

Nottinghamshire County Council

Draft Coordinated In-year Admissions Scheme

**For Schools in Nottinghamshire County Council area
From 1 September 2010**

Introduction

From September 2010 (the school year 2010/2011) Nottinghamshire County Council will coordinate all in-year admission requests. This is to comply with changes introduced with the School Admissions Code 2009 and is intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child living in a local authority area who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority (“the home authority”).

Parents/carers can state preferences for any category of maintained school, either in Nottinghamshire (“home local authority”) or any other school in another local area:

- a) Community
- b) Voluntary Controlled
- c) Voluntary Aided
- d) Foundation
- e) Academy
- f) Trust

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other schools for whom the governing body is the admission authority. Our neighbouring authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

For schools outside of Nottinghamshire, the respective local authority will be responsible for determining admission to voluntary controlled and community schools. Governing Bodies of voluntary aided, foundation, trust schools and academies are responsible for determining their own admissions arrangements.

Nottinghamshire residents will only receive a decision about a school place from Nottinghamshire County Council.

Nottinghamshire County Council has a Fair Access Protocol in place which all schools and Academies must participate in. This protocol process ensures that where the normal procedures for in-year admissions have been unsuccessful, a place is found quickly. The coordinated in-year timelines do not apply to those applications that meet the criteria for being processed under the Fair Access Protocol arrangements.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school (excluding private or independent schools) must apply to Nottinghamshire County Council. Application forms are available from the local authority.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from the local authority where they live (this is known as “home authority”), even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities within Nottinghamshire. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.

Where a parent/carer makes a preference for schools in another Local Authority area, the order of preference will be revealed in order to determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that local authority area.

4. Applications from parents/carers for a place at a voluntary controlled, voluntary aided, trust, foundation or academy school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary information form or other written evidence, e.g. from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admissions criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form.
5. All completed applications by Nottinghamshire County Council residents together with any additional information or supplementary application forms must be returned to Nottinghamshire County Council.
6. Where a preference is made for an oversubscribed school maintained in Nottinghamshire, the applicant may be requested to provide proof of residence in order that the local authority can verify the address of pupils living within the catchment area.

Processing applications

Nottinghamshire County Council will exchange information with other admission authorities to enable them to consider each application for their school. The decision, in respect of offers or refusal of places for own admission authority schools (VA/F/Academy/Trust) will be the responsibility of the governing body.

To enable applications to be processed without delay, Nottinghamshire schools will communicate details of available school places with the local authority at regular intervals.

All offers for school places must be made by the local authority.

- The local authority will process applications within 5 school days (“process” means the initial logging of an application and the forwarding to own admission authority schools where relevant). It may be necessary to request information from previous schools – the local authority will collate this information where appropriate.
- Where applications are made for voluntary controlled or community schools within Nottinghamshire and places are available, we anticipate that decisions will be made within a maximum of 10 school days.
- For applications for own admission authority schools within Nottinghamshire, it is anticipated that decisions will be made within a maximum of 15 school days from the application being received by the local authority.
- Where applications are received from Nottinghamshire residents for a school place in a neighbouring authority, or own admission authority school, it is anticipated that the parent/carer would receive a response within 20 school days from the application being received by Nottinghamshire.

Parents/carers will be required to confirm their acceptance of a school place within two weeks.

At this stage Nottinghamshire does not intend to maintain waiting lists for in year applications for community and voluntary controlled schools.

For residents of other local authorities, Nottinghamshire County Council will inform the “home local authority” whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn.

For applications for Nottinghamshire schools, the local authority and individual schools who are their own admission authority must consider requests with regard to the published admission number, the current number on roll and in respect of infant and primary schools – key stage 1 class size limits.

Preferences not met

Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at either a voluntary controlled or community school serving that catchment area or the next nearest voluntary controlled or community school, if a place is available. Places will be allocated according to the admission criteria. It may be necessary for applicants to provide proof of residency where the catchment school is oversubscribed.

Informing parents/carers

Nottinghamshire County Council will write to all Nottinghamshire residents who have made an application for any school detailing the outcome of their request. Letters are posted second class. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel.

Parent/carers are asked to confirm their acceptance of the allocated place and/or consider making a further application for up to **four** other schools. Allocated places may be withdrawn where a parent/carer does not accept the offer within 14 days.

Waiting lists

Nottinghamshire County Council only operates waiting lists for intake year – reception (first time admission); infant to junior admission (at year 3) and primary to secondary transfer (at year 7). These waiting lists are held until the end of the Autumn Term in the offer year. For all other year groups, Nottinghamshire [LA](#) does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so.

Right of appeal

Any parent/carer whose child is refused a place at a school for which they have applied has the right of appeal to an independent appeal panel. Except where their child has been permanently excluded from two or more schools and where at least one of those exclusions took place after 1 September 1997. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).

False information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of a fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.