



Admissions to schools

Guide for parents

2023-2024

Applying for
school places



Apply online at: nottinghamshire.gov.uk/admissions



**Nottinghamshire
County Council**

Foreword

Welcome to Nottinghamshire's Admissions to schools: Guide for parents.

This guide contains a wide range of information and advice to help you understand when and how to apply for a school place for your child for September 2023.

We continue to build on the past successes of Nottinghamshire's schools in raising attainment and increasing progress for all our pupils. We are determined to ensure that all our children and young people really do have the opportunity to fulfil their potential, whatever their background.

We work in partnership with schools, children, young people, and their families to help achieve this and we are keen to work with you to ensure that your child's education is a positive and enriching experience.

Most parents who applied on time last year were offered a place for their child at one of their preferred schools (over 99% at primary phase and over 96% at secondary phase). We are proud that we are still able to meet families' preferences even with growing pupil numbers in the secondary phase.

Almost all children secured a place at one of their nominated schools as result of the investment in school expansions and new schools in areas of the County where they are most needed. The Council is committed to planning for enough school places and over the last 3 years new primary schools opened in Hucknall and West Bridgford. A further 3 primary schools will open in September 2022 in Bingham, East Leake and Carlton to make sure there are enough primary school places to meet demand well into the future. This is excellent news for Nottinghamshire children.

Check the key dates in this guide, we cannot stress strongly enough the importance of applying on time and identifying four preferences. Last year, an average of 37% of all on time applications for 2022 from Nottinghamshire parents listed only one preference. If you apply late or only list one preference you may substantially reduce the chances of getting your child into your preferred school or indeed a nearby school.

We would encourage families to visit our website, where they will be able to find lots of information about the admission process.

We strongly recommend that you:

- refer carefully to the admission oversubscription criteria for your preferred schools
- apply on time
- use all 4 preferences
- include at least one preference for a school where your child will have high priority within the admission oversubscription criteria
- consider how your child will get to and from preferred schools and whether you would be eligible to apply for travel assistance

Please take every opportunity to contact or visit schools for more information, this may help you decide which four schools you and your child would like to apply for. Further information about schools and the number of places available is contained in Admissions to schools: School information. In addition, information about how places have been allocated in previous years is available at www.nottinghamshire.gov.uk/admissions



Colin Pettigrew
*Corporate Director,
Children and Families*



Councillor Tracey Taylor
*Cabinet Member for
Children and Young People*

School holidays

September 2023						October 2023						November 2023					
M		4	11	18	25			2	9	16	23	30		6	13	20	27
T		5	12	19	26			3	10	17	24	31		7	14	21	28
W		6	13	20	27			4	11	18	25		1	8	15	22	29
T		7	14	21	28			5	12	19	26		2	9	16	23	30
F	1	8	15	22	29			6	13	20	27		3	10	17	24	
S	2	9	16	23	30			7	14	21	28		4	11	18	25	
S	3	10	17	24			1	8	15	22	29		5	12	19	26	

December 2023						January 2024						February 2024					
M		4	11	18	25	1	8	15	22	29			5	12	19	26	
T		5	12	19	26	2	9	16	23	30			6	13	20	27	
W		6	13	20	27	3	10	17	24	31			7	14	21	28	
T		7	14	21	28	4	11	18	25			1	8	15	22	29	
F	1	8	15	22	29	5	12	19	26			2	9	16	23		
S	2	9	16	23	30	6	13	20	27			3	10	17	24		
S	3	10	17	24	31	7	14	21	28			4	11	18	25		

March 2024						April 2024						May 2024					
M		4	11	18	25	1	8	15	22	29			6	13	20	27	
T		5	12	19	26	2	9	16	23	30			7	14	21	28	
W		6	13	20	27	3	10	17	24			1	8	15	22	29	
T		7	14	21	28	4	11	18	25			2	9	16	23	30	
F	1	8	15	22	29	5	12	19	26			3	10	17	24	31	
S	2	9	16	23	30	6	13	20	27			4	11	18	25		
S	3	10	17	24	31	7	14	21	28			5	12	19	26		

June 2024						July 2024						August 2024					
M		3	10	17	24	1	8	15	22	29			5	12	19	26	
T		4	11	18	25	2	9	16	23	30			6	13	20	27	
W		5	12	19	26	3	10	17	24	31			7	14	21	28	
T		6	13	20	27	4	11	18	25			1	8	15	22	29	
F		7	14	21	28	5	12	19	26			2	9	16	23	30	
S	1	8	15	22	29	6	13	20	27			3	10	17	24	31	
S	2	9	16	23	30	7	14	21	28			4	11	18	25		



School holidays



Public holidays



Administration day

This pattern gives 195 working days for staff, including the administration day on Monday 4 September 2023.

A total of 5 in-service training days for staff will be taken by each school from the 195 term days given above, leaving 190 term days for pupils.

Schools will return 3 September 2024

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Frequently asked questions

How do I know where to apply?

You can check your home local authority at www.gov.uk/find-local-council If you do not live in Nottinghamshire you must apply to your home local authority. Contact details for neighbouring local authorities are available on page 34.

My child attends a nursery do I still need to apply?

Yes. You do not automatically transfer from nursery to school. You should still submit an application on time and we recommend you list four preferences.

Will my child automatically transfer from infant to junior or from primary to secondary school?

