West Sussex

School Admission Arrangements 2026/2027

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Scheme of Coordination

A Summary of the Starting School, Transfer to Junior School and Transfer to Secondary School Processes for West Sussex for 2026/2027

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 provides details 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 Children Missing in Education (CME) Team 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 National Offer Day.

12. Parents who applied on-line before the relevant out of time deadline, will be able to log back into their application from 00.30 on the relevant National Offer Day to see their allocated school. Any applications made after the relevant out of time deadline will not receive an offer on National Offer Day. Everyone who included an email address in their application, whether electronic or paper, will receive a letter emailed to them on National Offer 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 appeal form. Own admission authorities are responsible for organising their own appeals unless they have a service level agreement with WSCC Legal Services.

14. School waiting lists will be maintained by the Pupil Admissions Team until the end of the offer year (31 August after the allocation). The waiting list will then be passed to own admission authorities to hold, until at least 31 December as required by the School Admissions Code or longer, as specified in their admission arrangements. The Pupil Admissions Team will maintain a waiting list for community and controlled schools until the end of the summer term in July of the academic year applied for. The waiting list is ordered if places become available and parents will be offered a place in the correct order.

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 2026/2027

(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 (years 1-6 for primary and year 8-11 for secondary) at the time of admission; or if the sibling will be attending the linked junior school in September 2026. **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 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.

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;

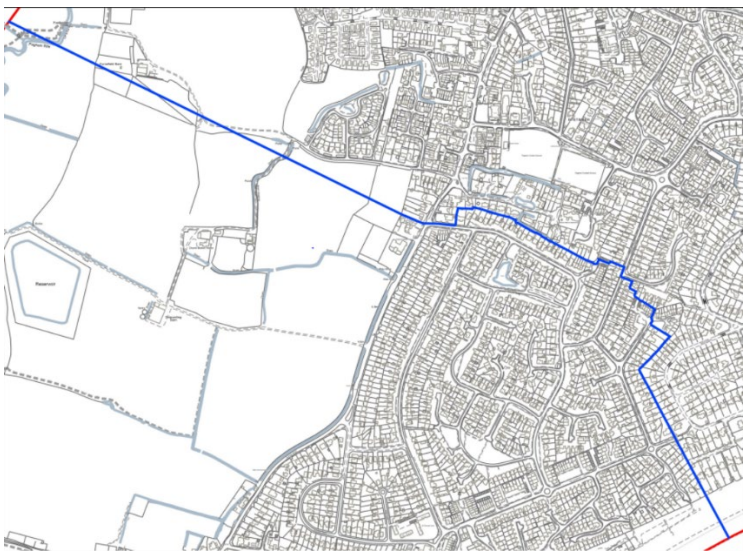
5. Other children who live in the catchment area for the school to the West of the line shown on the attached map;

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;

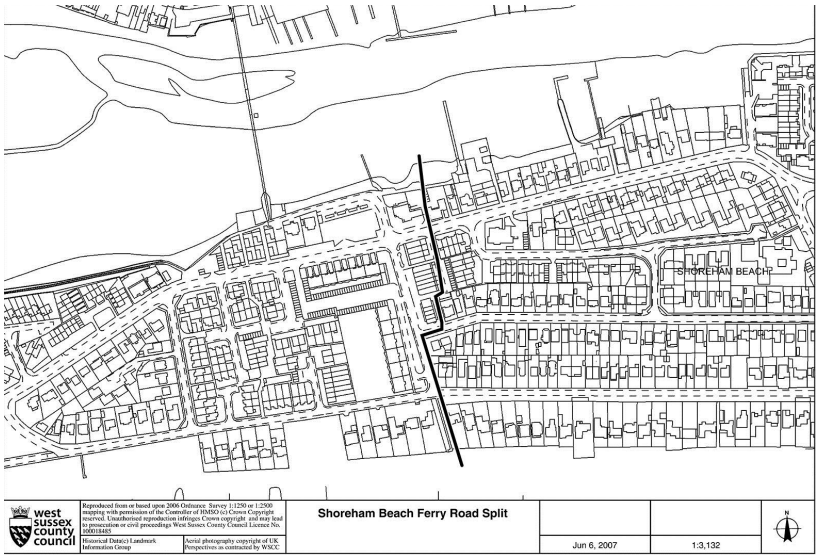
5. Other children who live in the catchment area for the school to the East of Ferry Road;

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, The Brook Infant School	Crawley, Maidenbower Junior School
Crawley, Maidenbower Infant School	Crawley, Maidenbower Junior School
Crawley, Pound Hill Infant Academy	Crawley, Pound Hill 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 School
Southbourne Infant	Southbourne Junior
Worthing, Durrington Infant	Worthing, Durrington Junior
Worthing, Orchards Infant	Worthing, Orchards Junior
Worthing, Springfield Infant	Worthing, Homefield Primary
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 community schools in the Horsham Community Designated Area. The oversubscription criteria for Tanbridge House School, The Forest School and Millais School is shown below. Bohunt Horsham is a free school and does not have a catchment area. Details of their admission arrangements can be found on their website.

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 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.

