



## **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2016-2017**

(Document updated 25 October 2016 to comply with mandatory requirements of the School Admissions Code 2014)

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# Overview

## Coordinated admission arrangements

Nottinghamshire County Council as the local authority is responsible for coordinating admission arrangements for all maintained schools and academies in its area. Coordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area (the home authority) who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their local authority. Nottinghamshire has also established seven relevant areas which are coterminous with the seven district council areas.

In addition, all community and voluntary controlled schools have a designated catchment area, details of which are available on the public website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

## Published admission numbers

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Nottinghamshire community and voluntary controlled schools these are detailed by area in Section 1. Own admission authority schools are not included.

## Admission oversubscription criteria

The definitions of key terms are set out in Section 2.1 before the standard admission oversubscription criteria. The County Council has amended the criterion for out of catchment area pupils to remove priority for siblings. Some schools have a variation to the standard criteria and these are also set out in Section 2. Where there are more applications than places available, the oversubscription criteria are used to determine the priority of applications for school places. These are applied after those pupils with a statement of special educational needs or educational health and care plan have first been offered a place.

## Nottinghamshire County Council's coordinated schemes and timetables are available in Section 3.

### Qualifying schemes (admissions to a relevant age group)

Parents can state four preferences for any category of maintained school, either in Nottinghamshire (the home local authority) or any other school in another local authority area. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council only, irrespective of the school for which they are applying. All offers of school places, including those made on behalf of other admission authorities (academy, foundation, free, studio, trust and voluntary aided schools) within and outside of Nottinghamshire will be made by Nottinghamshire County Council, as the local authority, in its role as coordinator of the admission schemes. If a school is oversubscribed, all preferences will be considered against the admission oversubscription criteria for each named school by the appropriate admission authority on an 'equal preference' basis. If more than one offer can be made, the parent's highest ranked preference, decided in accordance with the admission oversubscription criteria for the individual school, will be offered to the parent.

### In-year coordinated scheme

An application is an 'in-year' application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group. Applications will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the PAN which applied when the year group was first admitted to the school will apply. If places are available within the year group, the child will normally be admitted to the school.

## **Admission of children below compulsory school age and deferred entry to school**

Compulsory school age is the term following a child's fifth birthday.

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 school year 2016-2017, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2016-2017 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2016 if they want their child to start in the reception class. 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 and may request that the child is admitted out of the normal age group – to reception rather than year 1.

## **Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers 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 head teacher 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 (i.e. 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 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 junior and secondary school**

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior 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.

## SECTION 1: published admission numbers

### 1.1 – Ashfield area

Published admission numbers 2016-2017 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
Bagthorpe Primary	15	15	
<i>Beardall Fields Primary</i>	<i>45(30)</i>		
Brierley Forest Primary	60		
Broomhill Junior		60	
Butler's Hill Infant	60		
Croft Primary	60		
Dalestorth Primary	45		
Edgewood Primary	45		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
Hillocks Primary	45		
Holgate Primary	60		
Holly Hill Primary	50		
Jacksdale Primary	25	20	
Jeffries Primary	40		
John Davies Primary	30	35	
Kingsway Primary	45		
Kirkby Woodhouse Primary	60		
Leen Mills Primary	60		
Mapplewells Primary	30		
Morven Park Primary	60		
<i>Orchard Primary</i>	<i>45(40)</i>		
Priestsic Primary	60		
St Andrew's CE Primary	45		
Selston High			180
Selston CE Infant	25		
Underwood CE Primary	25		
Westwood Infant	20		

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

## 1.2 – Bassetlaw area

Published admission numbers 2016-2017 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Beckingham Primary	15	
Bracken Lane Primary	30	
Carr Hill Primary	40	50
Clarborough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
East Markham Primary	15	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	18	
Hallcroft Infant	40	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
Misson Primary	16	
Misterton Primary	30	
<i>North Wheatley CE Primary</i>	12	
Ordsall Primary	60	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	10	
Ramsden Primary	30	
Ranby CE Primary	15	
Ranskill Primary	20	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	60	
St John's CE Primary	60	
St Matthew's CE Primary	10	
Thrumpton Primary	30	
Walkeringham Primary	8	

