

**REPORT OF THE CABINET MEMBER FOR CHILDREN AND YOUNG
PEOPLE'S SERVICES**

NOTTINGHAMSHIRE SCHOOL ADMISSION ARRANGEMENTS 2013/2014

Purpose of the Report

1. To determine the arrangements for admission of pupils to Nottinghamshire voluntary controlled and community schools and coordinated admission arrangements for all pupils resident within Nottinghamshire and those applying for Nottinghamshire schools for 2013/2014.
2. These arrangements for 2013/2014 specifically include:
 - oversubscription criteria and previously agreed variation to standard criteria **(Appendix 1)**
 - planned admission numbers (PANs) for voluntary controlled and community schools **(Appendix 2)**
 - proposals for changes of linked family of schools affecting Heathlands Primary School **(Appendix 3)**
 - Nottinghamshire's Coordinated Scheme for 2013/2014 (intake and in-year arrangements) **(Appendix 4)**

Information and Advice

Background

3. Nottinghamshire County Council as the Local Authority is responsible for co-ordinating admission arrangements for all maintained schools and Academies in its area and for determining admission arrangements for community and voluntary controlled schools. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Codes (SAC) 2010 and 2012
4. All admission authorities must consult on their proposed admission arrangements by 1 March in the determination year for those schools for which they are responsible. The County Council carried out consultation between 1 December 2011 and 31 January 2012 with:
 - all other admission authorities within the relevant area¹
 - admission authorities in neighbouring local authority areas

¹ Nottinghamshire has previously consulted on its relevant area and has established 7 relevant areas which are coterminous with the 7 district council areas – there is no proposal to change this arrangement

- the relevant religious authorities
 - parents and community groups with an interest in the local area
 - the School Admissions Forum.
5. The consultation this year has included additional admissions related issues required by new legislation and local priorities. The full consultation document was posted on the County Council's public website. An email notifying consultees together with an advert in the local press was issued week commencing 1 December 2011.
 6. Admission arrangements must be agreed (determined) by 15 April 2012 and notified to the Secretary of State even if they have not changed from previous years and a consultation has not been required.
 7. A total of 109 responses to the proposals were received by the closing date of 31 January 2012, predominantly to clarify PANs. In summary these are:
 - planned admission numbers - 43 responses were received, 17 agreed with the planned admission number, 2 disagreed and have proposed an amendment to their PAN, 24 had no view on the PAN
 - to link Heathlands Primary School with Joseph Whitaker Academy – 34 responses were received, 10 agreed with the proposal; 24 had no view
 - timelines and arrangements for coordinated scheme 2013/2014 – 32 responses were received – 10 agreed with the proposed arrangements, 1 disagreed with the arrangements and 21 had no view.

Key points for consideration:

Oversubscription criteria and agreed variations to standard criteria

8. The general admission arrangements are included at **Appendix 1** (for information only) together with the standard oversubscription criteria and details of those schools with previously agreed variations. These remain unchanged from 2012-2013 with the exception of broader definitions from 2013 for Looked After Children and the inclusion of more specific definitions for Service Families. The definition of multiple births and arrangements for admission of these pupils has also been revised to take account of the new exception to infant class sizes.
9. Oversubscription criteria are the published admissions criteria that an admissions authority uses to determine the priority of applications for school places. These criteria are used only in the event of more applications being received than there are places available: that is, when the number of applications exceeds the planned admissions number. Proposed standard oversubscription criteria for county community and voluntary controlled schools together with any variations from the standard criteria (for example in order to reflect the particular religious affiliation of a voluntary controlled school) are all described in the main consultation document. They are applied in the event of over-subscription only after those pupils with a statement of special educational needs have first been offered a place.

Planned Admission Numbers – PANs

10. All schools must have an admission number for each relevant age group. This is defined in law as an age group in which pupils are or will normally be admitted to the school in

question. The agreed planned admission numbers (PANs) for all Nottinghamshire community and voluntary controlled schools are included in **Appendix 2**. Where there has been a change to PAN the information is **highlighted**.

