

How to apply

If your child's date of birth is between 1 September 2014 and 31 August 2015 it is now time to apply for their school place.

You need to apply online by visiting
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 **Tuesday 15 January 2019**.

If your application is received after the closing date of Tuesday 15 January 2019 your chance of securing a place at one of your preference schools could be seriously affected.

Applications received after the closing date of Tuesday 15 January 2019 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.