No. You must still submit an application on time for a school place and we recommend you list four preferences. You should refer to the criteria for your preferred schools to see if attending a linked school gives you any priority, information is available at www.nottinghamshire.gov.uk/admissions

How can I find out if I live in a school's catchment area?

You can check if your home address is in the catchment area for a school by visiting www.nottinghamshire.gov.uk Nottinghamshire County Council cannot guarantee that information obtained from other third-party sources will be accurate.

My child stays with other relatives during the week. Which address should I use on my application?

The address you give on your application must be the one at which your child permanently lives on the closing date for applications.

How are applications considered?

All applications are considered using the admission oversubscription criteria for your preferred school. These can differ between schools, and you should read the determined admission arrangements for the school to see how your application would be considered this can be found at www.nottinghamshire.gov.uk/admissions

I have completed a supplementary information form. Do I need to do anything else?

Yes. You must still submit an application to your home local authority.

Do I need to tell you about any brothers or sisters attending my preferred schools?

Yes. It is important that you tell us about any brothers or sisters attending your preferred schools or the linked school as this may give your child higher priority.

Do I have to list four preferences?

We recommend that you list four preferences on your application. If you only list one preference you substantially reduce the chances of your child being allocated a preference or a nearby school.

Will I automatically be allocated my catchment school if you cannot meet my preference?

If you do not list your catchment school on your application and that school is oversubscribed with preferences, you will be allocated the next closest school with places available. This may be some distance from your home address.

School admissions

If you live in Nottinghamshire and require a school place for your child in September 2023 you must apply through Nottinghamshire County Council.

	Relevant age group	Application round open	National closing date
Children starting school for the first time	Reception: children born between 01 September 2018 and 31 August 2019	7 November 2022	15 January 2023
Children transferring from infant school to junior/primary education	Year 3: children born between 01 September 2015 and 31 August 2016	7 November 2022	15 January 2023
Children transferring from primary phase to secondary education	Year 7: children born between 01 September 2011 and 31 August 2012	8 August 2022	31 October 2022
Children applying to transfer to a school with an atypical age of admission	Year 9 or year 10 for studio schools or university technology colleges	8 August 2022	31 October 2022

Applications for school places at all other times (known as in-year applications) are dealt with differently. Please see www.nottinghamshire.gov.uk for information on how in-year applications can be made and how they will be processed.

On page 11 you will find important dates to remember. It is important that you submit your application before the closing date.

If your child has an **education, health and care plan (EHCP)**, different arrangements apply and you should contact the Integrated Children's Disability Service (0115 804 1275).

The County Council, as the admission authority for community and voluntary controlled schools, is responsible for setting and applying schools' admission arrangements. For foundation and voluntary aided schools, including trust schools, the admission authority is the governing body of the school. For academies, the academy trust is the admission authority. All admission authorities, including free schools and studio schools, must comply with the requirements of the School Admissions Code and admissions legislation. Information about the admission oversubscription criteria for all schools is available at www.nottinghamshire.gov.uk/admissions

Admissions to schools: School information 2023-2024 is available online. This gives details about all Nottinghamshire schools and includes a summary of the admission oversubscription criteria which can help you decide which 4 schools to apply for. You will also find information about how places were allocated last year.

How will I know when to apply?

The County Council makes every effort to issue information on applying for a school place to all known families living in Nottinghamshire. It is your responsibility, as a parent, to apply for a school place and make sure that your application is submitted on time, key dates can be found on page 11.

The school I want to apply for is outside of Nottinghamshire, where do I apply?

If you live in Nottinghamshire, you must still apply through Nottinghamshire County Council. All local authorities are required to coordinate admissions for primary (including infant and junior) and secondary schools (including schools with an atypical age range) in their area. Nottinghamshire residents can make up to 4 school preferences in order of priority on a single application, including any schools in other local authority areas. Parents will receive a single offer of a school place.

If you do not live in Nottinghamshire but submit an application to Nottinghamshire County Council, your application will be withdrawn, and you will need to apply to your home local authority. This also applies if you are intending to move into Nottinghamshire as you will still need to apply to your home local authority.



Applying

The best way to apply is online at www.nottinghamshire.gov.uk/admissions

- The person making the application must hold parental responsibility.
- You will need an email address to register.
- Once you have completed your online application, remember to submit it.
- If you make any changes to your application you must also resubmit otherwise it will not be processed correctly.
- You will be sent an email confirming that we have received your preferences or any change of preference.
- You can change your application any time up to the closing date.
- You can update your address if you move house.
- You can attach supporting information for each of your preferences.
- You will receive an email with your outcome on National Offer Day.
- You will be able to view your outcome online on National Offer Day.

If you do not apply online, you must still complete an application before the closing date.

Multiple applications

In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time. If agreement is not reached the address held by the child's current provision will be used.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed.

If parents are in the process of obtaining a legal documentation, Nottinghamshire County Council must receive a copy of the final order by the exceptional late date, listed on page 11.

If you forget your password you can reset it online at
www.nottinghamshire.gov.uk

Other ways to apply

- Contact our customer service team to make an application over the telephone or to request an application form.
- Download an application form from www.nottinghamshire.gov.uk/admissions

If you do not provide us with an email address your outcome will be posted second class on National Offer Day.

Making your preferences

Before making your preferences, it is important that you consider carefully which schools you would like your child to go to.

You should check the admission oversubscription criteria for all your preferred schools.

