

People Services: Pupil Entitlement

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To the Parents of: All Year 2 Pupils in West Sussex Infant schools

Dear Parent

Transfer to Junior School – September 2021

You have been sent this letter because your child will be changing school at the end of this academic year and it contains information about applying for a **junior** school place for September 2021.

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

This letter contains important information about applying for **junior** school places 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 2021. We have also enclosed with this letter a checklist of actions parents may find useful, before submitting their preferences. To check the catchment school for your address, please go to www.westsussex.gov.uk/admissions.

You can apply for a place at a **junior** school at this time. If you wish to apply for a primary school place for September 2021 you cannot do so until June 2021 and there is no guarantee of a place, as you will be joining an established year group. Further information is available on the admissions website www.westsussex.gov.uk/admissions.

Apply online from Monday 5 October 2020

It is easy and safe to apply for a **junior** 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 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, 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 user id and password.

The user id must be:

- Between 6 and 16 characters long
- and must contain only letters or numbers (i.e. do not use special characters).

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 Friday 15 January 2021.

If you need 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 infant school by 15 January 2021. 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.

You can express up to three preferences for **junior** schools only. All your preferences will be considered against the oversubscription criteria of your preferred schools. You have the highest priority if your child attends a linked infant school. 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.

- **Children with Education Health 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.*
- **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 you must include this as one of your three preferences.

We look forward to receiving your online application before the **national closing date of 15 January 2021**. The national allocation date is 16 April 2021 and parents who provide a valid e-mail address with their application will be sent an email advising the school offered to their child on this day.

Yours sincerely



Helen Moules
Pupil Admissions Manager (South)



Linda Bubb
Pupil Admissions Manager (North)