

# Going up to Secondary school?

If your child is in Year 6 you must apply by **31 October 2018**

Apply online – don't miss the deadline!

[eastsussex.gov.uk/schools](http://eastsussex.gov.uk/schools)



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## Step 1 – Look at schools

It's easy to find out about schools by going to our website [eastsussex.gov.uk/schools](http://eastsussex.gov.uk/schools)

Look at the Schools in East Sussex page for:

- a list of schools in your area;
- school websites; and
- Ofsted reports and school performance data.

You can use the internet at your local library. If you prefer we can send you a list of schools.

You can contact individual schools to find out about open days and viewings.

If you live in East Sussex (excluding Brighton & Hove) you must apply to East Sussex even if the schools you prefer are in another area.

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## Step 2 – Understand the admissions system

You should put up to **three** school preferences when you apply. It is important to put a second and third preference in case we cannot give you your first preference.

- If a school has enough places, then everyone who applied will be given a place.
- If there are not enough places for everyone the 'admissions criteria' will decide which children will be given the places.

- Criteria changes from school-to-school so you will need to understand the rules for the schools you prefer.

The criteria for all schools can be found on our website [eastsussex.gov.uk/schools](http://eastsussex.gov.uk/schools)

If your child has a Education, Health and Care plan the school application process is different. Please contact your Assessment and Planning Officer or school SENCO for more information.

## Step 3 – Apply by 31 October 2018

You can apply online at [eastsussex.gov.uk](http://eastsussex.gov.uk)

Step-by-step instructions will guide you through your online application.

Applying online means:

- your application is safe;
- you can be sure your application has been received; and
- a decision can be emailed to you.

You can access the internet at your local library.

If you prefer a paper form please email [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)



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## What happens when

### September 2018

Apply online or call **0300 33 09 472** for a form

**31 October 2018 (closing date)**

Online applications – midnight 31 October 2018

Paper forms must be received by the Admissions Team by 31 October 2018

*Please note: ensuring applications are returned on time is the responsibility of parents and carers.*

### 1 March 2019 – Decision day

Decisions are sent by email on the offer day. If we are unable to email you, we will post you the decision letter. Online applicants have the ability to view the decision online.

### April-June 2019

Appeals for parents who are unhappy with the decision.

### September 2019

Children start at their new school.

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## Need help?

All the information you need can be found online. Scan the QR code and go to our online admissions webpage.

If you need further advice please email the Admissions Team who will be able to answer detailed enquiries on the admissions process.

Email: [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)

You can find independent advice online by visiting Ace Education Advice ([www.ace-ed.org.uk](http://www.ace-ed.org.uk))

Email: [admissions@eastsussex.gov.uk](mailto:admissions@eastsussex.gov.uk)



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