We recommend that you **use all 4 preferences** as listing only one preference could substantially reduce the chances of your child being allocated a preference. We also recommend that at least one of the preferences on your application should be for a school where you are sure that your child will meet one of the higher criteria for admission. Once you have decided which 4 schools to apply for, you need to list them in order starting with the one you would most like your child to attend. **Your preference order is very important.**

Remember that living in the catchment area, attending a nursery or children's centre, attending a linked school or having a brother or sister attending a school does not guarantee that your application will be successful. For some admission authorities it may give your application higher priority within the admission oversubscription criteria.

When making your 4 preferences, it is important that you:

- **Tell us if your child is looked after by a local authority or was previously looked after.**
- **List the schools in order starting with the one you would most like your child to attend.** Remember to check the school name carefully as some schools have similar names. It is your responsibility to make sure the application is completed correctly.
- **Give us details of any brothers and/or sisters (including their date of birth) who will be attending your preferred schools in September 2023.** It is important that you tell us if any brothers and/or sisters are attending the linked school. Attending the school means being on roll at the time of admission.
- **Check whether you also need to complete a supplementary form or provide additional information.**
- **Remember that the address you give on your application must be the one at which your child is permanently living.** Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. If the child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights will be taken to be the place of residence.

If your application shows a different address from the address we hold on our records, we may need to verify your main place of residence. We will need you to provide evidence that your child is living at the address given at the time of the application.

Ensure that you submit your application and any supporting information before the closing date.

Supporting information

Some schools require additional information such as a letter from a minister, in order to apply their admission oversubscription criteria. Please check the admission oversubscription criteria, available at www.nottinghamshire.gov.uk to see whether you need to complete a supplementary form or provide additional information. You must remember to send any supporting information to the correct admission authority by the closing date.

If your child has a physical disability that affects their mobility you should speak to the headteacher of the school you prefer before making any final decisions. Alternatively, you can contact the Integrated Children's Disability Service for further advice (0115 804 1275).

You should still make 4 preferences as providing additional information or requesting a place under special circumstances does not guarantee that your child will be allocated a place at your preferred school.



Dates to remember

	Primary dates	Secondary dates
Information about applying for a school place available to parents.	From Monday 7 November 2022	From Monday 8 August 2022
Closing date for applications and any supplementary or supporting information, including any special circumstances.	Sunday 15 January 2023	Monday 31 October 2022
Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.	Friday 3 February 2023	Monday 28 November 2022
Nottinghamshire County Council coordinates applications with other local authorities and own admission authority schools.	Monday 30 January 2023 to Friday 14 April 2023	Friday 11 November 2022 to Tuesday 28 February 2023
Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to all Nottinghamshire parents who applied online or provided an email address. Letters are posted second class.	National Offer Day Monday 17 April 2023	National Offer Day Wednesday 1 March 2023
Unsuccessful on time applications added to waiting lists and appeals can be lodged.	From Monday 17 April 2023	From Wednesday 1 March 2023
Online responses processed <ul style="list-style-type: none"> • Processing of late applications and changes to preference starts • Any available places begin to be offered from the waiting lists in line with the relevant admission oversubscription criteria 	From Tuesday 2 May 2023	From Thursday 16 March 2023
Appeals will be heard	From June/July 2023	From May/June 2023
Applications received from this date will be processed in line with Nottinghamshire County Council's in-year admission arrangements.	Friday 1 September 2023	Friday 1 September 2023
Some own admission authority schools may not continue to hold waiting lists after this date.	Sunday 31 December 2023	Sunday 31 December 2023

How applications are processed

All schools have a published admission number (PAN). This is the number of school places that must be offered in each relevant age group in a school.

Coordinating admission applications

All schools must have admission oversubscription criteria, this is used if there are more applications than places available. If a school is not oversubscribed all applicants must be offered a place. The admission oversubscription criteria determine how places are allocated at the school: the first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

Nottinghamshire County Council is the admission authority for Nottinghamshire community and voluntary controlled schools and will allocate places based on the admission oversubscription criteria for the school. Academies set their own admission oversubscription criteria, information can be found on the school website.

Information about the admission oversubscription criteria for all schools is available at www.nottinghamshire.gov.uk/admissions

All schools in Nottinghamshire are required to coordinate their applications with the local authority for, first admission (reception) transfer from infant to junior/primary (year 3) and primary to secondary (year 7). Information about each preference will be shared with admission authorities for consideration against their admission oversubscription criteria for the school. We also send applications to other local authorities if preferences are received for schools in their area.

Preferences are considered against the individual school's admission oversubscription criteria and schools are not told the order of preferences. When a place can be offered at more than one of the schools listed on an application, we will offer a place at the highest preferred school where a place is available. This is for all preferences whether they are for academy, community, foundation, free, trust, voluntary aided or voluntary controlled schools. When any preference is offered, lower preferences will be withdrawn through the coordinated scheme.

The full details of Nottinghamshire County Council's coordinated admission scheme can be found at www.nottinghamshire.gov.uk/admissions

All Nottinghamshire community and voluntary controlled schools have a catchment area which forms part of the admission oversubscription criteria. You can view the catchment area for those schools at www.nottinghamshire.gov.uk You should check the admission oversubscription criteria for own admission authority schools as not all schools have a catchment area.

