

**Nottinghamshire  
Co-ordinated Scheme  
for the  
Admission  
of Pupils to  
Primary Schools  
2009-2010**



**Nottinghamshire  
County Council**

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## Introduction

The co-ordinated scheme for admission to primary school is a mechanism that will ensure that every parent or carer who has applied for a Nottinghamshire primary school for their child in the normal admissions round receives an offer of a school place on the same day.

The co-ordinated scheme is intended to make admission to school easier, more transparent and less stressful for all parents and carers.

The Authority will work collaboratively with all schools in Nottinghamshire for whom the governing body is the admission authority.

Nottinghamshire Local Authority (LA) will be the only body to offer, or convey an offer, for a place at any Nottinghamshire primary school made during the normal admissions round, or at any other time. Similarly, Nottinghamshire Local Authority (LA) will be the only body to refuse or convey a refusal of a place at any Nottinghamshire primary school during the normal admissions round.

The offer of a place to a parent or carer will be made on the offer day, that is, 27 March 2009.

The co-ordinated scheme for primary school admissions arrangements will not affect the responsibility of the governing bodies of voluntary aided and foundation schools to set and apply their own admissions arrangements.

The normal admissions round is the process by which:

- a) an application for the admission of a child to a relevant year group at a school, or schools, is submitted to the LA in accordance with the requirements of the co-ordinated scheme. The relevant year group is Reception in infant and primary schools, Year 3 in junior schools;
- b) all preferences contained within the application are considered by the relevant admission authority for the school(s) concerned and each admission authority determines eligibility in accordance with their published admission criteria;
- c) reference will be made to the parents' or carers' ranked order of preference by Nottinghamshire LA, in order to determine the school for which the offer of a place will be made;
- d) the determination relating to the application is then communicated to the parent or carer on the offer date.

- A Applying for a school place see Annex 1-Timetable
- 1 Parents or carers making an application for admission to any primary school in Nottinghamshire, must use Nottinghamshire LA's common application form.
  2. Parents or carers making an application for admission to any primary school outside Nottinghamshire, must use the common application form for the relevant LA.
  3. Parents or carers can state preferences for any category of maintained primary school in Nottinghamshire, that is:
    - a) community
    - b) voluntary controlled
    - c) voluntary aided
  4. Where Nottinghamshire LA receives a Nottinghamshire common application form from a parent or carer requesting admission to a school in another LA's area, the parent will be advised to contact the relevant LA in order to obtain an application form from that authority.
  5. Parents or carers will be invited to state up to two preferences on the common application form for primary schools in rank order and give their reasons for those preferences.
  6. Any primary school maintained by Nottinghamshire LA receiving a direct application from a parent or carer will inform Nottinghamshire LA so that the parent or carer can receive a common application form.
  7. All common application forms must be returned to Nottinghamshire LA.
  8. Completed common application forms together with any additional information must be returned by the published closing date of 12 January 2009.
  9. The criteria for determining the offer of a place at any primary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme.

## B Additional Information Required by Voluntary Aided Schools

1. Voluntary aided schools sometimes require additional information from parents and carers. This usually relates to church membership, baptism or place of worship.
2. In addition to the common application form, each voluntary aided school in Nottinghamshire may require their own supporting information to be provided on a separate form (a *supplementary form*) which applicants for those primary schools may be required to complete.
3. This form will not in itself be an application form for admission to a voluntary aided school.
4. Parents and carers who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
  - a) Return the completed common application form to Nottinghamshire LA in accordance with the procedures outlined in Section A above;
  - b) Complete the supplementary form(s) and return either together with the common application form to the school or LA by 12 January 2009 or separately as specified in the school's own arrangements;
  - c) Attach any additional information/documentation requested by the admission authority for the school.