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

### 1.3 – Broxtowe area

Published admission numbers 2016-2017 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
<i>Awsworth Primary</i>	<i>50(40)</i>	
Banks Road Infant	60	
Beeston Fields Primary	50	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
College House Junior		80
Eskdale Junior		70
Gilthill Primary	30	
<i>Greasley Beauvale Primary</i>	<i>55(50)</i>	
Hollywell Primary	30	
Horsendale Primary	30	
John Clifford Primary	60	
Kimberley Primary	20	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary (pending academy status)	30	
Meadow Lane Infant	70	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

## 1.4 – Gedling area

Published admission numbers 2016-2017 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Gates Primary	30			
All Hallows CE Primary	30			
Arno Vale Junior		60		
Arnold Mill Primary	45			
Arnold View Primary	45			
Burton Joyce Primary	45			
Carlton Central Infant	45			
Carlton Central Junior		50		
Colonel Frank Seely Comprehensive			180	10
Coppice Farm Primary	30			
Ernehale Infant	70			
Ernehale Junior		60		
Haddon Primary	30			
Hawthorne Primary	30			
Killisick Junior		50		
Lambley Primary	22			
Manor Park Infant	40			
Mapperley Plains Primary	45			
Netherfield Primary	60			
Newstead Primary	20			
Parkdale Primary	60			
Phoenix Infant	60			
Pinewood Infant	50			
Porchester Junior		45		
Priory Junior		60		
Richard Bonington Primary	60			
Robert Mellors Primary	30			
Sir John Sherbrooke Junior		50		
St Wilfrid's CE Primary	30			
Standhill Infant	45			
Stanhope Primary	35			
Westdale Infant	60			
Westdale Junior		60		
Willow Farm Primary	30			
Woodthorpe Infant	60			

Changes are **highlighted**. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

## 1.5 – Mansfield area

Published admission numbers 2016-2017 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Primary	60			
Asquith Primary	45			
Berry Hill Primary	60			
Church Vale Primary	30			
Crescent Primary	45			
Eastlands Junior		40		
Farmilo Primary	30			
Forest Town Primary	60			
<i>Garibaldi College</i>			165 (185)	20
Heatherley Primary	30			
Heathlands Primary	25			
Hetts Lane Infant	60			
High Oakham Primary	60			
Holly Primary	40			
Intake Farm Primary	30			
John T Rice Infant	45			
King Edward Primary	60			
Leas Park Junior		70		
Netherfield Infant	40			
Nettleworth Infant	70			
Newlands Junior		45		
Northfield Primary	30			
Oak Tree Primary	40			
Sherwood Junior		60		
St Edmund's CE Primary	30			
Sutton Road Primary	60			
Wynndale Primary	30			

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.



## 1.6 – Newark area

Published admission numbers 2016-2017 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Bowbridge Primary (pending academy)	60	
Chuter Ede Primary	90	
Coddington CE Primary	60	
Crompton View Primary	40	
Dean Hole CE Primary	8	
Forest View Junior		60
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
Kirklington Primary	8	
Kneesall CE Primary	15	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	8	
Norwell CE Primary	10	
Ollerton Primary	50	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Samuel Barlow Primary	40	
St Peter's CE Primary	30	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
William Gladstone CE Primary	45	30
Winthorpe Primary	15	

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

## 1.7 – Rushcliffe area

Published admission numbers 2016-2017 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
Brookside Primary	30	
Bunny CE Primary	14	
Carnarvon Primary	70	
Costock CE Primary	10	
Cropwell Bishop Primary	30	
Crossdale Drive Primary	30	
<i>Edwalton Primary</i>	<i>60(50)</i>	
Flintham Primary	15	
<i>Gotham Primary</i>	<i>30(25)</i>	
Greythorn Primary	45	
Heymann Primary	90	
James Peacock Infant	85	
Jesse Gray Primary	60	
Keyworth Primary	30	
Kinoulton Primary	20	
Lady Bay Primary	60	
Langar CE Primary	15	
Lantern Lane Primary	44	
Normanton on Soar Primary	12	
Orston Primary	20	
Radcliffe on Trent Infant	75	
Radcliffe on Trent Junior		70
Robert Miles Infant	60	
Robert Miles Junior		60
St Peter's Ruddington CE Junior		85
Sutton Bonington Primary	30	
Tollerton Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		80
Willoughby Primary	7	
Willowbrook Primary	30	

Changes are *highlighted*. The published admission number (PAN) determined in 2015-2016 is detailed in brackets for information only.