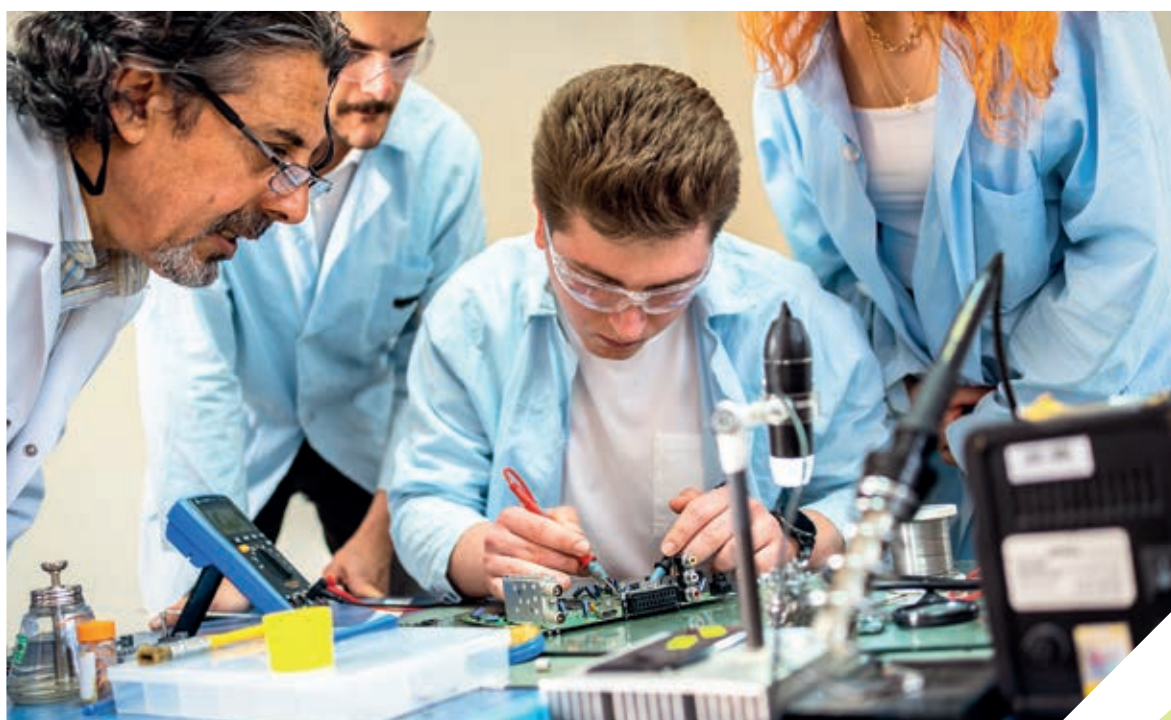
Special consideration for community and voluntary controlled schools

Within each set of criteria, Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision on the request for special consideration will not be communicated. The application will be considered in line with the published admission oversubscription criteria and an outcome issued alongside all other applications on National Offer Day.
- For information provided after the closing date, a decision based on the evidence provided will be communicated to the applicant.



Example of how the coordinated scheme works

Robin lives in the **catchment** area of a popular school, The Green School.

Robin has a **brother** attending The Blue Academy and Robin currently attends The Rainbow Voluntary Aided School (VA) which is a school **linked** to The Red VA School.

Robin's parent submitted the following preferences online before the closing date.

Rank	Preference	Criteria summary	Places available	Application outcome	Waiting list
1	The Blue Academy	Lives out of catchment area	No	No	Yes
2	The Red VA School	Attends linked school	Yes	Yes	N/A
3	The Green School	Catchment school	Yes	No	N/A
4	The Orange School	Out of catchment	No	No	N/A

Preference 1

There are not enough places at The Blue Academy for all the children who have applied. The Blue Academy was only able to offer places to pupils living in the catchment area.

Preference 2

There are not enough places at The Red Voluntary Aided School for all the children who have applied. The Red Voluntary Aided School was only able to offer places to pupils attending the linked school.

Preference 3

There are enough places at The Green School for all the children who have applied.

Preference 4

There are not enough places at The Orange School for all the children who have applied. The Orange School was only able to offer places for pupils living in the catchment area and who have a brother or sister attending the school.

Places could be offered at both The Red VA School and The Green School. The local authority communicates the decision to offer a place at The Red VA School as Robin's parent ranked this school higher than The Green School. Robin is then placed on the waiting list for The Blue Academy and offered the right of appeal.

Outcome of your application

When will I know if my child has a place at one of my preferred schools?

- If you applied online or you provided us with an email address you will be sent an email on National Offer Day. Those applicants who applied online will also be able to log into their account to view the outcome for each of their preferences.
- All other applicants will be notified by letter posted second class on National Offer Day.

No outcomes can be given over the telephone, the application can only be discussed with the applicant or named contact.

Do I need to accept an offer of a place?

You will be asked whether you wish to accept the place offered. We recommend that you always accept the offer of a school place, this will not affect your right of appeal for a place at any school where you have been refused. **Some admission authorities may withdraw the offered place if a parent fails to inform the County Council of their acceptance of the offer within 14 days.**

What if all my preferred schools are oversubscribed?

Most children are offered a place at one of their preferred schools. If your child is refused a place at your preferred school(s) you have a right to appeal.

If it is not possible to offer any of your preferences and your child is without a school place, the County Council may make an “alternative offer” of a school place that is further away from your home address.

