



## Transfer to secondary school (year 7) September 2018

### Outcomes

- **Place offered** - your child has been offered a place for September 2018.
- **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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**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 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 that the offer is no longer required and an alternative school place has been accepted.

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is important that the place offered is accepted within 14 days of the date on the decision letter, otherwise it may be withdrawn and offered to another child.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

If you currently have other applications pending for the school that has been offered, please contact the admission authority to confirm whether there is now 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 you have the right to appeal against the decision. If you do wish to appeal you will need to set out the grounds in writing. Admission authorities publish appeals timelines on their websites, but any appeals submitted after the deadline must still be heard.

You can complete an online appeal form at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) 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.

### Waiting lists

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

Waiting lists are held in admission oversubscription criteria order and priority is not given to the date an application was received. This means that your child's position on a waiting list may change.

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

**To enquire about your child's position on a waiting list** you should contact each individual admission authority directly for this information.

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.

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 to verify that your child is resident at the new property. It is important that we receive this information as soon as possible after you have moved to ensure that your application can be processed correctly.

We will investigate any applications where there are doubts about the information provided and we undertake random checks to verify that information provided by parents is 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 (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 preference you should contact the school admissions team for further advice. Please telephone 0300 500 80 80 during office hours.

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

## Free school meals

**If your child already receives a free school meal at a Nottinghamshire school, this will automatically continue in September 2018 as long as your circumstances remain the same.**

If your child has been offered a place at a school outside of Nottinghamshire and you or your child qualifies for free school meals, you should contact the relevant local authority before September 2018 to apply for free school meals at the new school. These will not automatically continue.

If your child has been allocated a place at a Nottinghamshire secondary school and has previously attended an out of county school you can apply online for free school meals. 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)

## Grammar schools outside of Nottinghamshire

If your child has taken the 11+ test and did not qualify, it will not be possible to offer a place. If you are appealing because a grammar school has refused a place on the grounds that your child did not achieve the qualifying standard in the selection tests it is important that you send in evidence to the relevant local authority. This should show why your child should be considered to be of grammar school ability despite the test result.

Your child can only be on the reserve list for a grammar school if he or she met the required standard in the 11+ tests and you named the school as a higher preference than the school offered. For enquiries about grammar schools you should contact the relevant local authority.

## General contact information

**Phone:** 0300 500 80 80

**Monday to Friday:** 8am to 6pm

(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.