11. For applications outside the normal admissions round, applications for admission to other year groups will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the PAN which applied when the year group was first admitted to the school will apply. If places are available within the year group the child will normally be admitted to the school.

Changes to Heathlands Primary School linked secondary school

12. Consultation has been undertaken with relevant parties by Nottinghamshire County Council and by Joseph Whitaker School as an own admission authority in relation to the linking of Heathlands Primary School, previously part of the Samworth Church Academy family, with the Joseph Whitaker Academy.
13. Discussion around the proposals has been undertaken with all existing linked primary schools of the Joseph Whitaker family and no objection to the proposed arrangement has been received. The proposal formalises an arrangement that has become the practice over several years of Heathlands parents expressing a preference for the Joseph Whitaker Academy rather than Samworth.
14. The proposed admission arrangements including reference to the linked school in the oversubscription criteria (as in **Appendix 3**) now require formal ratification ('determination') by Joseph Whitaker Academy. However the County Council also needs to determine that Heathlands Primary School will now be linked for school admission purposes to the Joseph Whitaker School.

Co-ordinated and In-Year Coordinated Admissions Schemes 2013/2014

15. From 2011/2012 local authorities were required to have 'Co-ordinated Schemes' in place for coordinating all applications from parents to maintained schools and Academies in their area. Local Authorities were also required to introduce an In-year Co-ordinated Scheme with effect from September 2010, to deal with what are sometimes referred to as 'casual' or 'mid-year' admissions. Full details of the Co-ordinated Schemes dealing with both the normal admissions round and in-year admissions, including timelines for co-ordinated arrangements are attached as **Appendix 4**. The 2012 Admissions Code removes the legal obligation for local authorities to co-ordinate in-year admissions from September 2013 but there is a continuing statutory obligation to provide information on how in-year applications can be made and how they will be dealt with. From that date, own admission authorities (OAAs) are able to manage such applications themselves, though they must notify the County Council of certain application details. It is proposed that there should be consultation during the current year for views on how best to manage in-year applications in view of the County Council's continuing statutory obligations.
16. Co-ordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area ('the home authority') who has applied to a maintained school or Academy is sent one, and only one, offer of a school place by their local authority. Parents/carers can state preferences for any category of maintained school, either in

Nottinghamshire (the 'home local authority') or any other school in another local authority area. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council only, irrespective of the school they are applying for. All offers of school places, including those made on behalf of own Admission Authorities (foundation and aided schools and Academies), will be made by Nottinghamshire County Council as the Local Authority in its role as co-ordinator of the admissions schemes.

17. Parents can express up to **four** preferences in priority order on a common application form for primary and secondary schools. If a school is over-subscribed, all preferences will be considered against the over-subscription criteria for each named school by the appropriate admission authority on an 'equal preference' basis. If more than one offer could be made, the parent's highest ranked preference, decided in accordance with the admissions over-subscription criteria for the individual school, will be offered to the parent. Members should note that the 2012 Code has introduced a national primary offer date (16 April) from 2014/2015, in addition to the already established 1 March date for secondary schools.
18. No change is proposed to the Nottinghamshire Fair Access Protocol which ensures that unplaced and vulnerable children and young people will be offered a place at a suitable school as quickly as possible.

Other Options Considered

19. All of the recommendations in this report are the product of careful consideration of the existing arrangements against the requirements of the revised School Admissions Code and the views of consultees. Consistency and continuity are important aspects of school admission arrangements to enable both parents and schools to plan well ahead for their children. Consequently changes which are proposed are in response to new legislation, to enhance the fairness of the arrangements, or in response to demographic and other local changes which make it necessary to amend the arrangements to better meet parents' needs and aspirations.

Reason/s for Recommendation/s

20. Nottinghamshire County Council as the Local Authority is responsible for co-ordinating admission arrangements for all maintained schools and Academies in its area and for determining admission arrangements for community and voluntary controlled schools. These requirements are described in the School Standards and Framework Act (SSFA) 1998 and the School Admissions Codes (SAC) 2010 and 2012. The recommendations enable the County Council to meet its statutory responsibilities with regard to the School Admissions Codes 2010 and 2012 in a way which balances the wishes and aspirations of parents with schools' local priorities.

