

**BOHUNT HORSHAM**  
**APPLICATION FOR A SCHOOL PLACE**  
**FOR SEPTEMBER 2019**

*This school is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.*

**Appendix 1 – Contact Details**

The form can be submitted online

Email address to return the form to: [enquiries@bohunthorsham.com](mailto:enquiries@bohunthorsham.com)

Postal address to return the form to:

Bohunt Horsham Admissions  
Bohunt Education Trust  
Longmoor Road  
Liphook  
Hampshire  
GU30 7NY

Address of the temporary school (for information only, please do not use for correspondence):

Arun House  
Hurst Road  
Horsham  
RH12 2DN

Postcode of the permanent site of the school: RH12 4QR

Website addresses:

- Bohunt Horsham: [www.bohunthorsham.com](http://www.bohunthorsham.com)
- Bohunt Education Trust: [www.bohuntrust.com](http://www.bohuntrust.com)

For any questions regarding the above please contact enquiries:

- Telephone: 01428 724 324
- Email: [enquiries@bohunthorsham.com](mailto:enquiries@bohunthorsham.com)

**Appendix 2 – Privacy Statement**

You have a legal right to be informed about how our school uses any personal information that we hold about your child. To comply with this, we provide a “privacy notice” to you where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about them. It can be found on our Trust website under statutory information/policies: [www.bohuntrust.com](http://www.bohuntrust.com)

## Appendix 3 – Guidance Notes

West Sussex information on admissions to Bohunt Horsham:

[https://www.westsussex.gov.uk/media/12051/bohunt\\_school.pdf](https://www.westsussex.gov.uk/media/12051/bohunt_school.pdf)

### **Admissions - key dates**

- Thursday 31 January 2019: Closing date for applications to Bohunt Horsham. You must submit your completed application by this date. Failure to do so will affect the priority attached to your application.
- Friday 1 March 2019: Online applicants are notified by email, and others by second class post, whether Bohunt Horsham is offering them a place AND which school their child is offered.
- Friday 15 March 2019: Deadline for parents to tell Bohunt Horsham and West Sussex County Council which place offer they are accepting. Details on how to do this will be in the offer letters.

It is very important that you apply before the closing date of Thursday 31 January 2019. If your application is received after the closing date your chance of securing a place at Bohunt Horsham could be seriously affected. Applications received after the closing date of Thursday 31 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 on time.

### **Applying under the exceptional and compelling category**

Parents wishing to apply to Bohunt Horsham on exceptional and compelling grounds should contact the school (see contact details above) to discuss their child's needs and the school's oversubscription criteria. When considering applying under this category parents should bear in mind that all schools can cope with special educational needs such as Asperger Syndrome, Dyslexia etc. Schools are also experienced in managing common childhood complaints such as asthma and allergies. Issues such as difficulties with childcare arrangements or the child's ability/school performance are not covered by this category.

Parents wishing to apply under this category must state in the additional information box what independent professional evidence they are submitting to support their application. If this information is not provided in the additional information box, and the evidence is not received by the application deadline of 31 January 2019, then the application will not be considered under the exceptional and compelling category but will be considered against the remaining admission criteria. The evidence must be sent to Bohunt Horsham Admissions (see contact details above) and if posted sent by Recorded Delivery mail.

The supporting evidence from the qualified professional (i.e. medical consultant or a psychologist) must explain clearly why it is essential for the child to attend Bohunt Horsham. It must detail fully the child's needs and address the reason why these needs can only be met at Bohunt Horsham. Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not normally be taken into account.

Bohunt Horsham Admissions will not contact third parties to obtain information relating to an application. It is the parents' responsibility to send any evidence relating to their child to support their application.

Applications or evidence submitted late will only be considered in exceptional circumstances.

In the 2018 allocation, of the 14 applications considered across the whole of West Sussex only 1 proceeded on this basis.