## **SECTION 2:**

### **Admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools**

**2.1 - definitions of key terms**

**2.2 - standard reception oversubscription criteria and variations**

**2.3 - standard junior/primary oversubscription criteria and variations**

**2.4 - standard secondary oversubscription criteria – year 7 and year 12**

## 2.1 Definitions of key terms

The following definitions are used for all community and voluntary controlled schools.

### 2.1.1 Looked after and previously looked after

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 in accordance with 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). This includes 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).

### 2.1.2 Home 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 the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

### 2.1.3 Parent

- 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.

In all cases, those with parental responsibility must be in agreement with preferences made.

### 2.1.4 Sibling (a brother or sister)

- a brother or sister who shares the same parents
- 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.

### **2.1.5 Multiple births**

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

### **2.1.6 Special consideration**

There may be very rare circumstances in which evidence can be provided from a doctor, social worker or other relevant professional to demonstrate that there is only one school that can meet a child's needs. 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 relevant professional demonstrating 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.**

The appropriate designated officers will consider each case and determine 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.

### **2.1.7 Distance measurement and tie-breaker**

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised measuring system.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

### **2.1.8 Qualifying scheme**

The School Admissions Code requires local authorities to formulate a qualifying scheme.

Applications received after the closing date are late applications and these must form part of the qualifying scheme. Schedule 2 of Regulation 26 (requirements of a qualifying scheme 2.2b) states that a qualifying scheme must specify how applications submitted after the closing dates will be processed.

### **2.1.9 Relevant age group**

The age group to which children are normally admitted (reception, year 3 in a junior/primary school, year 7, year 10 in a studio/UTC and year 12 for external students in a sixth form). Each relevant age group must have admission arrangements, including an admission number. Some schools may have more than one relevant age group, for example a primary school that admits children to reception and to year 3.

## **SECTION 2.2: standard reception oversubscription criteria and variations**

In the event of oversubscription, the oversubscription criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs or education, health and care plan which names the school.

### **A STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2016-2017**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area

### **B VARIATION TO STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA: DENOMINATIONAL CRITERION INFANT AND PRIMARY SCHOOLS 2016-2017**

Most Nottinghamshire community and voluntary controlled infant and primary schools use the standard admission oversubscription criteria. However, the following have an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes after criterion 3.

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year.
  - Cuckney CE Primary School, Cuckney
  - Dean Hole CE Primary School, Caunton
  - Holy Trinity CE Infant School, Southwell
  - Kneesall CE Primary School, Kneesall
  - North Wheatley CE Primary School, North Wheatley
  - Ranby CE Primary School, Ranby
  - St John's CE Primary School, Stapleford
  - St Andrew's CE Primary School, Skegby, Sutton in Ashfield
  - St Matthew's CE Primary, Normanton on Trent

**Please refer to Section 2.1 for definitions of key terms.**

## **C VARIATION TO STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA 2016-2017 - All Hallows CE Primary School**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parent has regular involvement with the Church\*
- 3 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission
- 4 Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with the Church\*
- 5 Children who live outside the catchment area and whose parent has regular involvement with the Church\*
- 6 Other children

\*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year.

## **D VARIATION TO STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA 2016-2017 - St Wilfrid's CE Primary School**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Children who live in the catchment area and have a parent who has attended a Church service on average twice a month during the previous year, or where the child has attended a Church service with an adult member of their immediate family on average twice a month during the previous year.
- 4 Other children who live in the catchment area
- 5 Children who live outside the catchment area and have a parent who has attended a Church service on average twice a month during the previous year, or where the child has attended a Church service with an adult member of their immediate family on average twice a month during the previous year.
- 6 Other children who live outside the catchment area

\* Church service includes a) the Church of England or b) a Church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application.

## **E VARIATION TO STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA 2016-2017 - Trowell CE Primary School**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area where a parent is involved with St Helen's Church\*
- 5 Children who live outside the catchment area where a parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance\*
- 6 Other children who live outside the catchment area

\*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year. This must be provided by the closing date for applications.

**Please refer to Section 2.1 for definitions of key terms.**



## **SECTION 2.3: standard junior/primary oversubscription criteria and variations**

### **A STANDARD JUNIOR/PRIMARY OVERSUBSCRIPTION CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2016-2017**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 3 Other children who attend the linked infant school at the closing date for applications
- 4 Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area

### **B VARIATION TO STANDARD JUNIOR/PRIMARY OVERSUBSCRIPTION CRITERIA: LOWE'S WONG JUNIOR SCHOOL, SOUTHWELL - DENOMINATIONAL CRITERION YEAR 3 INTAKE 2016-17**

Most Nottinghamshire community and voluntary controlled junior and primary schools with an intake at year 3 use the standard admission oversubscription criteria. However, the following school has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes before criterion 6

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year.

