

For School Office Use Only		
Date Received at School		Signed

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

Please complete in BLOCK CAPITALS and return to Bohunt Horsham online, by email or by post (see appendix for details). It is the responsibility of the parent to ensure this form is returned by 31/1/19.

For details on how to complete this form please refer to the guidance notes in the appendices.

You should complete this form **in addition** to your Local Authority's Application Process for school places, **NOT** instead of that process.

**Part A – Child's Personal Details:**

Child's Forename			
Child's Surname			
Is the name above your child's legal name?	Yes/No		
Child's Date of Birth		Male/Female	
Child's Address			
Current School (if applicable)			

**Please turn over and complete Part B (if applicable) and Part C**

*(This information will be stored on a computer system registered under the Data Protection Act)*

**Part B - Supporting Information (Please tick relevant box if appropriate)**

Please attach any additional pages or supporting information as may be needed (see the guidance notes in the appendices for details of supporting evidence required).

	Tick as applicable
My child has a statement of special educational need.	
This child <b>is/was previously</b> * in public care and looked after by a Local Authority. Please confirm details of relevant authority, social worker/contact details in the other information box below. * please delete as applicable	
There are exceptional and compelling social, medical or psychological reasons that make it essential for your child to attend Bohunt School, Horsham only ( <i>supporting evidence from an appropriately qualified professional i.e. a medical consultant or psychologist</i> ) explaining why it is essential for the child to attend the school must be submitted by the deadline for applications in this category).	
If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact West Sussex County Council on: 01403 229900 or email: <a href="mailto:MASH@westsussex.gcsx.gov.uk">MASH@westsussex.gcsx.gov.uk</a> Are you privately fostering this child?	Yes/No
Does one of the child's parents/guardians work at Bohunt Horsham? If Yes, please give the name of the parent/guardian: .....	Yes/No

Other information supporting your application. This will only be considered where relevant to the over-subscription criteria above.

**Part C – Confirmation**

**By signing this form I confirm I have parental responsibility for this child and that all the information given is legal and true. I have read the accompanying guidance and understand that I must notify Bohunt of any change in my circumstances.** I understand that any offer of a place made as a result of this application may be withdrawn if I give false information or fail to notify Bohunt of any changes.

Print Name:		Signature:	
Date:		Relationship to Child:	
Home Tel: No:		Work Tel: No:	
E-mail address:			

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*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.

*(This information will be stored on a computer system registered under the Data Protection Act)*

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.