



Nottinghamshire
County Council

In-year application for a school place

Please read carefully before completing the attached form.

If you have any questions regarding school admissions, please refer to our website: www.nottinghamshire.gov.uk or contact the School Admissions Team (see contacts at the end of this leaflet). The Department for Children, Schools and Families (DCSF) also provide a useful guide for parents which is available on www.dcsf.gov.uk/sacode

Who should complete this application form?

All parents/carers who wish to apply for a place for their child at a Nottinghamshire school.

This form should not be used if your child is due to transfer:

- into the reception class of a primary/infant school
- from Year 2 of an infant school
- from Year 6 to a secondary school.

If your child is in one of these year groups, please contact the School Admissions Team for further advice.

If your child has a Statement of Special Educational Needs, you should contact our SEN Strategic Team for advice (0844 980 8080).

Which schools should I apply for on this form?

Please use this form to apply for all schools in Nottinghamshire. If you wish to apply for an independent school, please contact the school directly.

Please note that post 16 and nursery applications should be made directly to the school.

Some voluntary controlled, voluntary aided, foundation, trust and academy schools may require you to provide additional information in order to consider your application fully. You should refer to the individual school's admission criteria for further information.

Where do I find out information about schools?

Nottinghamshire's Admissions to Schools booklet gives information about the admissions process and individual school's admission criteria. Our website www.nottinghamshire.gov.uk has links to OFSTED, DCSF, individual school websites and details of catchment areas which can help you decide which school to apply for.

When will I know the outcome of my application?

Applications are processed and a letter will be sent to you within 10 school days of receipt of your application in this office.

Applications are considered against each school's published admission number (the number of places available in each year group). Where there are places available, these will be allocated according to the published admission criteria.

We will offer your highest preference where places are available. If you have moved house and there are no places available at any of your preferred schools, we will allocate (Nottinghamshire residents) a place at the next nearest community/voluntary controlled school with places by available walking route (up to 2 miles/3.2 km for children under the age of 8 years or 3 miles/4.8 km for children over the age of 8 years). Alternatively, we will invite you to make further preferences for other schools.

How do I apply for Free School Meals/Milk?

Do you receive one of the following support payments?

- Income support
- Income based jobseekers' allowance
- Income related employment support allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- Child tax credit, but you are not entitled to Working Tax Credit and your yearly income (as assessed by Her Majesty's Revenue and Customs) is not more than £16,040. From 1 May 2009 where the parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free schools meals.
- Guarantee element of state pension credit.

Does your child attend a Nottinghamshire County Council maintained school full time? If so, you will be entitled to **free school meals**. Children aged 7 and under will also be entitled to **free school milk**.

If you receive the maximum level of working tax credit and your child attends a school more than 2 miles from your home, you may be eligible for **financial assistance with home to school transport**.

For further information or to request an application form, please phone 0844 980 8080 (Minicom 01623 436657).

How will my child get to school?

Most parents want their child to go to a local school which is within walking distance. In considering travel assistance eligibility, distances are measured by the shortest walking route, gate to gate. Nottinghamshire County Council can anticipate that a child will be accompanied by an adult where necessary. This is your responsibility. The law says that it is reasonable for children to walk:

- Up to 2 miles (3.2 km) for children up to 8 years old.
- Up to 3 miles (4.8 km) for children over 8 years old.

If the school is further away than this, you are probably going to need transport for your child. We may provide financial help.

Before applying for a place at a school, it is the parent/carer's responsibility to establish which is the catchment school and whether any **travel assistance** is available.

If your child attends the catchment area school and the school is further than the legal walking distance, you can apply for a pass for free bus or rail travel from home to school. If there is a school bus service, you can only use the pass for that service. If you are entitled to free travel but there is not a school bus service or suitable public transport available, we will provide a grant so that you can make your own arrangements. If the school is within walking distance but you would still like your child to go by bus, you may be able to buy a travel pass. Season passes may be available to both catchment and preferred schools where free travel is not available and the bus service concerned is authority supported. Generally, season passes are not provided on commercial services. Please call **0844 980 8080** for more information.

Thinking of changing your child's school?

If you are thinking of changing your child's school for any other reason than a change of address you should carefully consider the following:

- Moving schools may affect your child's educational achievement.
- Changing school is a very important step to take both educationally and emotionally; it may affect your child in different ways.
- Many things that children and parents worry about can be sorted out by the school without the need to move schools.

Talking to your child and to staff at your child's present school may avoid the need for your child to transfer school. Any transfer should be fully discussed between parents and school to consider whether it really is the best option for your child.

If your request for a transfer of school is for any of the reasons listed below, you should not complete this form until you have taken the steps indicated:

Possible reasons for a transfer	Steps you should take before making the transfer request	
Dissatisfaction with the school	Discuss your dissatisfaction with the head teacher/head of year to see if the issue can be resolved.	✓
Non-school attendance	Talk to your child to see if there are any issues and what the problem is. Talk to class teachers/tutor/head of year to see if any of these issues can be resolved. Contact your Education Welfare Officer for help and advice.	✓
Unresolved issues at school	Talk to your child's teacher, tutor or head of year to make sure they are aware of the issues. Make an appointment to speak to the head teacher.	✓
To avoid exclusion	Talk to your child's teacher, tutor, head of year or the head teacher.	✓
Special Educational Needs	Talk to the Special Educational Needs Co-ordinator (SENCO). Talk to your child's Educational Psychologist.	✓

If you have a complaint to make about the school or its management you should first raise the complaint with the class teacher/tutor/head of year then the head teacher. If you are not satisfied with the head teacher's response or if the complaint is regarding the head teacher, you should write to the Chair of the Governing Body c/o the school. You may also wish to ask for a copy of the school's complaints policy.

