crawley, Pound Hill Infant Academy	Crawley, Pound Hill Junior School
Crawley, The Brook Infant School	Crawley, Maidenbower Junior School
East Preston Infant School	East Preston Junior School
Graffham Infant School	Duncton Junior School
Hassocks, Hassocks Infant School	Hassocks, The Windmills Junior School
Horsham, Littlehaven Infant School	Horsham, Northolmes Junior School
Horsham, Trafalgar Infant School	Horsham, Greenway Junior Academy
Southbourne Infant	Southbourne Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Field Place Infant	Worthing, Orchards Junior
Worthing, Lyndhurst Infant	Worthing, Chesswood Junior
Worthing, Springfield Infant	Worthing, Chesswood Junior
Worthing, Thomas A Becket Infant	Worthing, Thomas A Becket Junior

Secondary: Oversubscription Criteria

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children and Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who live in the catchment area with brothers or sisters already at the school who will still be there when the child starts;
5. Other children who live in the catchment area;
6. Children who live outside the catchment area with brothers or sisters already at the school who will still be there when the child starts;
7. Children of staff (see above);
8. Other children who live outside the catchment area.

Variations to West Sussex County Council's oversubscription criteria for Community and Controlled Schools

Horsham Schools

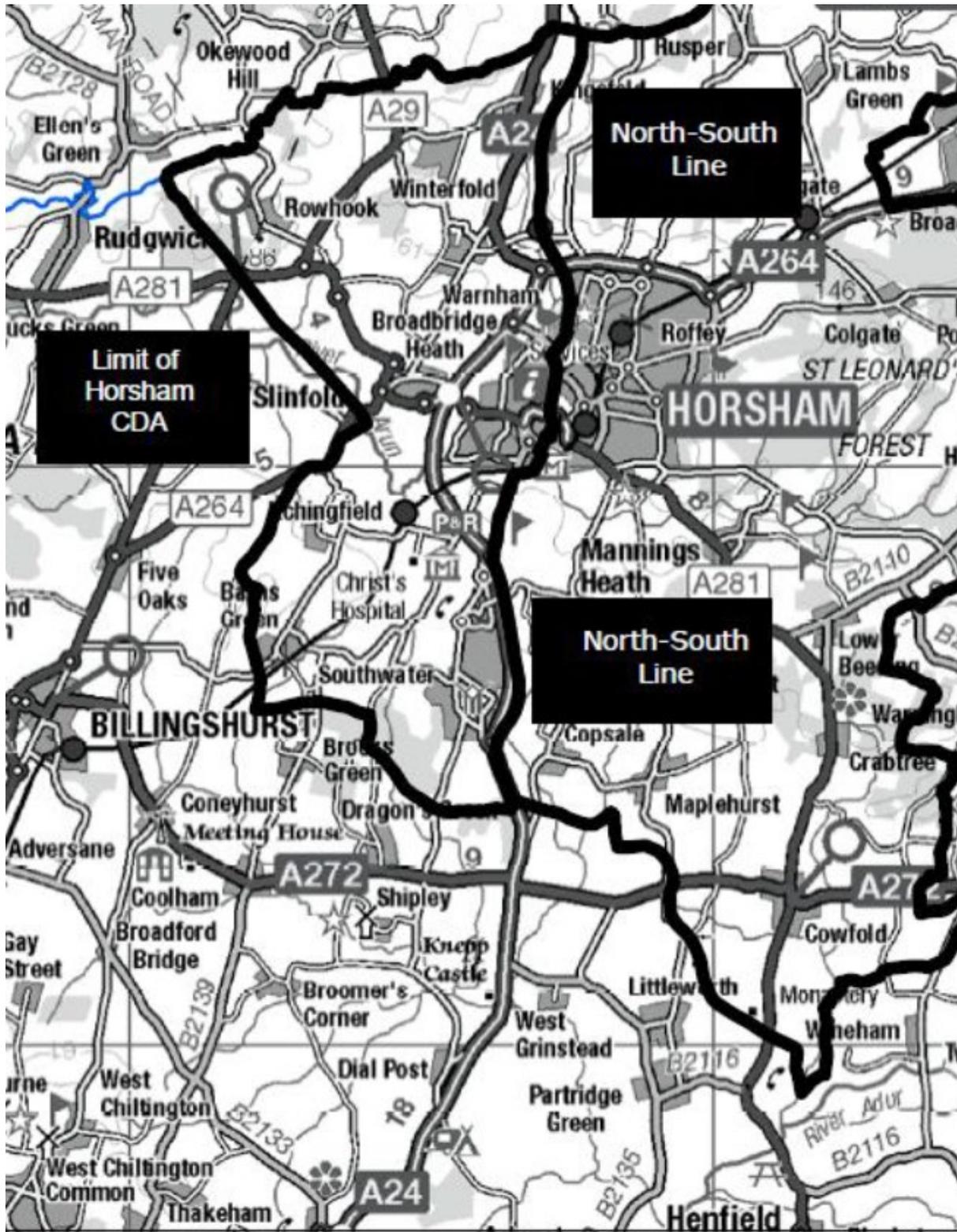
There are three schools in the Horsham Community Designated Area. The oversubscription criteria for Tanbridge House School, The Forest School and Millais School (girls).

