



National offer day

Transfer to secondary school (year 7) September 2016

Outcomes

- **Place offered** - your child has been offered a place for September 2016.
- **Not offered** - there were more applications than places available and other children had higher priority within the admission oversubscription criteria.
- **Note: if your child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**
- **Mandatory (alternative) offer (prefixed by **)** - where it was not possible to offer any of your preferences, the County Council has made an alternative offer. This may be your catchment school or next closest Nottinghamshire school where places are available.

You need to accept the place offered by 15 March 2016

If you do not accept the place offered it may be withdrawn and offered to another child.

Acceptance of a place does not affect your right to appeal against any other preference that has been refused.

If you applied online you **can only accept the place online at**

www.nottinghamshire.gov.uk/admissions

You will need your user name and password to access the system to accept the school place.

If you have forgotten your password you can reset it online. The school admissions team is unable to retrieve or reset passwords.

Rejections of school places will not be processed, unless you can confirm that a place has been secured at an alternative school.

Right of appeal

If you have been refused a place at your preferred school(s) you have the right to appeal against the decision. If you do wish to appeal you will need to set out the grounds for appeal in writing.

You can complete an online appeal form or contact us on 0300 500 80 80 for further details on the appeals procedure, who to contact and the timelines for lodging an appeal.

Admission authorities publish appeals timelines on their websites, but any appeals submitted after the deadline must still be heard.

Ahead of the appeal hearing, you will be sent full details of how the admission arrangements and coordinated admissions scheme applied to your application. This will include reasons for the decision to refuse the application and an explanation of how the admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources.

Waiting lists

The County Council will maintain a waiting list in partnership with own admission authorities until 31 December 2016.

Your child's name will only be placed on a waiting list if they have been refused a place at a school which you put higher on your application than the school where the place has been offered.

Waiting lists are held in admission oversubscription criteria order and priority is not given to the date an application was received.

To enquire about your child's position on a waiting list for a Nottinghamshire community school, you can contact us on 0300 500 80 80 during office hours.

For all other schools, you should contact the individual admission authorities directly for this information.

Remember that being on a waiting list does not mean a place will eventually become available. Your child's position on the waiting list may change. If late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than those that have been on the list for some time. If your child can be offered a place at a higher preferred school, their name will be removed from the waiting lists for any lower preferences.

Late applications and changes of preferences

Any changes of preference (whether you are adding a new preference or changing the order of your preferences) will be considered late.

Changes to an application can only be made by the original applicant. If you wish to make any late changes to preferences you should contact the school admissions team for further advice. Please telephone 0300 500 80 80 during office hours.

Home address/moving house

If you are on a waiting list, it is your responsibility to let us know, in writing, if you move house. This is very important as it may affect how your application is considered against the school's admission oversubscription criteria.

You will be required to provide evidence of your new address to verify that your child is resident at the new property.

We will investigate any applications where there are doubts about the information provided. We randomly check addresses to make sure they are genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address will automatically be withdrawn.

Free school meals

If you qualify for, and your child already receives, a free school meal at a Nottinghamshire school, this will automatically continue in September 2016 providing your circumstances remain the same.

If your child has been offered a place at a school outside of Nottinghamshire and you qualify for free school meals, you should contact the relevant local authority before September 2016 to apply for free school meals at the new school.

If your child has been allocated a place at a Nottinghamshire secondary school and has previously attended an out of county school, information about qualifying benefits and how to apply is available at <http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk>

Transport to school

If your child is attending full time statutory education at the catchment or nearest available school and you live over the statutory walking distance, your child may be eligible for free home to school transport or travel assistance. Remember that you are responsible for getting your child to school and applying for transport if you think you are eligible. Information on transport is available at www.nottinghamshire.gov.uk/admissions

General contact information

Phone: 0300 500 80 80

Monday to Friday: 8am to 8pm

Saturday: 8am to 12 noon

Email: enquiries@nottscc.gov.uk

Website: nottinghamshire.gov.uk/admissions

Minicom: 01623 434993

Phone 0300 500 80 80 if you need the information in a different language or format.