Statutory and Policy Implications

21. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

22. Over 25,000 families express a school preference each year. These admission arrangements aim to create a fair and transparent system for allocating school places.

Financial Implications

23. There are no direct financial implications arising as a result of these arrangements.

Equalities Implications

24. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:
- eliminate unlawful discrimination, harassment and victimisation.
 - advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
 - foster good relations between people who share protected characteristics and those who do not.
25. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.
26. An EIA has been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

RECOMMENDATION/S

That:

- 1) the general admission arrangements and oversubscription criteria, including agreed variations as attached at **Appendix 1** are approved.
- 2) planned admission numbers (PANs) for 2013-2014 as attached (**Appendix 2**) are approved.
- 3) the arrangements to link Heathlands Primary School to the Joseph Whitaker Academy are approved (**Appendix 3**)
- 4) the co-ordinated and in-year admission schemes for 2013-2014 and new timelines for 2013-2014 are approved (**Appendix 4**)

Councillor Philip Owen
Cabinet Member for Children and Young People's Services

For any enquiries about this report please contact:

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Constitutional Comments (LM 01/03/12)

27. The recommendations in the report fall within the constitutional delegation to the full Council Meeting.

Financial Comments (NDR 29/02/12)

28. The financial implications are referred to in paragraph 23 of the report.

Background Papers

School Admissions Code 2012

School Admissions Code 2009 (revised 2010)

Education Act 2011

Nottinghamshire County Council Consultation on Admission Arrangements Community and Voluntary Controlled Schools 2013-2014 (including unchanged oversubscription criteria)

Equality Impact Assessment

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

All.

M19C2993

List of Appendices

- Appendix 1 Oversubscription criteria and agreed variations – unchanged from 2012/2013
- Appendix 2 Planned Admission Numbers 2013-2014
- Appendix 3 Admission Criteria for Joseph Whitaker School including Heathlands Primary School as a linked primary school.
- Appendix 4 Co-ordinated Admission Schemes and timelines
- i. Co-ordinated Scheme 2013-2014
 - ii In-Year Co-ordinated Scheme 2013-2014

Admission arrangements and oversubscription criteria for community and voluntary controlled schools for 2013-2014 remain the same as those determined for 2012-2013.

In all the standard criteria, the following statements apply:

- For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:
 - “Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child’s particular needs. **The evidence must be presented at the time of application.**”
- The appropriate designated officer will consider each case on its merits and determine the allocation of any such place on the basis of written evidence. Admission under ‘special circumstances’ will take precedence over all but the first numbered criteria.
- In the event of oversubscription, the criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.
- In the event of oversubscription, within any criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the entrance to the child’s home to the principal entrance to the main administrative building of the school using arcview.
- Children of nomadic travellers will be allocated a place at their catchment area school.

STANDARD RECEPTION CRITERIA – INFANT AND PRIMARY SCHOOLS 2013/2014

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area
- 4 Children who, live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Other children who live outside the catchment area

VARIATION TO STANDARD RECEPTION CRITERIA – INFANT AND PRIMARY SCHOOLS 2013/2014

Most Nottinghamshire community and voluntary controlled infant and primary schools use the standard admission criteria. However, the following have an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith:

- All Hallows CE Primary School, Gedling
- Cuckney CE Primary School, Cuckney
- Dean Hole CE Primary School, Caunton
- Holy Trinity CE Infant School, Southwell
- Kneesall CE Primary School, Kneesall
- North Leverton CE Primary School, North Leverton
- North Wheatley CE Primary School, North Wheatley
- Ranby CE Primary School, Ranby
- St John's CE Primary School, Stapleford
- St Andrew's CE Primary School, Skegby, Sutton in Ashfield
- St Matthew's CE Primary, Normanton on Trent
- St Peter's CE Primary School, East Bridgford
- St Wilfrid's CE Primary School, Calverton
- Trowell CE Primary School, Trowell

