

NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED ADMISSIONS SCHEME – ADMISSIONS IN THE NORMAL ROUND

The scheme is for admission at the normal time and for admission into a relevant age group, for example starting primary school, moving to junior school, moving to secondary school or transferring to a school with an atypical age of admission.

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1 Introduction

All local authorities are required to coordinate the normal admissions round and late applications for primary and secondary schools in its area until applications become in-year (that is, 1 September). This section 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 helps 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 the local authority where they live (the home authority).

Atypical schools are those which admit children at the beginning of the key stage 4 or the preceding year (that is, year 9 or year 10). All local authorities must inform parents of pupils that they may apply in the offer year to be admitted to the relevant age group of a school with an atypical age. Nottinghamshire does not have any schools of this type but coordinates admission applications for Nottinghamshire residents wishing to apply for schools outside the area.

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 and parents must make an application.

Parents of children 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.

Where other local authority areas enable parents living in that area to submit more than four preferences, Nottinghamshire County Council will not accept more than four preferences for Nottinghamshire schools.

Nottinghamshire County Council's coordinated scheme is relevant for:

- 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 a school with an atypical age of admission, e.g. studio schools or university technology colleges (UTCs) (Y9/Y10 intake).

These are known as 'normal admissions rounds'.

Nottinghamshire County Council will work with other local authorities and all other own admission authority schools. Our neighbouring local authorities are: Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

Nottinghamshire residents will receive a decision about a place only from Nottinghamshire County Council.

All offers of a place by Nottinghamshire County Council during the normal admissions round will be made as shown in the timetables outlined in this scheme.

2 Applying for a school place

Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Parents can apply online, by telephone or by completing a paper application form.

Parents of children living in another country or posted overseas that are moving/returning to England/the UK to live within the Nottinghamshire area may submit an application. This will be considered as an intention to move/return to the area and will be coordinated alongside other applications in line with Nottinghamshire County Council's coordinated process.

All other applicants must apply to their home local authority (the area where they live).

Parents will be invited to state up to **four** preferences in the order they most prefer 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 their preferences fully.

Some academy, foundation, free, studio, trust, voluntary aided or voluntary controlled schools require additional information (see relevant admissions criteria) in order to apply their oversubscription criteria. This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion.

The supplementary form is not a legal application for admission to a school and parents must complete the home local authority application.

Supplementary forms and additional supporting information should be returned to the relevant admission authority before the closing date.

3 How applications are processed

Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.

Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.

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.

Each admission authority will then apply their published admission oversubscription criteria to all preferences to rank in priority order.

Own admission authority schools within Nottinghamshire will return all preferences in rank order of priority.

Nottinghamshire County Council will identify whether, or not, a place can be offered at a Nottinghamshire school based on the preference and the oversubscription criteria (rank order). Nottinghamshire County Council will inform other local authorities about decisions for their residents and will receive notification from other local authorities whether, or not, any places can be offered to Nottinghamshire residents.

4 Provisional offers

Following exchange of offer information with other local authorities, Nottinghamshire County Council will identify all those preferences which can be met.

Where more than one place can be offered for a particular child, Nottinghamshire County Council will provisionally allocate the highest preference and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange with other local authorities is repeated to ensure the highest preference possible can be allocated for each child.

Nottinghamshire County Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Nottinghamshire residents.

5 Final offer process

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences and the child would be without a school place.

6 Informing parents

Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. Nottinghamshire residents who applied online using Nottinghamshire County Council's online application system can access their outcome on offer day and an email will be sent, unless the applicant opted to receive a letter. For parents who applied by telephone or by completing a paper application, letters will be posted second class on offer day and no outcomes can be given over the telephone. Children moving out of Nottinghamshire will receive an outcome from the new home local authority. 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.

Some admission authorities may withdraw a place where parents do 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. For Nottinghamshire residents, Nottinghamshire County Council will not process rejections of school places unless a school place has been secured at an alternative school.

7 Waiting lists

During a normal admissions round where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day.

Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.

Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.

All admission authorities must maintain a waiting list until at least 31 December, as required by the School Admissions Code 2021. For all community and voluntary controlled schools within Nottinghamshire, waiting lists are maintained until 31 May. Being on a waiting list does not mean that a place will eventually become available.

8 Late applications – normal admissions rounds only

Applications received from parents after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority and only 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 late, together with evidence of relocation, must be provided by:

- **28 November 2022** for children transferring from primary phase to secondary education and atypical schools
- **3 February 2023** for children starting school for the first time and for children transferring from infant school to junior education.

Late applications and changes to preference order received after the dates outlined above but before **31 August 2023** will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

9 Applications not received – normal admission rounds only

For known children living in Nottinghamshire **on 31 August 2023** where no application has been received and educational provision elsewhere has not been confirmed for children:

- transferring from infant school to junior education
- transferring from primary phase to secondary education

Nottinghamshire County Council will identify the closest Nottinghamshire school to the child's home address with an available place and send an offer of a school place.

10 Applications received after 1 September 2023

These applications will be processed as 'in-year admissions'.

11 PRIMARY COORDINATED SCHEME 2023-2024

This scheme is relevant for children who will be starting primary school for the first time (reception) or transferring from infant (year 2) to junior/primary school (year 3).

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 7 November 2022	Information about applying for a school place available to parents
2	Sunday 15 January 2023	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	Monday 30 January 2023	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	Friday 3 February 2023	Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.
5	By Monday 6 February 2023	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
6	By Monday 6 March 2023 by 12 noon	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Tuesday 7 March 2023 and Friday 31 March 2023	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Monday 3 April 2023	Nottinghamshire County Council informs other local authorities of final allocations
9	By Tuesday 4 April 2023	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	Friday 14 April 2023	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Monday 17 April 2023	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online and opted to receive an email. Letters are posted second class.
12	Appeals	Primary appeals will begin from May 2023 onwards

12 SECONDARY COORDINATED SCHEME 2023-2024

This scheme is relevant for children transferring from primary school (year 6) to secondary school (year 7) or children transferring to an atypical school in year 9 or year 10.

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 8 August 2022	Information about applying for a school place available to parents
2	Monday 31 October 2022	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 11 November 2022	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	Monday 28 November 2022	Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.
5	By Wednesday 30 November 2022	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
6	By Friday 20 January 2023 by 12 noon	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Tuesday 24 January 2023 and Wednesday 15 February 2023	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Friday 17 February 2023	Nottinghamshire County Council informs other local authorities of final allocations
9	By Monday 20 February 2023	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	Tuesday 28 February 2023	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Wednesday 1 March 2023	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online and opted to receive an email. Letters are posted second class.
12	Appeals	Secondary appeals will begin from April 2023 onwards