\*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year. This must be provided by the closing date for applications.

**Please refer to Section 2.1 for definitions of key terms.**

## **C VARIATION TO STANDARD JUNIOR/PRIMARY OVERSUBSCRIPTION CRITERIA: YEAR 3 INTAKE 2016-17**

The schools named below have a variation to the standard junior/primary oversubscription criteria:

- Bagthorpe Primary School, Bagthorpe
- Bispham Drive Junior School, Toton
- St Peter's CE Junior School, Ruddington

For intake at year 3 in 2016-2017 the oversubscription criteria are as follows:

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications **and** attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school **or** the linked infant school
- 3 Other children who live in the catchment area at the closing date for applications **and** attend the linked infant school
- 4 Children who live in the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area but attend the linked infant school
- 7 Other children

**Please refer to Section 2.1 for definitions of key terms.**

## **SECTION 2.4: standard secondary oversubscription criteria**

### **A STANDARD SECONDARY OVERSUBSCRIPTION CRITERIA: YEAR 7 ADMISSIONS 2016-2017**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications
- 5 Other children

### **B STANDARD SECONDARY OVERSUBSCRIPTION CRITERIA: YEAR 12 ADMISSIONS 2016-17**

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area

Exact entry requirements may vary from course to course. Details are available in the sixth form prospectus for individual schools.

**Please refer to Section 2.1 for definitions of key terms.**

## **SECTION 3**

### **NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEMES 2016-2017**

**3.1 – qualifying schemes (admissions to a relevant age group)**

**3.2 – in-year coordinated scheme**

## **SECTION 3.1: qualifying scheme (admissions to a relevant age group)**

### **3.1.1 Introduction**

- a. This qualifying scheme outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism to ensure that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by their local authority (the home authority).
- b. Parents who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.
- c. Governing bodies of academy, foundation, free, studio, trust and voluntary aided schools are responsible for determining their own admission and appeals arrangements.
- d. Nottinghamshire County Council's coordinated scheme applies to:
  - children starting school for the first time (reception intake)
  - children transferring from infant school to junior education (Y3 intake)
  - children transferring from primary phase to secondary education (Y7 intake)
  - children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake).
- e. Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other own admission authority schools for whom the governing body is the admission authority. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.
- f. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council as detailed in the timetables.
- g. Children do not automatically transfer to reception from early years provision or nursery and parents must apply for a school place. Similarly children attending an infant school do not automatically transfer to the junior/primary phase of education, parents must make an application.

### 3.1.2 Applying for a school place

- a. Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made online, by telephone or by completing a paper application form.
- b. Applications from parents of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
- c. Parents 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. Parents should include any additional information the admission authority may need in order to consider the application fully.
- d. Applications from parents for a place at an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admission oversubscription 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.
- e. Parents of children who live in Nottinghamshire must return completed applications to Nottinghamshire County Council.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority.

### 3.1.3 Processing applications

- a. Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.
- b. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- c. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other own admission authority schools within Nottinghamshire.
- d. Each admission authority will then apply their published admission oversubscription criteria to all preferences to determine whether a place can/cannot be offered.
- e. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
- f. 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.

### **3.1.4 Provisional offers**

- a. Following exchange of information, Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered Nottinghamshire County Council will provisionally allocate the highest preference.
- b. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure that the highest preference possible can be allocated.

### **3.1.5 Mandatory offers**

- a. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission oversubscription criteria.
- b. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest school with places available. Places will be allocated according to the admission oversubscription criteria.
- c. For mandatory offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

### **3.1.6 Informing parents**

- a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. For those who applied online, an email will be sent on offer day; for those who applied by telephone or by completing a paper application, letters will be posted second class on offer day. Any parent whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
- b. Parents are asked to confirm their acceptance of the allocated place. Allocated places may be withdrawn where a parent does not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.
- c. Where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day:
  - applications are only placed on the waiting list for a school where they have been refused a place and where that school is ranked above a preference that has been allocated
  - priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists are maintained until the end of the academic year for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. The order of places on a waiting list is decided by the admission oversubscription criteria for the school.