STANDARD JUNIOR/PRIMARY SCHOOL CRITERIA – YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL – 2013-2014

- 1 Children looked after by a local authority
- 2 Children who attend the linked infant school and who, at the time of admission, will have a brother or sister at the school or the linked infant school
- 3 Other children who attend the linked infant school
- 4 Children who live inside the catchment area but who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area and do not attend the linked infant school
- 6 Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Other children who live outside the catchment area and who do not attend the linked infant school

VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA – YEAR 3 INTAKE 2013-14

Most Nottinghamshire community and voluntary controlled junior and primary schools who have an intake at year 3 use the standard admission criteria. However, the following has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith:

- Lowe’s Wong Junior School, Southwell

The schools named below have a variation to the standard junior/primary criteria, intake at year 3 for 2013-2014 as follows:

- Bagthorpe Primary School, Bagthorpe
- Bispham Drive Junior School, Toton
- St Peter’s CE Junior School, Ruddington

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area **and** attend the linked infant school and who, at the time of admission, will have a brother or sister at the school **or** the linked infant school
- 3 Other children who live in the catchment area **and** attend the linked infant school
- 4 Children who live inside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area and do not attend the linked infant school
- 6 Children who live outside the catchment area but attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Children who live outside the catchment area but attend the linked infant school
- 8 Children who live outside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school (or the linked infant school)
- 9 Other children who live outside the catchment area.

STANDARD SECONDARY SCHOOL CRITERIA – YEAR 7 ADMISSIONS 2013-2014

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school and who, will have a brother or sister at the preferred secondary school at the time of admission
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications preceding admission to secondary school
- 7 Other children who live outside the catchment area

STANDARD SECONDARY SCHOOL CRITERIA – YEAR 12 ADMISSIONS 2013-14

- 1 Children looked after by a local authority
- 2 Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 5 Other children who live outside the catchment area

*Exact course requirements may vary and will be published in the school's brochure/Post 16 booklet.

ASHFIELD AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
Annie Holgate Infant	60		
Annie Holgate Junior		60	
Bagthorpe Primary	15	15	
Beardall Street Primary	30		
Broomhill Junior		60	
Butlers Hill Infant	60		
Carsic Primary	60		
Croft Primary	50		
Dalestorth Primary	30		
Daneswood Junior		48	
Edgewood Primary	40		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
Hillocks Primary	30		
Hillside Primary	60		
Holgate Comprehensive			240
Holly Hill Primary	50		
Jacksdale Primary	25	20	
Jeffries Primary	40		
John Davies Primary	30	35	
<i>Kingsway Primary</i>	45		
Kirkby Woodhouse Primary	50		
Leamington Primary	60		
Leen Mills Primary	50		
Mapplewells Primary	30		
Morven Park Primary	60		
Orchard Primary	40		
Priestsic Primary	60		
St Andrews CE Primary	45		
Selston Arts & Community College			180
Selston CE Infant	25		
Sutton Centre Community College			167
Underwood CE Primary	25		
Westwood Infant	20		

BASSETLAW AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Beckingham Primary	15		
Bracken Lane Primary	30		
Carr Hill Primary	40	50	
Clarborough Primary	20		
Cuckney CE Primary	20		
Dunham CE Primary	15		
East Markham Primary	15		
Elizabethan High			240
Elkesley Primary	15		
Everton Primary	15		
Gateford Park Primary	30		
Haggonfields Primary	18		
Hallcroft Infant	40		
<i>Kingston Park Primary</i>	45		
Langold Dyscarr Primary	30		
Mattersey Primary	10		
Misson Primary	16		
Misterton Primary	30		
North Leverton CE Primary	15		
North Wheatley CE Primary	8		
<i>Ordsall Primary</i>	60		
Portland Comprehensive			300
Prospect Hill Infant	60		
Prospect Hill Junior		60	
Rampton Primary	10		
Ramsden Primary	25		
Ranby CE Primary	10		
<i>Ranskill Primary</i>	20		
<i>Redlands Primary</i>	60		
Retford Oaks High			240
Ryton Park Primary	75		
<i>Sir Edmund Hillary Primary</i>	55		
St Augustine's Infant	60		
St Augustine's Junior		60	
St John's CE Primary	60		
St Matthew's CE Primary	10		
Thrumpton Primary	30		
Tuxford Primary	30		
Valley Comprehensive			300
Walkeringham Primary	8		

