



Transfer to secondary school (year 7) September 2017

Outcomes

- **Place offered** - your child has been offered a place for September 2017.
- **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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**
- **Alternative offer (prefixed by **)** - where it was not possible to offer any of your preferences, the County Council has made a “mandatory” offer. This may be your catchment school or next closest Nottinghamshire school where places are available.
- **Declined by parent** – indicates that a parent has contacted the admission authority to confirm an alternative school place has been accepted and that the offer of a place is no longer required.

What you can do next

Accepting a place

It is important that the place offered is accepted within 14 days of the date on the decision letter, otherwise it may be withdrawn and offered to another child.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.**

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.

Academies, Foundation schools, Free Schools and Voluntary Aided Schools are responsible for arranging their own appeals, so please contact the school directly to find out how to appeal.

If the school you wish to appeal for is based in another local authority area, please contact the relevant local authority to lodge your appeal.

Waiting lists

The County Council will maintain a waiting list in partnership with own admission authorities until 31 December 2017.

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.

For all other schools, you should contact each individual admission authority directly for this information.

Remember that being on a waiting list does not mean that a place will eventually become available. Your child’s place 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.

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. This is so we can 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 may be withdrawn.

Late applications and changes of preference

Any changes of preference made after the closing date (whether you are adding a new preference or changing the order of preference) will be considered as late applications and will be processed after all on-time applications. If you wish to make any late changes to preferences you should contact the school admissions team for further advice. The person making the application must have parental responsibility.

Transport to school

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

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 2017 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 2017 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 www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

General contact information

Phone: 0300 500 80 80

Monday to Friday: 8am to 8pm

Saturday: 8am to 12 noon

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

Email: enquiries@nottsc.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.

Internet access is available at public libraries.