



Bohunt Horsham
Bailey Road
Horsham
West Sussex RH12 6AP

t: 01403 627 430
e: enquiries@bohunthorsham.com
www.bohunthorsham.com

Bohunt Horsham Headteacher: Ms G Ayling BA (Hons)

Dear Parent/carer/applicant

This is the In Year Application (IYA) form and supplementary information for Bohunt Horsham. Bohunt Horsham manages its own in-year admissions and as such is an OAA (Own Admissions Authority) school. WSCC manages the 'normal, on time round' of admissions to Bohunt Horsham for students starting in year 7 or Reception the following September.

Please read the guidance notes in section 9 prior to completing this form. The fully completed application should be returned to enquiries@bohunthorsham.com or by post, marked for the attention of 'admissions'.

The school reserves the right to contact your child's previous/current school(s) for records on your child's educational history. This will be used to decide if your child should be considered under the Fair Access Protocol, which identifies applications for vulnerable children and those with potentially challenging behaviour.

All information given on any part of this form is collected, processed, stored, retained and shared in accordance with the School's Privacy Notice for Students or Parents/Carers which can be found on our website: your and your child's right to access and in limited circumstances request correction or deletion are also explained in that Notice. We share information, to the minimum required, in order to provide education to your child or where we are required by law, as explained in the relevant Notice, to share some personal information with regulatory or statutory authorities by law, including West Sussex County Council Youth Services, Child Services, Department for Education or other public bodies. We will always share the minimum information required. If you have any questions relating to data protection please contact our school data protection contact; Mr Harris via lharris@bohunthorsham.com or 01403627430 in the first instance.

Please note that your application will be delayed if the form is not completed in full/information is not clear/readable.

Yours faithfully,

Ms G Ayling

Headteacher

Section 1: Child's Details

Child's legal last name: (and current surname known by if different)		Child's first names:	
Current School Attending:		Current school year:	
Male / Female:		Date of birth:	
Child's Current Address:		New Address and date of move, if applicable: Please provide proof of new address – a signed tenancy agreement or exchange of contracts	

Section 2: Reason(s) for choosing Bohunt Horsham

The more information and detail that can be provided from this point onwards the quicker the admissions request can be processed and responded to. If there have been any concerns/issues in the current or previous schools, it is better to be open and accurate as in our experience this will help in the longer term.

Please explain your reasons for applying for a place at Bohunt Horsham
Please complete any barriers that you foresee for your child that could affect their regular attendance to school:
Requested date of admission/start date:

Does your child have any siblings currently attending Bohunt Horsham?			
If yes please list their name(s), date of birth and home address below:			
Name	Date of Birth	Address	Current year group

Section 3: Fair Access Protocol information

This information is needed to assess whether your child could/should be admitted to a school under the Fair Access Protocol. **This could include placement in a school which is full. In order to support your child and schools, WSCC coordinates all admissions for students who do not have a school place and one or more of the following criteria apply via a monthly panel based system. Please note this is not a guarantee of a place.**

Please tick below if any of the following apply:

(The school/WSCC reserve the right to ask for written proof in relation to any statement ticked):

☐ Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol;

☐ Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol;

☐ Children from the criminal justice system;

☐ Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;

☐ Children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions;

- ☐ Children who are carers;
- ☐ Children who are homeless;
- ☐ Children in formal kinship care arrangements:
- ☐ Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers;
- ☐ Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of the School Admissions Code 2021:
- ☐ Children for whom a place has not been sought due to exceptional circumstances (It is for the local authority to decide whether a child qualifies to be placed via the Protocol on this basis, based on the circumstances of the case):
- ☐ Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted;
- ☐ Previously looked after children for whom the local authority has been unable to promptly secure a school place

Section 4: Most recent school attended/current on-roll school

Parents/carers should think very carefully before requesting a change of school that is not related to a change of address as this has the potential to have a significant and negative impact on the academic progress of the child. **If requesting a move from a local school, it is expected that parents/carers will have discussed the application fully with the child's current school to see if any issues or concerns can be resolved prior to any decision being made to apply to Bohunt Horsham.** Please be aware that each school has its own curriculum, a perfect match is highly unlikely.

Current/most recent school name	Current/most recent school address, phone number & email address	Dates attended	
		From mm/yy)	To (mm/yy)

Named contact/best person to speak to at current/most recent school (head of year/head of house/Pastoral manager)	Email address of named contact
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Section 5: Other relevant details

Exclusions

If your child has received any **fixed term or permanent exclusions** from school, please provide details below.

School name	School address, phone number & email address	Date of exclusion/length of exclusion and reason for exclusion

Parental responsibility

Parent/Carer Name	Contact No.	Email	Address (if different from student)

Does anyone else have parental responsibility? If yes, who:

.....

Are all parents/carers in agreement with this application:

Yes/No

Please note: The school will not intervene where parents with joint responsibility disagree. Failing to disclose information can result in a delay in offering a school place or an offer made being withdrawn. Offers made to parents who have not disclosed other parties with parental responsibility might be withdrawn.

Please feel free to share with us here needs or disabilities you have and any reasonable adjustments or support you'd appreciate we put in place to enable you to communicate with School or access School premises, facilities, or events. You may choose to share this information either here, or at any other time by calling the School or in transfer/admissions meetings or by informing your child's class tutor; you are not required to disclose any disability or need but it helps us make sure we have the right support in place as soon as possible. Please indicate if you would prefer your child's tutor (once allocated) contact you to discuss further.