BROXTOWE AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Albany Infant	60		
Albany Junior		60	
Alderman Pounder Infant	70		
Alderman White			240
Awsorth Primary	40		
Banks Road Infant	60		
Beeston Fields Primary	40		
Bispham Drive Junior		60	
Bramcote Hills Primary	50		
Bramcote Park Business & Enterprise			153
Brinsley Primary	30		
<i>Brookhill Leys Primary</i>	60		
<i>Chetwynd Road Primary*</i>	43		
College House Junior		80	
Eastwood Comprehensive			210
Eskdale Junior		70	
Fairfield Primary	30	70	
Gilthill Primary	30		
Greasley Beauvale Primary	50		
Hollywell Primary	30		
Horsendale Primary	30		
John Clifford Primary	60		
Kimberley Primary	20		
Larkfields Infant	60		
Larkfields Junior		60	
Lynncroft Primary	30		
Meadow Lane Infant	70		
Mornington Primary	40		
Round Hill Primary	60		
Rylands Junior	50		
Springbank Primary	30		
St John's CE Primary	15		
Sunnyside Primary	30		
Trent Vale Infant	50		
<i>Trowell CE Primary</i>	30		
Wadsworth Fields Primary	60		
William Lilley Infant	60		

*Secretary of State has issued an Academy order that Chetwynd Road will convert to academy status (by 1 March 2012) and will form part of the George Spencer Multi Academy Trust

GEDLING AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Gates Primary	30		
All Hallows CE Primary	30		
Arnbrook Primary	40		
Arno Vale Junior		60	
Arnold Mill Primary	40		
Arnold View Primary	40		
<i>Burton Joyce Primary</i>	60		
Carlton Central Infant	45		
Carlton Central Junior		50	
Colonel Frank Seely Comprehensive			180
Coppice Farm Primary	30		
Ernehale Infant	60		
Ernehale Junior		60	
The Gedling			180
Haddon Primary	30		
Hawthorne Primary	25		
Killisick Junior		50	
Lambley Primary	18		
Manor Park Infant	40		
Mapperley Plains Primary	45		
Netherfield Primary	60		
<i>Newstead Primary</i>	16		
Parkdale Primary	60		
Phoenix Infant	60		
Pinewood Infant	45		
Porchester Junior		45	
<i>Priory Junior</i>		60	
<i>Richard Bonington Primary</i>	50		
Robert Mellors Primary	30		
Sir John Sherbrooke Junior		50	
St Wilfrid's CE Primary	30		
Standhill Infant	45		
<i>Stanhope Primary</i>	35		
Westdale Infant	60		
Westdale Junior		60	
Willow Farm Primary	30		
Woodthorpe Infant	60		

MANSFIELD AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Primary	30		
Asquith Primary	45		
Berry Hill Primary	45		
Birklands Primary	40		
The Brunts School			240
Church Vale Primary	30		
Crescent Primary	50		
Eastlands Junior		40	
Ethel Wainwright Primary	60		
Farmilo Primary	30		
Forest Town Primary	45		
Garibaldi College			185
Heatherley Primary	30		
Heathlands Primary	25		
Hetts Lane Infant	60		
High Oakham Primary	60		
Holly Primary	40		
Intake Farm Primary	30		
John T Rice Infant	45		
King Edward Primary	50		
Leas Park Junior		70	
Meden School & Technology College			240
Netherfield Infant	40		
Nettleworth Infant	70		
Newgate Lane Primary	30		
Newlands Junior		45	
Northfield Primary	30		
Oak Tree Primary	40		
Peafield Lane Primary	45		
Robin Hood Primary	30		
Rosebrook Primary	40		
Sherwood Junior		60	
St Edmunds CE Primary	30		
Sutton Road Primary	50		
Wynndale Primary	30		