### 3.1.7 Late applications

#### a. From closing date to exceptional late date

Applications received from parents after the closing date are late but **may** be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority, in the following circumstances:

- 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 received late, together with evidence of relocation, **must** be provided by:

- **16 December 2015** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **19 February 2016** for children starting school for the first time and for children transferring from infant school to junior education.

#### b. From exceptional late date to 31 August 2016

Late applications received after the dates outlined in **a.** above but before **31 August 2016** will be considered after offer day in line with the coordinated arrangements irrespective of the individual circumstances.

#### c. Reception admission only – from offer date to 31 August 2016

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. For late applications processed after *18 April 2016 (offer day) and before 31 August 2016* Nottinghamshire County Council will also consider the limited exceptional circumstances that could apply. *A child who falls into any of these categories will not automatically be admitted as an excepted child.*

Any applications received after **1 September 2016** will be processed as in-year applications.



### **3.1.8 Fraudulent or misleading information**

- a. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information provided 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.
- b. If an application is made using fraudulent or intentionally misleading information and the child has started at the school, the place may be withdrawn depending on the length of time that the child has been at the school.
- c. 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.

## 3.1.9

**PRIMARY COORDINATED SCHEME 2016-2017***(including children starting school for the first time and infant to junior transfers)***Timetable for coordinated admission arrangements**

<b>Stage</b>	<b>Dates</b>	<b>Action</b>
1	By Friday 20 November 2015 [distribution from Monday 2.11.15]	<b>Information distributed</b> to parents
2	Friday 15 January 2016	<b>Closing date</b> for receipt of application forms
3	By Friday 29 January 2016	<b>Exchange of information</b> between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 8 February 2016	Nottinghamshire County Council <b>sends details of applications</b> to own admission authority schools within Nottinghamshire
5	Thursday 19 February 2016	<b>Last date for exceptional late applications to be considered by relevant admission authority.</b> Proof of residence to be received.
6	By Tuesday 1 March 2016	Nottinghamshire County Council <b>receives lists</b> from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Monday 7 March 2016	Nottinghamshire County Council <b>informs other local authorities</b> of provisional offers
8	By Friday 18 March 2016	Nottinghamshire County Council <b>determines provisional offers</b> taking into account the ranking of preferences and will inform other local authorities of these provisional offers
9	By Thursday 31 March 2016	Nottinghamshire County Council <b>informs other local authorities of final allocations</b>
10	By Monday 11 April 2016	Nottinghamshire County Council <b>informs all Nottinghamshire schools of final allocations</b>
11	Monday 18 April 2016	<b>Offers communicated to Nottinghamshire parents</b> including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	<b>Appeals</b>	<b>Primary appeals</b> will begin from May 2016 onwards

# Primary coordinated scheme 2016-2017





## Key dates

August 2015						September 2015					October 2015					
M		3	10	17	24	31		7	14	21	28		5	12	19	26
T		4	11	18	25		1	8	15	22	29		6	13	20	27
W		5	12	19	26		2	9	16	23	30		7	14	21	28
Th		6	13	20	27		3	10	17	24		1	8	15	22	29
F		7	14	21	28		4	11	18	25		2	9	16	23	30
Sa	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	

November 2015						December 2015					January 2016					
M		2	9	16	23	30		7	14	21	28		4	11	18	25
T		3	10	17	24		1	8	15	22	29		5	12	19	26
W		4	11	18	25		2	9	16	23	30		6	13	20	27
Th		5	12	29	26		3	10	17	24	31		7	14	21	28
F		6	13	20	27		4	11	18	25		1	8	15	22	29
Sa		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

February 2016						March 2016					April 2016					
M		1	8	15	22	29		7	14	21	28		4	11	18	25
T		2	9	16	23		1	8	15	22	29		5	12	19	26
W		3	10	17	24		2	9	16	23	30		6	13	20	27
Th		4	11	18	25		3	10	17	24	31		7	14	21	28
F		5	12	19	26		4	11	18	25		1	8	15	22	29
Sa		6	13	20	27		5	12	19	26		2	9	16	23	30
S		7	14	21	28		6	13	20	27		3	10	17	24	

May 2016						June 2016					July 2016					
M		2	9	16	23	30		6	13	20	27		4	11	18	25
T		3	10	17	24	31		7	14	21	28		5	12	19	26
W		4	11	18	25		1	8	15	22	29		6	13	20	27
Th		5	12	19	26		2	9	16	23	30		7	14	21	28
F		6	13	20	27		3	10	17	24		1	8	15	22	29
Sa		7	14	21	28		4	11	18	25		2	9	16	23	30
S	1	8	15	22	29		5	12	19	26		3	10	17	24	31