Parents sometimes think that making only one preference will ensure that a place is allocated at that school, but that is not the case and children are not automatically offered a place at their catchment area school. If there is no place available at your preferred school(s), an alternative offer will be made at the nearest school with places available after all on-time preferences have been considered. If all places at other schools close to your child’s home address have been allocated, the alternative offer may be for a school which is a distance away. In the event of schools becoming oversubscribed through this process, places are allocated with reference to the school’s admission oversubscription criteria. An alternative offer reduces the likelihood of any child being left without a school place and does not affect your right to appeal for a place at any school where you have been refused.

How do I appeal?

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. You will be informed of this when you receive your outcome. Further information about appeals for community and voluntary controlled schools is available at www.nottinghamshire.gov.uk For all other schools you should contact the school directly for information on how to appeal.

Infant class size appeals

Infant classes must not contain more than 30 pupils with a single school teacher. When an infant class has already reached the legal limit of 30, appeal panels can only offer a place in **very limited circumstances**.

Infant class size

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher.

The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2021 (section 2.16) sets out these exceptions. A child who falls into one of these categories will not automatically be admitted as an excepted child.

This information is also available at www.gov.uk

Waiting lists

Your preference order is important as children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.

Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.

All admission authorities must maintain a waiting list until at least 31 December. All Nottinghamshire community and voluntary controlled schools maintain a waiting list until 31 May. Being on a waiting list does not mean that a place will eventually become available.

Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than applications that have been on the list for some time.

If the number of allocated places falls below the published admission number for the school, the County Council will write to offer a place to the applicant at the top of the waiting list.

Home address

The address you give on your application must be the one at which your child is permanently living at the time of application. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. This address may need to be verified and we may ask you for proof.

Change of address

If you move house after you have submitted your application, it may affect how your application is considered against the school's admission oversubscription criteria.

If your address changes after the dates given on page 19, we will not be able to process the application from the new address. The address given on the original application will be used for the purpose of allocating a school place as the application information will have already been exchanged with other local authorities and own admission authority schools.

If you move to a new address after the closing date and before the last date for exceptional late applications, you will be asked to provide evidence of your new address. Failure to provide this evidence may affect how your application is processed.

Examples of the types of evidence that we will accept include:

- all pages of child tax credit award notice for the current financial year
- medical letter or prescription that is no more than 3 months old.
- tenancy agreement
- current financial year's council tax letter or statement.
- bank statement, no more than 3 months old
- driving licence
- utility bill, no more than 3 months old.

It is your responsibility to let us know when you move house. This is very important. It is important that we receive this information as soon as possible so that your application can be processed correctly.

What if I move to another local authority?

All applications must be made to your child's home local authority. If you move out of that local authority area before the closing date you must reapply to your new home local authority.

If you move after the closing date, you must inform the local authority of your move so that your application can be transferred to the new home local authority. Your new home local authority will be responsible for communicating the outcome to your application.

Children of UK Service personnel and crown servants

Nottinghamshire County Council will use the address at which the child will live when applying the admission oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received. **This must be provided at the time of application.**

Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (www.gov.uk/right-of-abode) or that the conditions of their immigration status otherwise permit access to a state-funded school.

Fraudulent or misleading information

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school.

Nottinghamshire County Council investigates any applications where there are doubts about the information provided and we undertake random checks to verify that information provided by parents is genuine.

Parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide information or is unable to provide this information Nottinghamshire County Council will seek to obtain confirmation of the information from other local government departments, including schools. Providing misleading or fraudulent information on an application could also constitute an offence which might result in the County Council starting legal proceedings against the person providing a false statement.

Using fraudulent or misleading information may result in the place offered being withdrawn.



Late applications and changes to preference after the closing date

Any applications received after the closing date, including changes to preference, are considered as late applications and will be processed after all on-time applications.

Submitting your application late increases the risk of not getting a place at one of your preferred schools as places will have been allocated, on National Offer Day, to people who applied on time. If the school you prefer is oversubscribed, your child is more likely to have to travel further to the nearest school with places available and you may be responsible for transport costs.

In **very limited circumstances**, applications received after the closing date may be considered by Nottinghamshire County Council (in agreement with the relevant admission authority) as on time, if the application meets one of the following:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of any relocation must be provided at the point of application. In order for us to consider whether the application can be processed as on time, information must be received by:

- **Monday 28 November 2022** for children transferring from primary phase to secondary education and for applications to a school with an atypical age.
- **Friday 3 February 2023** for children starting school for the first time and for children transferring from infant to junior education.

The appropriate designated officers will consider the written evidence provided to determine whether the application can be processed as on time.

Any application or supporting information received after these dates will be considered late and will not be processed until the dates specified in the scheme (page 11).

A maximum of four preferences can be processed as late on an application at any one time and you must wait for the outcome of these preferences before making further changes.

Repeat applications

If your application for a Nottinghamshire community or voluntary controlled school has been refused, we will not consider another application for the same school in the same school year unless there have been significant and material changes in your circumstances, or those of the school.

Any applications received after 1 September 2023 will be processed as an in-year application. Information is available at www.nottinghamshire.gov.uk

Outcome of late applications

Late applications will start to be processed from:

- **Thursday 16 March 2023** for primary to secondary schools and applications with an atypical age of admission.
- **Tuesday 2 May 2023** for children starting school for the first time and children transferring from infant to junior/primary education.

Applications and changes to preferences received after this date will be processed on a weekly basis.