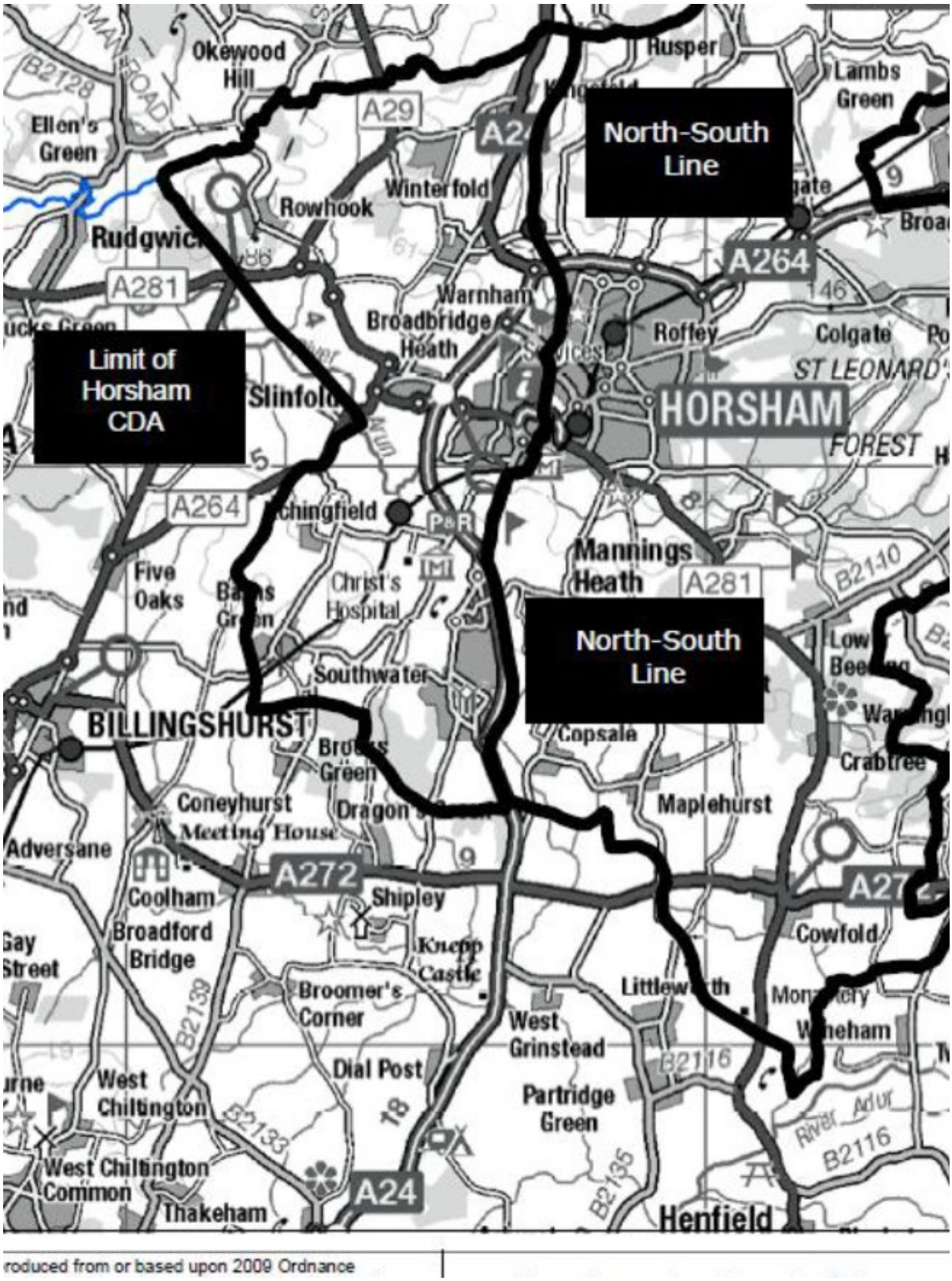
1. Looked after children (children in public care), children who were previously looked after who ceased to be so because they were adopted or became subject to a special guardianship order or child arrangements order. This includes children who appear (to the admission authority) to have been in state 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, Davison CE (controlled) High School for Girls

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.

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 2026 are:

Starting School Transfer Timeline	**Key Date for Action**
Schools to have their prospectus published and available to parents.	12th September 2025
Provide information for parents on West Sussex schools and how to apply.	Week beginning 6th October 2025
National closing date for 'on-time' applications.	15th January 2026
Send details of all applications naming an out-of-county school to the relevant Local Authority.	Week beginning 2nd February 2026
Processing deadline for 'out of time' applications and receipt of evidence for changes to on-time applications.	11th February 2026
Information about all applications naming own admission authority (OAA) schools made available to the relevant schools.	By 13th February 2026
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team.	By 13th March 2026
Details of all offers made shared with relevant schools.	Week beginning 13th April 2026
Notify all parents of offer made, using email where possible	16th April 2026

Junior Transfer Timelines	**Key Date for Action**
Schools to have their prospectus published and available to parents.	12th September 2025
Provide information for parents on West Sussex schools and how to apply	Week beginning 6th October 2025
National closing date for 'on-time' applications.	15th January 2026
Send details of all applications naming an out-of-county school to the relevant Local Authority	Week beginning 2nd February 2026
Processing deadline for 'out of time' applications and receipt of evidence for changes to on-time applications.	11th February 2026
Information about all applications naming own admission authority (OAA) schools made available to the relevant schools.	By 13th February 2026
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team.	By 13th March 2026
Details of all offers made shared with relevant schools.	Week beginning 13th April 2026
Notify all parents of offer made, using email where possible.	16th April 2026

Secondary Transfer Timelines	**Key Date for Action**
Schools to have their prospectus published and available to parents.	8th September 2025
Provide information for parents on West Sussex schools and how to apply.	8th September 2025
National closing date for all applications.	31st October 2025
Send details of all applications naming an out-of-county school to the relevant Local Authority.	Week beginning 10th November 2025
Processing deadline for 'out of time' applications and receipt of evidence for changes to on-time applications.	27th November 2025
Information about all applications naming own admission authority (OAA) schools made available to the relevant schools.	By 1st December 2025
OAA schools and other Local Authorities to return ordered preference lists to the Pupil Admissions Team.	By 12th December 2025
Details of all offers made shared with relevant schools.	Week beginning 9th February 2026
Notify all parents of offer made, using email where possible.	2nd March 2026