The Forest School and Millais School share a catchment area. Children living east of the north-south line are in the catchment area for The Forest School or Millais School. Children living west of the north-south line are in the catchment area for Tanbridge House School. The maps in this booklet showing the Horsham Community Designated Area and the north-south line are for illustration purposes only.

The catchment area for Kilnwood Vale Primary School now falls in the Horsham Community Designated Area, to the east of the north-south line in the catchment area for The Forest School or Millais School.

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship who have not previously been in Local Authority Care. Evidence must be provided;
3. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Children who reside within the Horsham Community Designated Area, in the following order of precedence:
 - a. children with brothers or sisters already attending the school who will still be there when the child starts;
 - b. pupils living to the west of the north-south line and preferring Tanbridge House will be given priority at Tanbridge House School and pupils living to the east of the north-south line preferring The Forest or Millais School will be given priority at one of those schools;
 - c. pupils living in the rest of the Horsham Community Designated Area;
5. Children living outside the Horsham Community Designated Area in the following order;
 - a. children with brothers or sisters already attending the school who will still be there when the child starts;
 - b. Children of staff;
 - c. other applicants.



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Worthing

Responsibility for admissions to Davison CE (controlled) High School for Girls rests with West Sussex County Council. Parents wishing to apply to Davison CE (controlled) High School for Girls on denominational grounds should complete the Supplementary Information Form available on the WSCC Admissions website to confirm their church attendance.

Davison CE (controlled) High School for Girls

Any child with an Education Health and Care Plan (EHCP) naming the school will automatically be admitted to that school, under section 43 of the Children & Families Act 2014.

1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence must be provided;
2. Children who are subject to a Special Guardianship Order who have not previously been in Local Authority Care. Evidence must be provided;
3. Girls who need a place at the school on exceptional and compelling social, psychological or medical grounds. Evidence must be provided;
4. Girls, with a sister already at the school who will still be there when the child starts;
5. Girls who attend linked Church of England Primary schools in Worthing and Shoreham* whose parents are regular** worshippers at a Christian Church***
6. Girls resident in the Borough of Worthing;
7. Children of staff (see above);
8. Girls not resident in the Borough of Worthing, whose parents are regular** worshippers at a Christian Church*** ;
9. Girls not resident in the Borough of Worthing.

*The linked Church of England Schools are West Park CE (controlled) Primary School, Broadwater CE (aided) Primary School, Heene CE (aided) Primary School, Goring CE (aided) Primary School and St Nicolas & St Mary's CE Primary (aided) School in Shoreham.

** Regular means attending church at least once a month for the period of two years prior to application. Confirmation will be required from a priest or minister on the supplementary information form available on the website.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

***A Christian Church is defined as one being a full member of Churches Together in Britain and Ireland or of The Evangelical Alliance.

Relevant area for consultation

The Relevant Area is the whole of the county. However, admission authorities are expected to consult only parents and the admission authorities for schools in their locality, not the whole county. In the case of primary schools, consultation is required with the admission authorities for only primary schools in their locality, while secondary school admission authorities must consult both secondary schools and all primary schools in the locality.

A Summary of the Timetables for the Admission Process

The dates for the school admission process for entry in September 2023 are:

Starting School Timelines	Key Date for Action
Schools to have their prospectus published and available to parents	26th September 2022
Provide information for parents on West Sussex schools and how to apply	Week beginning 3rd October 2022
National closing date for all applications	15 th January 2023
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 30th January 2023
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	Week beginning 20th February 2023
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 6th March 2023
Prepare and distribute lists of offers made for all schools	Week beginning 3rd April 2023
Notify all parents of offer made, using email where possible	17th April 2023

Junior Transfer Timelines	Key Date for Action
Schools to have their prospectus published and available to parents	26 th September 2022
Provide information for parents on West Sussex schools and how to apply	Week beginning 3rd October 2022
National closing date for all applications	15 th January 2023
Send list of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 30th January 2023
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	Week beginning 20th February 2023
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 6th March 2023
Prepare and distribute lists of offers made for all schools	Week beginning 3rd April 2023
Notify all parents of offer made, using email where possible	17 th April 2023

Secondary Transfer Timelines	Key Date for Action
Schools to have their prospectus published and available to parents	5th September 2022
Provide information for parents on West Sussex schools and how to apply	5th September 2022
National closing date for all applications	31 st October 2022
Send list of all applications naming an out-of-county school to the relevant Local Authority	By 14th November 2022
Send list of all applications naming own admission authority (OAA) schools to the relevant schools	By 28 th November 2022
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team	By 12 th December 2022
Prepare and distribute lists of offers made for all schools	Week beginning 20th February 2023
Notify all parents of offer made, using email where possible	1 st March 2023