### SUPPLEMENTARY FORMS AND DOCUMENTS MAY BE RETURNED TO EITHER THE SCHOOL OR NOTTINGHAMSHIRE LA

5. The supporting information provided on the supplementary form(s) will be used by the respective voluntary aided schools in applying their own admissions criteria.
6. Where additional information is not provided and a supplementary form not submitted in addition to the completed common application form, it is very likely to affect the consideration of the expressed preference by the governing body of that school.
7. The completion and return of the supplementary form does not in itself constitute a valid application for a preferred primary school.
8. For information about late applications, see Section H below.
9. For information about applications outside the normal admissions round, see Section J below.

## C Procedure

1. By 26 January 2009, Nottinghamshire LA will send to admission authorities responsible for admission to any Nottinghamshire school stated on the common application form, details of the applicants for their schools.
2. For all preferences stated on any completed common application form received, the respective admission authorities will apply their published admission criteria.
3. By 27 February 2009 Nottinghamshire LA will:
  - a) have completed a list of provisional offers for primary schools for which it is the admission authority;
  - b) have received notification from other admission authorities of any places which those admission authorities can offer in response to any preference expressed by a parent or carer on a Nottinghamshire common application form.
5. By 16 March 2009, Nottinghamshire LA will:
  - a) compare the list of provisional offers for Nottinghamshire primary schools against the list of provisional offers from other admission authorities;
  - b) make determinations on which provisional offers will be made taking account of the ranking of the expressed preferences on the common application form;
  - c) amend the list of provisional offers for each Nottinghamshire primary school to take account of the determination at point b) above.
6. Where it is the case that a child is eligible for more than one provisional offer of a primary school place, the parent or carer will be offered the highest ranked of those provisional offers as determined by reference to their stated preference on the common application form.
7. At the end of this cycle of determining provisional offers, it will be possible to identify those primary schools which are:
  - a) undersubscribed; or
  - b) oversubscribed.

For undersubscribed primary schools, it will have been possible to have met all preferences.

## D The offer of a primary school place

1. Parents and carers will only receive a single offer of a place for admission to a Nottinghamshire primary school.
2. All offers of the primary school place will be made on the offer day, 27 March 2009.
3. Nottinghamshire LA will make all offers of primary school places on behalf of:
  - a) those community and voluntary controlled primary schools for which it is the admission authority; and
  - b) any other admission authority which is offering a place in a Nottinghamshire primary school.
4. All primary schools within Nottinghamshire will be sent a list of those children whose parents will be offered a place at the school by 16 March 2009.

## E Unallocated Preferences

1. In some cases, Nottinghamshire LA will not be able to make or convey an offer for any of the preferences expressed by a parent or carer of a child. Nottinghamshire LA will, therefore, refuse or convey a refusal for each preference. For Nottinghamshire residents, for whom no preference can be met, a place will be allocated to the child at the catchment area community (or voluntary controlled) primary school (linked junior/primary in the case of Year 3 admissions) if places remain at that school. If the catchment area school is oversubscribed, a place will be offered at the nearest school (measured by available walking route) with places available. Places will be allocated according to the admission criteria. The parent or carer will have the right to appeal against each refusal, but will be asked to accept the allocated place, where relevant, and/or consider making a further application for up to two different schools.

## F Waiting Lists

1. Nottinghamshire LA will operate a waiting list for all primary schools in Nottinghamshire where the number of applications received during the normal admissions round for those schools has exceeded the number of available places in the admission year.
2. Names of children will automatically be placed on the waiting list for a primary school place where they have been refused a place and where it is ranked above that primary school at which a place has been offered.

3. A vacancy arises in an admission year only when, during the normal admissions round, the number of offers for a particular primary school falls below the admission number applicable to that school for that year group.
4. The waiting list will operate on the offer day and will be maintained as follows:
  - (i) up to the last day of the spring term 2010 for Reception Year;
  - (ii) up to end of the first week of the autumn term 2009 for Year 3.
5. Priority on the waiting list will be determined by reference to the appropriate admission authority's admission criteria.
6. Following the offer day, should a completed common application form be received for a primary school where the pupil has a higher priority for that primary school as determined by reference to the school's published admissions criteria, they will be placed above those with a lower priority.

