

Sun Hill Junior School

In-Year Admission Process

Applications to Sun Hill Junior for In-Year places are welcomed at any time of the school year. Places will be allocated according to the resource and capacity within the school and each year group.

An application for a school place needs to be completed and submitted either by post or email to adminoffice@sunhill-jun.hants.sch.uk ; Applications can also be made via Hampshire County Council Education Portal. Applications will be processed the same way however they are received.

Where required, a Supplementary Information Form may need to be completed to verify criteria listed on the application. Eg a medical or social need.

Proof of address will be required in order to process the application.

The school will start to process the application on receipt. An introductory phone call or visit to school will be made.

The outcome of the application will be shared either by post or email between 10 to 15 school days from receipt of application.

Successful applicants will need provide the documentation requested and complete the relevant information forms prior to admission.

Unsuccessful applicants have the right to appeal – details on how to do this will be on the refusal letter and also on the school website.