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Pupil Admissions Team
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IMPORTANT INFORMATION ABOUT TRANSFER TO SECONDARY SCHOOL

Dear Parent,

We wrote to you on 9 September 2019 to advise you that you need to make an application for your child to transfer to Secondary School in 2020. The Deadline to apply is **Thursday 31 October 2019**.

It is a parents' responsibility to ensure that an application is made on time for their child. Applications made after the deadline are not considered until after all on time applications and the outcome of the application may be affected if it is late. Applying after the deadline will significantly affect your chance of getting a place at your preferred school.

If you have not yet made your application, please visit www.westsussex.gov.uk/admissions and submit your preferences today. If you do not have access to the internet, free access is available at all West Sussex Libraries or Children and Family Centres.

Don't delay – Apply today.

If you still can't access the online system, or don't have an email address, you must telephone 03330 142 903 to request an application form. Alternatively your child's primary school may be able to provide one. If you choose to apply by paper form, please ensure you allow enough time for the form to be received.

Paper applications should be returned to your child's current school. Please note that the deadline for applying is during the half term break. Some schools will be closed for INSET days around half-term and will not be available to accept your form. It is a parent's responsibility to make sure that their paper application form has been returned on time. *The deadline above applies to both paper and online applications.* If you are unable to submit an application to a school, it is your responsibility to ensure it is received by the Pupil Admissions Team at the above address by the deadline date of 31 October 2019.

If you have already made an application there is no need for any further action, however you may wish to check that you have submitted your application correctly. You should have received an email acknowledgement from the Authority's on-line application system with an application reference number beginning: 938-2020-09-E- followed by a unique 6 digit reference number. If you have not received this email you may not have correctly submitted your application. Please check by logging back into the online system and checking the status of your application. Please keep a record of the application number as you will need it if there is a query about your application at a later date.

Pupil Admissions Team