## G Right of Appeal

Any parent or carer whose child is refused a primary school place for which they have applied has the right of appeal to an independent appeals panel\*. The right of appeal also applies at times other than at the normal time of admission to school (for example, when families move into the area during the school year). Parents and carers who have missed the normal deadlines for applying for admission to primary school or who have had an offer of a place withdrawn also have a right of appeal if they are refused a place.

The School Admissions Code sets out the special arrangements for some twice excluded pupils.

## H Late Applications

1. Certain late applications submitted in the normal admissions round that are received by Nottinghamshire LA up to 23 January 2009 will be included in the allocations of primary school places notified on the offer day. Such applications will be from parents or carers who:
  - i) have moved into the area of Nottinghamshire LA; or
  - ii) have moved from one Nottinghamshire LA catchment area to another Nottinghamshire LA catchment area; or
  - iii) can establish at the time of completing the form that there were exceptional reasons for missing the closing date.

and, therefore, were unable to meet the published closing date.

Voluntary aided schools will consider such applications as far as practical up to the date when applications are ranked.

2. All other late applications for primary school places and any under point (1) above received by Nottinghamshire LA after 23 January 2009 will be dealt with after the offer day.

## I Dealing with applications after the offer day but before the child would start school

Applications received on a common application form after the offer day, but before the child would start school, or late applications as defined in Section H above, will be dealt with in ranked order.

1. Where the first ranked preference is for a school which is undersubscribed, Nottinghamshire LA will make or convey an offer to the parent or carer and inform the school.
2. Where the first ranked preference is for a school which is oversubscribed, and it is possible to place the name of the child on the waiting list for that school, the position on the waiting list will be determined by reference to the admission criteria of the school.
3. The second ranked school will then be considered, as in paragraphs 1 – 3 above.
4. If it is not possible to make an offer for either of the preferences expressed by a parent or carer, a place will be allocated as indicated in Section E above.