Where it has not been possible to meet a parental preference on an application and the child is without a school place, your child may be allocated an alternative offer. Information can be found on page 15.



General information

Special educational needs and disability

The Integrated Children's Disability Service is responsible for placing children with an Education, Health and Care (EHC) Plan.

The Integrated Children's Disability Service has prepared specific guidance for the parents and carers of children and young people with an EHC Plan. A copy of this will be sent to those parents in August 2022 if your child is due to have a key stage transfer in the 2023-2024 academic year. The guide which explains the process and timelines for key stage transfers is also available online at www.nottshelpyourself.org.uk

If your child has an EHC Plan your application for a school place will be processed by the Integrated Children's Disability Service EHC Assessment Team as different arrangements apply. They are responsible for identifying schools and placing children with an EHCP. If you have any queries you should contact them on (0115 804 1275).

What if my child has special education needs (SEN) but does not have an EHC Plan?

Nottinghamshire's SEN and Inclusion Strategy (available at www.nottinghamshire.gov.uk) describes the way in which support is provided for children with SEN in mainstream schools. Each individual school will also describe the arrangements that it makes to support pupils with special educational needs in its SEN Policy. The SEN Policy should be available electronically on the school's website, to be downloaded and/or in hard copy from the school on request.

If your child does not have an EHC Plan then their school placement will be co-ordinated under the same arrangement as children who do not have special educational needs. You should submit an application by the closing date listing 4 preferences (mainstream schools only) and the application will be processed by the school admissions team, the outcome of a child, young person (CYP) going through the EHC Needs Assessment process does not automatically mean they will be issued with a statutory EHC plan, and it is only following the decision to issue a plan that the EHC Assessment team will take responsibility for placing a CYP in an education setting.

If your child is awarded an EHC Plan after the application has been processed, the allocated school will be reviewed by the ICDS team and in some cases, the school offered may be named on the EHCP.

What if my child has a physical disability that affects their mobility?

Some schools require adaptations in order to enable pupils with a physical disability to access teaching environments.

Not all schools currently have suitable access and there are some schools where it may not be possible to provide full access for pupils who use a wheelchair or have other specific needs. The County Council is adapting as many mainstream schools as possible.

The schools with a wheelchair symbol, in **Admissions to schools: School information 2023-2024**, have told us that they are at least 75% accessible to children in wheelchairs. You should, however, always visit a school to check that arrangements are suitable for your child.

School premises are constantly being adapted so it may be wise to speak to the headteacher or the Special Educational Needs Coordinator (SENCO) of the school you are considering before you make any final decisions. Details about a school's accessibility should be set out in the school's SEN Policy (or may be a separate plan linked to the SEN Policy).

Your child's mobility difficulties may mean that the catchment school is not suitable. If this is the case and your circumstances meet the criteria within the Home to School Transport Policy, your child may be entitled to transport support. If necessary we will provide free home to school transport or travel assistance to the school we think is the nearest suitable school.

For more information on services and accessible schools for children with physical disabilities, please contact the Fountaindale Physical Disability Specialist Services 01623 792857.

Vaccination (immunisation)

Vaccination is the most effective way of keeping children protected against infectious diseases. Vaccines are available free on the NHS for all eligible children and more information can be found on the NHS Choices website

<https://www.nhs.uk/conditions/vaccinations/childhood-vaccines-timeline/>

If you are unsure whether your child is up to date with their immunisations, please contact your GP practice for advice.

The school aged immunisation team will visit schools annually to administer the flu vaccine to those children who are eligible through the NHS and also to administer HPV vaccinations (to help protect against some cancers) in Year 8 and in Year 9 for booster and meningitis vaccinations. Parents will be contacted with information and asked for consent before their visit.

Please make sure that your child's vaccinations are up to date to protect them and their families and the NHS.

Admission outside the normal age group

When does my child start in reception?

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the academic year 2023-2024, or until the term in which the child reaches compulsory school age within this year.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2023-2024 school year. Parents must ensure that they apply for a school place before the closing date (15 January 2023) if they want their child to start in the reception class.

Summer born children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group - to reception rather than year 1. If the request is refused, the parent must decide whether to apply for a place in the normal age group, or to make an in-year application for admission to year 1 for the September following the child's fifth birthday.

Further information is available at www.nottinghamshire.gov.uk/admissions



Requesting admission outside the normal age group

Parents may seek a place for their child outside the normal age group, for example, if the child is gifted and talented, or has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and primary to secondary schools.

Nottinghamshire residents should submit a request to the admission authority as early as possible. The admission authority will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (that is, the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of admission oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to request admission out of the normal age group again when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Home to school travel assistance

The County Council is committed to reducing the number of car journeys that pupils take travelling to and from school and has developed a sustainable school travel strategy.

Getting to school

The County Council's strategy encourages the use of sustainable travel modes to get to school. Sustainable travel means walking, scooting, cycling, car-sharing and the use of public transport. Schools are encouraged to develop and maintain a travel plan for their school promoting and encouraging sustainable methods of travel in order to reduce congestion around school, increase the safety of children on the school journey and promote a healthier way to get to school.

Travel assistance

Assistance with home to school travel will not be a requirement for most children as they will attend their local school which is within a reasonable walking distance accompanied by a parent/carer as necessary.

