



## Primary school places (reception) 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. This may also mean that the school will reach the legal limit of 30 children in an infant class.
- **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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**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 an alternative 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.

**Accept the place offered within 14 days. If you do not accept the place offered, it may be withdrawn and offered to another child.**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. Contact the school admissions team to accept the place offered 0300 500 80 80.

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

If you currently have other applications pending for this school or the linked junior/primary school, please contact the school admissions team to confirm whether there is a sibling link which could give higher priority within the admission oversubscription criteria.

### 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.

### Infant class size appeals

Infant classes **must not** contain more than 30 pupils with a single school teacher. When an infant class has already reached the legal limit of 30, appeal panels can only offer a place in **very limited circumstances**.

### Waiting lists

The County Council will maintain a waiting list in partnership with own admission authorities until 31 December 2017. Waiting lists for community and voluntary controlled schools will be held until the end of the summer term 2018.

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.

Following a ruling by the Schools Adjudicator on 31 January 2017, the waiting list for community and voluntary controlled schools held after national offer day (18 April 2017) for oversubscribed schools will be held in accordance with revised criteria, giving priority to out of catchment siblings. Full details of the revised oversubscription criteria are available <http://www.nottinghamshire.gov.uk/education/school-admissions/admission-arrangements-2017-2018>

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 or voluntary controlled 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 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.

## Starting school

All children can start school full time in reception in the September following their fourth birthday. [If you do not wish your child to start school in September you can request to defer taking up the place until later in the school year.](#) You should contact the school allocated to discuss this.

## Late applications and changes of preference

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 may be withdrawn.

## Universal free school meals

All pupils in reception, year 1 and year 2 in state-funded schools are now entitled to free school meals. **It is important that all parents receiving a qualifying benefit register for free school meals with the County Council as this will enable your child's school to claim pupil premium allocation. This is additional funding which schools can use to buy new equipment and resources.**

Information about qualifying benefits and how to apply is available at [www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk](http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk)

If your child has been offered a place at a school outside of Nottinghamshire and you qualify for free school meals, you will need to contact the local authority where the school is based.

## 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/education/travel-to-schools](http://www.nottinghamshire.gov.uk/education/travel-to-schools)

## 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](mailto:enquiries@nottsc.gov.uk)

**Website:** [nottinghamshire.gov.uk/admissions](http://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.