	Key dates for coordinated admissions		School holiday		Bank holiday		Administration day
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**3.1.10 SECONDARY COORDINATED SCHEME 2016-17**  
*(including primary to secondary transfer and transfer to year 10 at a studio school)*

**Timetable for coordinated admission arrangements**

<b>Stage</b>	<b>Dates</b>	<b>Action</b>
1	<b>By Friday 4 September 2015</b> (distribution from Monday 10.8.15)	<b>Information distributed</b> to parents
2	<b>Saturday 31 October 2015</b>	<b>Closing date</b> for receipt of application forms
3	<b>By Friday 13 November 2015</b>	<b>Exchange of information</b> between Nottinghamshire County Council and other local authorities for schools in their area
4	<b>By Friday 27 November 2015</b>	Nottinghamshire County Council <b>sends details of applications</b> to own admission authority schools within Nottinghamshire
5	<b>Wednesday 16 December 2015</b>	<b>Last date for exceptional late applications to be considered by relevant admission authority.</b> Proof of residence to be received.
6	<b>By Thursday 17 December 2015</b>	Nottinghamshire County Council <b>receives lists</b> from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	<b>By Friday 15 January 2016</b>	Nottinghamshire County Council <b>determines provisional offers</b> taking into account the ranking of preferences and will inform other local authorities of these provisional offers
8	<b>By Wednesday 24 February 2016</b>	Nottinghamshire County Council <b>informs schools and other local authorities of final allocations</b>
9	<b>By Friday 26 February 2016</b>	Nottinghamshire County Council <b>informs schools all Nottinghamshire schools of final allocations</b>
10	<b>Tuesday 1 March 2016</b>	<b>Offers communicated to Nottinghamshire parents</b> including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
11	<b>Appeals</b>	<b>Secondary appeals</b> will begin from April 2016 onwards

## Secondary coordinated scheme 2016-2017

### Key dates

	August 2015					September 2015					October 2015						
M		3	10	17	24	31		7	14	21	28			5	12	19	26
T		4	11	18	25		1	8	15	22	29			6	13	20	27
W		5	12	19	26		2	9	16	23	30			7	14	21	28
Th		6	13	20	27		3	10	17	24			1	8	15	22	29
F		7	14	21	28		4	11	18	25			2	9	16	23	30
Sa	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	

	November 2015					December 2015					January 2016						
M		2	9	16	23	30		7	14	21	28			4	11	18	25
T		3	10	17	24		1	8	15	22	29			5	12	19	26
W		4	11	18	25		2	9	16	23	30			6	13	20	27
Th		5	12	19	26		3	10	17	24	31			7	14	21	28
F		6	13	20	27		4	11	18	25			1	8	15	22	29
Sa		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

	February 2016					March 2016					April 2016							
M		1	8	15	22	29			7	14	21	28			4	11	18	25
T		2	9	16	23			1	8	15	22	29			5	12	19	26
W		3	10	17	24			2	9	16	23	30			6	13	20	27
Th		4	11	18	25			3	10	17	24	31			7	14	21	28
F		5	12	19	26			4	11	18	25			1	8	15	22	29
Sa		6	13	20	27			5	12	19	26			2	9	16	23	30
S		7	14	21	28			6	13	20	27			3	10	17	24	

	May 2016					June 2016					July 2016						
M		2	9	16	23	30		6	13	20	27			4	11	18	25
T		3	10	17	24	31		7	14	21	28			5	12	19	26
W		4	11	18	25		1	8	15	22	29			6	13	20	27
Th		5	12	19	26		2	9	16	23	30			7	14	21	28
F		6	13	20	27		3	10	17	24			1	8	15	22	29
Sa		7	14	21	28		4	11	18	25			2	9	16	23	30
S	1	8	15	22	29		5	12	19	26			3	10	17	24	31

	Key dates for coordinated admissions		School holiday		Bank holiday		Administration day
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## **SECTION 3.2**

# **NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEME FOR IN-YEAR ADMISSIONS TO NOTTINGHAMSHIRE COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