For full details about eligibility for travel assistance, see the Home to School Transport Policy at www.nottinghamshire.gov.uk/education/travel-to-schools

Applying for school travel assistance

- The quickest way to apply is online at:
www.nottinghamshire.gov.uk/education/travel-to-schools
- If you are unable to apply online, then please contact our Customer Service Team on **0300 500 80 80** to make an application over the telephone

If your child is eligible for free travel assistance, they will be provided with a travel pass for either a school bus service or public transport. If neither of these is available, we may provide you with parental mileage for you to make your own travel arrangements.

If your child is not eligible for free travel assistance but you would like your child to travel to school by bus, you may be able to buy a season travel pass from us.

For more information please call **0300 500 80 80**.

For more information visit

www.nottinghamshire.gov.uk/education/travel-to-schools

Special transport needs

Some pupils with Special Educational Needs or Disabilities (SEND) may be entitled to special transport arrangements. Wherever possible and appropriate, pupils with SEND should be treated in the same way as those without - that is, in general, they should walk to school, travel on public transport or be taken by their parents/carers.

A special transport need may arise where your child:

- lives within the walking distance but can not walk/travel safely to school even if accompanied by a parent/carer
- is unable to use public transport when accompanied by a parent/carer.

If you think your child has a special transport need, please go to www.nottinghamshire.gov.uk/education/travel-to-schools

It is your responsibility to arrange to get your child to school and to apply for travel assistance if you think you are eligible.



Specialist support

The Achievement and Equality team

The team provides specialist support, advice and training to Early Years settings and schools to enable them to meet the needs of the following pupils and their families: black and minority ethnic pupils, children learning through English as an additional language, Gypsy Roma and Traveller pupils.

The team provides guidance to schools around the management of prejudice-based incidents, including those which are based on race, religion, disability, gender reassignment and sexual orientation. Training around race equality and cultural diversity is available on request from schools via www.em-edsupport.org.uk

Achievement and Equality consultants work with schools and partners across Children's Services to ensure that children and young people from Black, Asian and Minority Ethnic backgrounds can access their entitlement to the full range of educational opportunities on offer and make the most of their potential.

The team also provides support and training to school staff in relation to the needs of:

- refugee and asylum seekers
- pupils new to English and systems of the UK
- advanced bilingual learners
- housed and highly mobile Travellers.

For help and advice on any of the Achievement and Equality support services, please contact www.em-edsupport.org.uk

Elective home education

Elective Home Education is considered by some parents as an alternative to sending their child to a school. Any parent wishing to educate their child assumes full responsibility for the education and must ensure that their child receives an efficient full-time education suitable to age, ability and aptitude and to any special educational needs.

Nottinghamshire County Council's Elective Home Education Team work in partnership with parents to provide advice, guidance and support and to ensure that children are being suitably educated under the provision of Section 7 of the 1996 Education Act.

Information and guidance for parents is available at www.nottinghamshire.gov.uk This outlines the responsibilities associated with Elective Home Education. Alternatively, you can contact the Elective Home Education team on 0115 977 2573 or by email ehe@nottsccl.gov.uk

Private foster carers

There is a legal requirement to notify Nottinghamshire County Council of private fostering arrangements in order to ensure the safety of Nottinghamshire children. If you have not already done so please contact MASH and speak to an advisor who will be able to provide you with more information. Telephone 0300 500 80 80 or email mash.safeguarding@nottsccl.gov.uk

Extra help for families

Universal infant school meals

There is a statutory requirement for state-funded schools in England to provide free school meals to all pupils in reception, year 1 and year 2.

Free school milk

The eligibility criteria for free milk entitlement is exactly the same as for free school meals. Where LAs or schools provide milk, it must be free to children whose parents are in receipt of the same support payments as for free school meals.

Benefits-related free school meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

Eligibility has been extended to children in all households with no recourse to public funds (NRPF) subject to maximum income thresholds.

Further information and details about how to apply is available at www.nottinghamshire.gov.uk

Transitional protection

Children eligible for benefits-related free school meals who are transferring between schools that use Nottinghamshire County Council's eligibility assessment service do not need to reapply. Transitional protection will cease at the end of March 2023. Children who are eligible will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

Additional funding for your child's school

It is important that all parents who receive one of the benefits listed above register for benefits-related free school meals as this will enable the child's school to claim pupil premium allocation. The pupil premium is additional funding given to publicly funded schools in England to raise attainment.

In the 2022-2023 financial year, schools will receive:

- £1,385 for each eligible primary-aged pupil
- £985 for each eligible secondary-aged pupil.

We may be able to assist with transport to your allocated school

Children aged 8-11 from low income families are entitled to free transport if they live 2** miles or more from their nearest qualifying (catchment area) school. Free transport to a preferred school is only available if that school is 2 miles or more from home and closer than the catchment school.

This could include cross-border schools and any other Nottinghamshire school, within that distance range.

Children aged 5-11 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2 and 20 miles from their home address.

**distance is measured by using the shortest available walking route.

***distance is measured using the shortest vehicular route.

Low income is defined as being eligible for free school meals (see qualifying criteria) or in receipt of the maximum level of working tax credit.

For help and advice on any of these services please telephone 0300 500 80 80 or visit www.nottinghamshire.gov.uk

School uniform

Each school decides whether to have a school uniform and what items or colours children should wear. You will find details in the school's prospectus or on the school's website. The school will also tell you what games kit your child will need.