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Children Looked After or Children Previously Looked After

(Please complete this section if the child is, or has been in the past, in Public Care)

Responsible Social Worker's name:	
Contact telephone number & email:	
Responsible Authority:	
Contact numbers for current placement (if appropriate):	

Previously Looked After Children Now Adopted in the United Kingdom (or became subject to a residence order or special guardianship order) after December 2005. Adoptive Children Act 2002

Local Authority responsible for Adoption:	
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Proof of Adoption (please supply adoption order):	
Date of Adoption:	

Section 6: School attendance

Please enclose a copy of your child's up-to-date attendance certificate. This can be requested from their current/last school.

Section 7: Parental Declaration

I have parental responsibility for this child. By signing this form I confirm that all the information given is legal and true.

I understand that any offer of a place made as a result of this application will be withdrawn if I give false information or fail to notify the school of any changes.

Signed: _____

Print Name: _____

Title: _____ Date: _____

Relationship to child: _____

Home Tel No: _____ Work/Mobile: _____

E-mail address: _____

Section 8: School use only

Date received	
Considered by	
Processed	Offered/Refused
Correspondence	

Section 9: Information/Guidance notes to be read pre-completion:

This guidance relates to In-Year Applications, and should be used to help complete the form. It is designed to support the application for a place into an established year group at Bohunt Horsham.

Who manages requests for a place/admission to Bohunt Horsham?

Bohunt Horsham is its own admissions authority (OAA) and as such manages its own in-year admissions. More detailed information on in-year admissions can be found at www.westsussex.gov.uk/admissions.

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Which form do I use?

This form is the one specific to Bohunt Horsham and therefore you are not required to present a range of preferences for schools in Horsham.

What do I do when the form is completed?

You should complete the form as fully as possible as any gaps could lead to the processing of the form/admissions request being delayed. Once completed please send a paper copy of the form in marked "Admissions" to Bohunt Horsham, Bailey Road, Horsham, RH12 6AP. Alternatively a completed form can be sent electronically to enquiries@bohunthorsham.com

What happens next?

The admissions team at Bohunt Horsham will review your application and respond to you to confirm one of four outcomes:

- 1) The form is incomplete and therefore what additional information we need. Please note the school will not spend time sourcing information on individual applications
- 2) The form is complete however we have no spaces in your chosen year group and hence the child's name will go onto the school-held waiting list (if you do not wish to go onto the waiting list please indicate this on your form)
- 3) We have a space in the year group and we have no waiting list and hence we can proceed with the admission
- 4) We believe the application needs to go through a different route based on the information supplied on the form (fair access protocol, SEN etc). We would also redirect a copy of your form to the appropriate panel/team in WSCC.

In-Year applications for Children with a Statement of Special Educational Need?

Admissions for children with a Statement of Special Educational Need (SEN) are dealt with by the Special Education Needs Assessment Team (SENAT). Please do not apply on this form but contact the SENAT direct at the numbers overleaf.

How long does the process usually take?

We expect to be able to respond to applications within 10 school days during term time. Places cannot be reserved in advance and normally have to be taken-up within 10 school days of being offered.

What is the Fair Access Protocol?

If there are issues concerning school attendance or behaviour the application may be considered under the Fair Access Protocol. This process ensures that children who may be vulnerable, need a school placement quickly or find a school setting challenging are offered a place in a new school. This could include placement in a school which is full. Panel meetings are held once a month in term time to consider Fair Access Protocol cases. You will be advised of the date of the next panel and whether any further information is required.

What happens we are full in the requested year group?

We have a set Pupil Admission Number for each year group. If we are full then you are likely to receive a letter stating we can't fulfil your request for a place. We will automatically, unless advised otherwise, add your child's name to the waiting list and then notify you as/when a place becomes available. The position of your child on the waiting list may go up/down depending on new names being added who receive higher priority. For information on the current oversubscription criteria for Bohunt Horsham please see www.westsussex.gov.uk/admissions.

Even if you receive a letter explaining there is no offer of a place you have the right to appeal to an independent panel, for a place over and above the school's admission number. You will be offered your right of appeal in

the letter refusing a place at a school. If you are unsure or need advice please contact West Sussex County Council School Admission helpline.

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Useful Contact Information:

Bohunt Horsham admissions: enquiries@bohunthorsham.com

WSCC Admissions Website – www.westsussex.gov.uk/admissions

WSCC Contact Centre – Tel 08450751007

WSCC Helpline for Admissions Enquiries- Tel. 03330142903

Please ask for:

The North Team for Crawley, Horsham and Mid-Sussex

The South Team for Adur, Arun, Chichester and Worthing

West Sussex SENDIAS– Tel. 03302228555

WSCC Special Educational Needs Assessment Team (SENAT)

North – Crawley, Horsham and Mid Sussex – Tel 0330 222 2722

South – Adur, Arun, Chichester and Worthing – Tel 0330 222 3120

WSCC Fair Access Team

Fair Access Protocol Enquiries – Tel. 0330 222 8524

WSCC Pupil Entitlement Advice Line – Tel. 0330 222 8222

WSCC Elective Home Education – Tel. 03302 228551