**(also open to own admission authority schools to participate  
on a voluntary basis)**

### 3.2.1 Introduction

a. **What is an in-year application?**

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (for example starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Lead Officer for Fair Access under the Fair Access Protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

b. **Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

### 3.2.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. Own admission authority schools and academies (OAAs) are able to manage applications directly to the school without parents having to apply through a local authority. The School Admissions Code 2014 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.
- b. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council also invites OAAs within Nottinghamshire to join the in-year scheme. Applications for other Nottinghamshire schools should be made directly to the school. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: guide for parents available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).
- c. Admission authorities are responsible for setting and applying a school's admission arrangements:
- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
  - for academies, the academy trust is the admission authority
  - for all other schools in Nottinghamshire, the County Council is the admission authority.
- d. All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.
- e. Admission authorities should ensure that their processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

- f. The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.
- g. Admission authorities cannot refuse admission to a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.
- h. Nottinghamshire County Council will also share information with neighbouring authorities who live in that local authority area and who apply for a place in one of the schools participating in the scheme.
- i. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

### **3.2.3 Applying for a place in a Nottinghamshire school**

- a. Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.
- b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools.
- c. Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### **3.2.4 Applying for a place in year 10 or year 11**

- a. Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.
- b. It may be difficult to find schools that can offer courses compatible with the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.



### 3.2.5 How applications are considered

- a. Applications for school places are considered without delay to ensure that every child of school age accesses an appropriate school place.

Timeline	Nottinghamshire County Council's in-year scheme
Day 0 – 5	There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.
Day 5 - 15	OAA's are requested to notify the County Council of their decision.
Day 15 –20	Notification of the outcome of the application will be sent to parents by second class post.
Day 20	If a place cannot be identified or there is a delay in getting a response, the application will be referred to the Fair Access Protocol.

- b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.
- d. Nottinghamshire County Council will write to parents detailing the outcome of the application. Letters are posted second class. Parents should confirm their acceptance of the offer of a school place within 14 days of the decision letter otherwise the place may be withdrawn.
- e. **Infant classes only**  
The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. *A child who falls into any of these categories will not automatically be admitted as an excepted child.*

### **3.2.6 Mandatory offers**

- a. If a school is oversubscribed and an application is refused, parents are given the right of appeal.
- b. In addition, for Nottinghamshire residents, if it is not possible to allocate any preferences the County Council will determine whether a mandatory offer of a school place should be made.
- c. Mandatory offers will be made in the following circumstances:
  - relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)
  - moving across area/district within Nottinghamshire
- d. A mandatory offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools and distance is calculated by walking route measured using the County Council's computerised distance measuring software.

### **3.2.7 Waiting lists**

- a. Waiting lists may be held by schools where the number of applications received is greater than the number of places available in the year group. The order of waiting lists is decided by the admission oversubscription criteria for the school irrespective of the date the application was received and whether parents choose to appeal.
- b. Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.

### **3.2.8 Appeals**

- a. Parents have the right to appeal to an independent appeal panel if they are not happy with the outcome of their application.
- b. Full details of how to appeal will be provided with the outcome of the application.

### **3.2.9 Fraudulent or misleading information**

- a. Where an 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.
- b. 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.
- c. 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.