Where should I post the form to?

Please post your form together with any supporting details:

For Broxtowe, Gedling, Rushcliffe schools:

School Admissions Team
Home Brewery Building
Sir John Robinson Way
Arnold
Nottinghamshire
NG5 6DA

Tel: 0115 854 6161

Email: admissions.ed@nottscc.gov.uk

For Ashfield, Bassetlaw, Mansfield, Newark schools:

School Admissions Team
Meadow House
Littleworth
Mansfield
Nottinghamshire
NG18 2TA

Tel: 01623 433433

Email: admissions.ed@nottscc.gov.uk



Nottinghamshire
County Council

In-year application for admission to school

This form should be used to apply for a place at all Nottinghamshire schools (this includes community, voluntary controlled, foundation, voluntary aided, trust and academy schools). It should be completed by the child's parent/ carer. Before completing this form it is important that you have read all the information provided.

Please complete all sections as appropriate in **BLOCK CAPITALS** and **black ink**.

If your child has a Statement of Special Educational Needs you should contact our SEN Strategic Services Team for advice.

SECTION 1 - DETAILS ABOUT YOUR CHILD

Child's legal forename:

Child's middle name(s):

Child's legal surname:

If your child is known by a different name, please provide details here

Child's date of birth: / /

Current address:

Previous/new address

Address including postcode:

Date of move:

Do any of the following apply to the child?

Permanent exclusion	Y/N	Date	dd	mm	yyyy	Name of excluding school

Child in care of Local Authority	Y/N	If yes, please name the Local Authority (for example, Nottinghamshire)		Child has a statement of special educational need	Y/N	If yes, please name the Local Authority (for example, Nottinghamshire)	
Traveller	Y/N			Refugee/Asylum seeker	Y/N		

SECTION 2 - EDUCATIONAL HISTORY

Current school/previous school attended:

Date started at this school:

Date left this school:

If you are moving into Nottinghamshire, it would be helpful if you could detail other schools your child has attended:

School name:

Date left:

Reason for leaving

School name:

Date left:

Reason for leaving

SECTION 3 - YOUR SCHOOL PREFERENCES

You may express up to 3 preferences - these must be in priority order. When deciding on your preferences, consider carefully how your child will travel to school. You should refer to the information provided, particularly in relation to the Home to School Policy.

Where a place is available at more than one of your preferred schools, a place will be offered to your child at the highest priority school only. You should add any information you think the admission authority needs in order to consider your application. Where applicable, you may wish to include any religious or philosophical convictions.

If you are applying for a voluntary controlled, voluntary aided, foundation, trust or academy school you should check whether you need to complete a supplementary information form or provide additional information from a minister demonstrating your commitment to religion.

Date place required from:

D	D	/	M	M	/	Y	Y	Y	Y
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Preference 1

School name:

Additional Information/
Reasons

Give details of any brother or sister who is attending this school:

Sibling legal forename:

Surname:

Date of birth:

D	D	/	M	M	/	Y	Y	Y	Y
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Preference 2

School name:

Additional Information/
Reasons

Give details of any brother or sister who is attending this school:

Sibling legal forename:

Surname:

Date of birth:

D	D	/	M	M	/	Y	Y	Y	Y
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Preference 3

School name:

Additional Information/
Reasons

Give details of any brother or sister who is attending this school:

Sibling legal forename:

Surname:

Date of birth:

D	D	/	M	M	/	Y	Y	Y	Y
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Section 4 - Parent/carer details

Title:

Mr

Mrs

Ms

Miss

Other

Forename:

Surname:

Parent/carer address at time of application (*only complete if different from child's address*)

Address:

Postcode:

Telephone number(s):

Home:

Work:

Mobile:

Email address:

Section 4 - Parent/carer details cont'd

What is your relationship to the child: (please mark with an X)

Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Other	<input type="checkbox"/>	Step-parent	<input type="checkbox"/>	Relative	<input type="checkbox"/>
Social Worker	<input type="checkbox"/>	Family member (lives in the same household) <input type="checkbox"/>							

If you are in receipt of benefits, would you like a form to apply for free school meals?
(Please mark with an X)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Do you have parental responsibility for this child? (Please mark with an X)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If no, give details of relationship:

If any of your preferences are for a voluntary controlled, voluntary aided, foundation, trust or academy schools, you may need to complete a supplementary information form or provide additional information from a minister demonstrating your commitment to religion. It should be noted that the supplementary form is not an application form in its own right but is essential to enable those schools to consider your application fully. Supplementary forms can be returned directly to the school or to the Admissions Team.

Declaration: I have read and understood all the information provided. I confirm that the above named child is permanently resident at the address stated. I certify that the information given by me on this form is complete and true. I understand that the County Council/Admission Authorities will take such steps as they consider necessary to verify the same. I note that misleading or fraudulent information could result in the withdrawal of any offer of a school place. Such an application could also constitute an offence which may result in the authority commencing legal proceedings against the person providing the false statement. I have checked that all those with parental responsibility are in agreement with the preferences made.

Signed:

Date:

Nottinghamshire County Council abides by the **Data Protection Act 1998**. The information you have provided about your child/children will be stored on our database so that we can process your application and manage school admissions. Information will only be shared with other admission authorities where it is necessary to do so to process your application.