

## **In Year Admissions procedure**

Applications for places other than at the start of Year 7 should be made to the Local Authority by completing an In-Year application form.

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>

The school's Supplementary Information Form should be completed and returned to St. Philip Howard if applicable (you wish to apply in a specific category).

<https://www.sphcs.co.uk/?page=info&title=989764>

If there is a vacancy in the relevant year group and no other family has applied for it, the school will allocate a place as soon as possible.

If there is no vacancy, or if the number of applications is greater than the number of vacancies, the governors will at once establish a waiting list for the relevant Year Group, or add the applicant's name to an already established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the oversubscription criteria.

West Sussex Pupil Admissions then send out the offer or refusal on the school's behalf.

The admission appeals procedure can be found here:

<https://www.sphcs.co.uk/files/1831875887.pdf>

Parents can submit an admission appeal using the link on the West Sussex website: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/>

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