No school uniform should be expensive, and schools must make sure the cost of their uniforms is affordable. Consideration is given to recyclable school uniform to benefit the school community and support environmental sustainability. The full statutory guidance on the cost of school uniforms is available at [Cost of school uniforms – GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The County Council does not offer financial support to assist parents in purchasing uniform or clothing other than in exceptional circumstances. Exceptional circumstances may mean families who have lost clothes in a fire, a flood, theft, have been made homeless or are fleeing domestic violence. Further information is available at www.nottinghamshire.gov.uk

Become a school governor

A number of schools across Nottinghamshire are in need of volunteer governors to join their governing bodies. School governors are critical to the effective running of schools. This is an excellent opportunity for you to make an enormous difference to children in your local community.

If you are interested in finding out more about being a school governor, please visit www.nottinghamshire.gov.uk/education/school-governors/apply-to-become-a-school-governor or email governors@nottscc.gov.uk

Definitions

Some admission authorities use definitions that are different from those of Nottinghamshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

Nottinghamshire County Council, as an admissions authority, uses the following definitions for all community and voluntary controlled schools:

Address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application.

Informal arrangements between parents will not be taken into consideration.

Compulsory school age

A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Children must be attending school the term following their fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the academic year that the place has been allocated for.

Deferred entry to school

All children can start school full time in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the term in which the child reaches compulsory school age.

Delayed admission

When a summer born child starts school at compulsory school age (age 5), whether this is in year 1 or reception.

Linked school

In some instances, attending a particular school gives an application some priority within the admission oversubscription criteria for another named school. This is known as a 'linked school'. Information about linked schools is available in *Admissions to schools: School information*, available on the County Council's website.

Looked after and previously looked after children

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



Multiple births (twins, triplets etc)

Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted.

Parent/parental responsibility

The person making the application must hold parental responsibility. Nottinghamshire County Council considers the parent to be:

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required
- authorisation may also be given for another person to speak on the parent's behalf.

Sibling (brother or sister)

Nottinghamshire County Council considers a sibling to be:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Displaced sibling

A child is considered to have been displaced if they applied on time for their Nottinghamshire community catchment area school and they were not allocated under the coordinated scheme as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community catchment school from the waiting list and this offer was declined, the child will not be considered as displaced, and any younger siblings would not be given any additional priority in the admission oversubscription criteria.

Contact us

You can get in touch with us Monday to Friday, 8am to 6pm in the following ways:

Online: use our online form available at www.nottinghamshire.gov.uk/contact-us

Telephone: 0300 500 80 80 calls cost no more than calls to standard geographic numbers (01 or 02) and will also be included in inclusive minutes and discount schemes.

Relay UK: hearing and speech difficulties, contact us using www.relayuk.bt.com

Download the Relay UK app or using your existing text phone prefix our dedicated text Relay number with the Relay UK code (18001) 0115 977 4050

If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.

Ask us gives impartial advice, information and support about education issues to parents and carers of children with special educational needs and disabilities living in the area. For full details visit www.nottshelpyourself.org.uk

Other contacts

Dioceses

Hallam (Catholic schools in Retford, Worksop, Harworth)

Education Officer, Diocesan School Department, Diocese of Hallam Pastoral Centre, St Charles Street, Sheffield, South Yorkshire, S9 3WU.

Telephone: 0114 256 6401

www.hallam-diocese.com/schools

Nottingham (other Catholic schools in Nottinghamshire)

Diocesan Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD.

Telephone: 01332 293833

www.dioceseofnottingham.uk/education

Southwell (Church of England schools in Nottingham & Nottinghamshire)

Diocese of Southwell and Nottingham, Jubilee House, 8 Westgate, Southwell, Nottinghamshire, NG25 0JH.

Telephone: 01636 814331

www.southwell.anglican.org/education

Neighbouring local authorities

City of Nottingham:

The Schools Admissions Team, LH Box 14, Loxley House, Station Street, Nottingham, NG2 3NG.

www.nottinghamcity.gov.uk

Email: schooladmissions@nottinghamcity.gov.uk

Telephone: 0115 841 5568

Derbyshire:

Admissions and Transport Team, School Road, Whittington Moor, Chesterfield, S41 8LJ.

www.derbyshire.gov.uk

Email: admissions.transport@derbyshire.gov.uk

Telephone: 01629 537479

Doncaster:

Civic Office, Waterdale, Doncaster, DN1 3BU

www.doncaster.gov.uk

Email: admissions@doncaster.gov.uk

Telephone: 01302 736000

Leicestershire:

School Admissions, Room 100B, Pen Lloyd Building, Children and Family Services, County Hall, Glenfield, Leics, LE3 8RF.

www.leicestershire.gov.uk/admissions

Email: admissions@leics.gov.uk

Telephone: 0116 305 6684

Lincolnshire:

The School Admissions Team, County Offices, Newland, Lincoln, LN1 1YL.

www.lincolnshire.gov.uk/school-admissions

Email: schooladmissions@lincolnshire.gov.uk

Telephone: 01522 782030

North Lincolnshire:

The School Admissions Team, People Directorate, Hewson House, PO Box 35, Station Road, Brigg, DN20 8XJ.

www.northlincs.gov.uk

Email: admissionstoschool@northlincs.gov.uk

Telephone: 01724 297133 or 01724 297134

Rotherham:

Riverside House, Main Street, Rotherham, S60 1AE.

www.rotherham.gov.uk/schools

Email: admissions.enquiries@rotherham.gov.uk

Telephone: 01709 823777





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County Council**

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