## SECTION 4 – Key changes

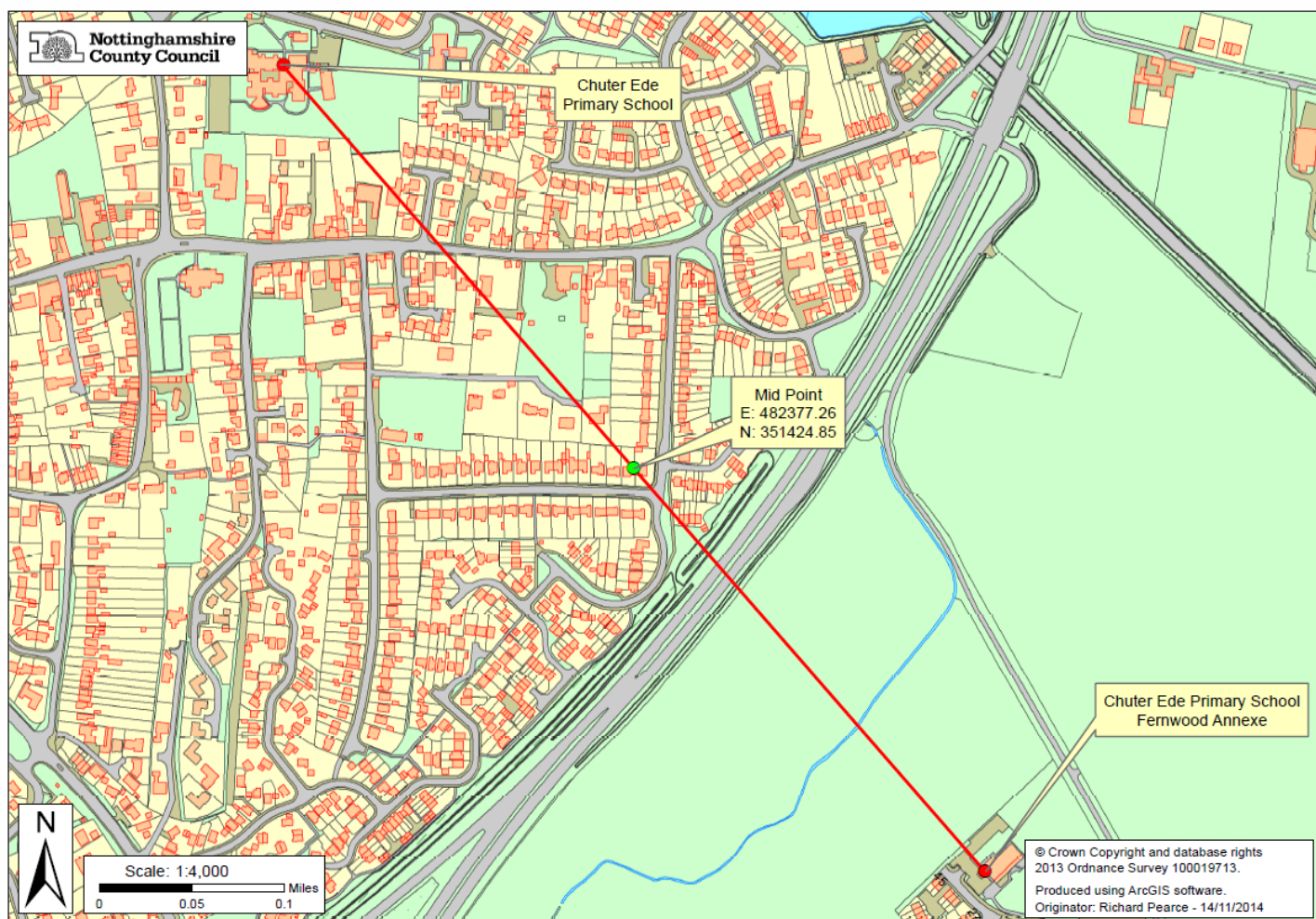
This document formed part of the statutory annual consultation on admission arrangements for Nottinghamshire's community and voluntary controlled schools 2016-2017.

### 4.1 - Kneesall CE Primary School – link to Tuxford Academy

Kneesall CE Primary School is currently linked to Dukeries Academy, Ollerton. The school has close links with both Dukeries Academy and Tuxford Academy. Kneesall CE Primary School has requested that the school also be linked for admissions purposes to Tuxford Academy. The Academy Trust is responsible for determining any changes to the admission arrangements.

### 4.2 - Chuter Ede Primary School – amendment to measuring point

Chuter Ede Primary School is set on two sites - Balderton and Fernwood villages on the southern edge of Newark. Applications for Chuter Ede Primary School are considered according to the oversubscription criteria for the main school on Wolfit Avenue, Balderton. Due to the nature of the split sites, the County Council will measure to a central point equidistant between the two sites – as outlined on the map below. This change will take effect for admissions from 1 September 2016. There is no change to the existing catchment area for Chuter Ede Primary School.



### 4.3 - Redhill Lock, Rushcliffe area – extension to Sutton Bonington Primary School catchment area

- a. Redhill Lock, Ratcliffe on Soar NG11 OEB is a small area of residential houses (approximately 16 dwellings) currently in the catchment area of Gotham Primary School. Following consultation this area will be incorporated into the catchment areas of both Gotham Primary School and Sutton Bonington Primary School.
- b. The map below indicates the existing catchment areas for Gotham Primary School and Sutton Bonington Primary School highlighting the new shared area.

### CATCHMENT AREAS OF GOTHAM PRIMARY SCHOOL AND SUTTON BONINGTON PRIMARY SCHOOL HIGHLIGHTING NEW SHARED AREA - REDHILL LOCK AREA