## J Applications Outside of the Normal Admissions Round

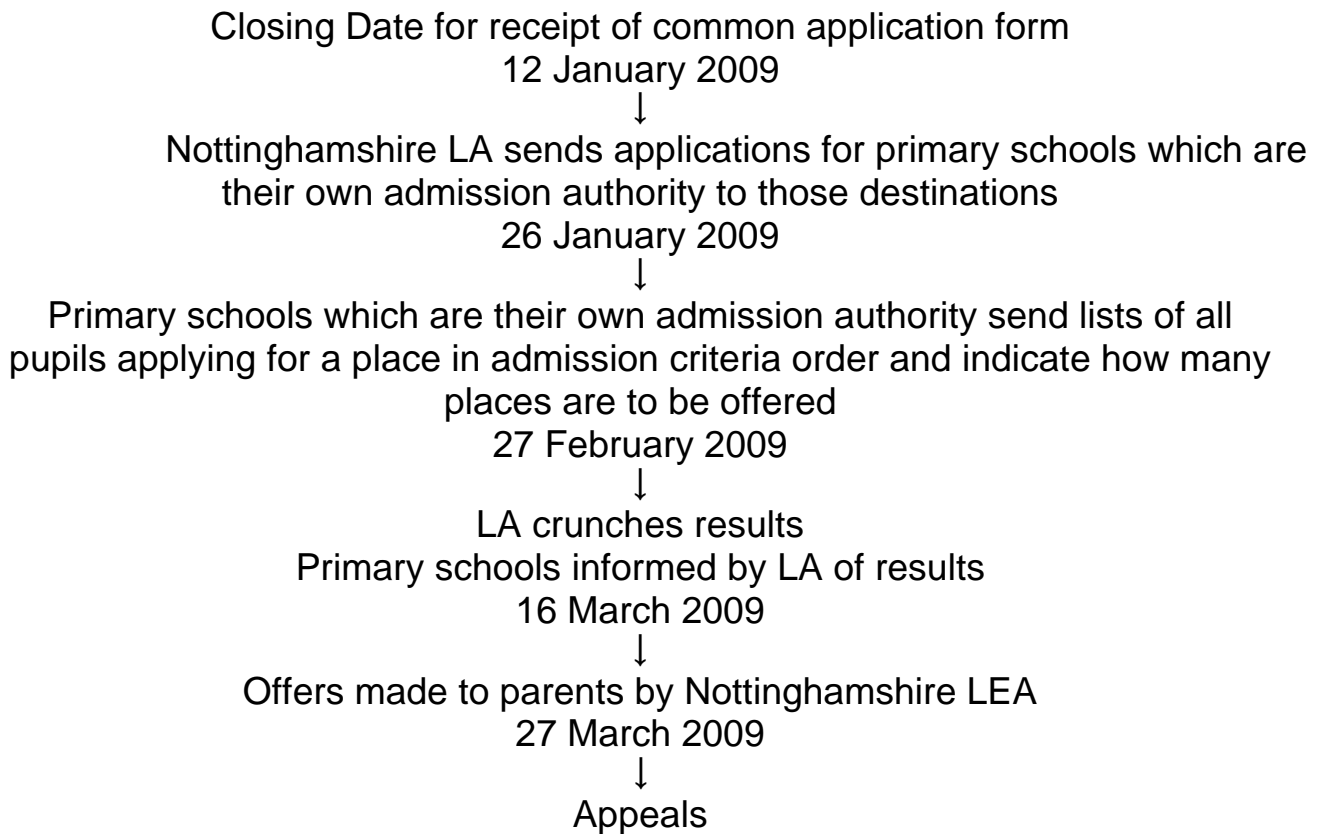
1. All applications for admission to a Nottinghamshire primary school outside of the normal admissions round must be made on the common application form.
2. Any supplementary forms required by voluntary aided schools must be completed at the time of application, see Section B above.
3. Parents and carers will be invited to state on the common application form up to three preferences for primary schools in rank order.
4. Parents and carers can state preferences for any primary school maintained by Nottinghamshire LA.
5. The preferences will be dealt with in ranked order. Where the first ranked preference is a primary school for which Nottinghamshire LA is the

admissions authority, this will be dealt with before the second and third ranked preferences.

6. Where the first ranked preference (or another lower preference, if necessary) is for a primary school for which Nottinghamshire LA is not the admissions authority the application will be forwarded to the respective admissions authority whilst consideration is given to lower ranked preferences at those primary schools for which Nottinghamshire LA is the admissions authority. The relevant admissions authority will aim to inform Nottinghamshire LA of the outcome of its consideration within 10 school days.
7. The determination of a place at a primary school will be based on consideration of the application in accordance with each admission authority's arrangements for admissions.
8. The offer of a place at a Nottinghamshire primary school will be made by the appropriate admission authority for the school.

## ANNEX 1

### Timetable for Co-ordinated Admissions Arrangements



## **ANNEX 2**

### **Criteria for the Offer of a Single place at a Primary School**

1. A parent or carer will only receive one offer of a place at any Nottinghamshire primary school having completed the common application form.
2. Parents and carers are able to express up to two preferences and give reasons for each of those preferences for the primary schools they wish their child to attend and list them in rank order.
3. All preferences will be assessed against the appropriate published admissions criteria for each primary school.
4. Where a preference can be met up to the admission limit of a primary school, the child becomes eligible for a provisional offer.
5. Where there is only one primary school for which a preference can be met, the offer of a place at a primary school made to the parent or carer on the offer day will be for that primary school.
5. Where there are more than one provisional offers which could be made, the ranking of the expressed preferences as listed on the common application form will be used to determine which of those provisional offers becomes the offer of a place at a primary school made to the parent or carer on the offer day.