NEWARK AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Bishop Alexander Primary	45		
Bleasby CE Primary	20		
Blidworth Oaks Primary	45		
Bowbridge Primary	60		
Chuter Ede Primary	90		
Coddington CE Primary	60		
Crompton View Primary	40		
Dean Hole CE Primary	8		
The Dukeries Community College			225
Forest View Junior		60	
Grove Comprehensive			210
Halam CE Primary	17		
Hawtonville Junior		60	
Holy Trinity CE Infant	25		
John Blow Primary	30		
John Hunt Primary	60		
King Edwin Primary	50		
Kirklington Primary	8		
<i>Kneesall CE Primary</i>	15		
Lake View Primary	30		
Lovers Lane Primary	30		
Lowe's Wong Infant	70		
Lowe's Wong Anglican Methodist Junior		100	
Manners Sutton Primary	8		
Maun Infant	60		
Mount CE Primary	30		
Muskham Primary	30		
North Clifton Primary	8		
Norwell CE Primary	10		
Oliver Quibell Infant	40		
Ollerton Primary	50		
Python Hill Primary	50		
Queen Eleanor Primary	10		
Ravenshead CE Primary	60		
Samuel Barlow Primary	40		
St Peters CE Primary	30		
Sutton on Trent Primary	20		
Walesby CE Primary	20		
Winthorpe Primary	15		

RUSHCLIFFE AREA			
Planned Admission Numbers 2013-2014			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Road Primary	60		
Brookside Primary	30		
Bunny CE Primary	14		
<i>Candleby Lane Primary</i>	75		
Carnarvon Primary	60		
Costock CE Primary	10		
Cropwell Bishop Primary	30		
Crossdale Drive Primary	30		
Edwalton Primary	50		
Flintham Primary	15		
Gotham Primary	25		
Greythorn Primary	45		
Harry Carlton Comprehensive			200
Heymann Primary	50		
James Peacock Infant	70		
Jesse Gray Primary	60		
Keyworth Primary	30		
Kinoulton Primary	20		
Lady Bay Primary	60		
Langar CE Primary	15		
Lantern Lane Primary	44		
Normanton on Soar Primary	12		
Orston Primary	20		
Radcliffe on Trent Infant	70		
Radcliffe on Trent Junior		70	
Robert Miles Infant	60		
Robert Miles Junior		60	
St Peters East Bridgford CE Primary	30		
St Peters Ruddington CE Junior		60	
Sutton Bonnington Primary	30		
Tollerton Primary	30		
West Bridgford Infant	81		
West Bridgford Junior		80	
Willoughby Primary	7		
Willowbrook Primary	30		

**The Joseph Whitaker School
An Academy and Specialist Sports College**

Proposed Admission arrangements – 2013/2014

The planned admission number for Year 7 in September, 2013 is 208. The Governors will consider any application above this number in any year group to satisfy themselves that further admission does not prejudice the provision of efficient education or the efficient use of resources.

Children for whom The Joseph Whitaker School is the named school in a statement of special educational need will be automatically offered a place at the school

If the school is oversubscribed, the following criteria will be used to determine the allocation of places. In the event of over subscription in any of the categories, other than category 2, proximity to the school measured 'as the crow flies' from the entrance of the child's home to the principal entrance of the main administrative building of the school will be used as the determining factor.

- 1. Children in public care who are 'looked after' or 'previously looked after' as set out in the Admissions Code at the time an application for admission is made. The Governors require submission of the legal documentation which provides evidence that the child is 'looked after' or 'previously looked after' at the time of application.*
- 2. Up to 20 places will be allocated to pupils who, at the closing date for applications, can show an aptitude for sport, including dance, and whose parents have requested a place at the school. Places will be allocated to those achieving the highest scores following the completion of an appropriate trial or audition process as published in the school's prospectus.*
- 3. Applicants who can establish exceptional medical or social grounds relating to the child or to the circumstances of the family.*
- 4. Applications for admission for children of members of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Note: this forms a part of the Academy's commitment to maintaining and improving high standards of teaching and learning within the school).*
- 5. Children who attend the original Joseph Whitaker family of schools (Abbey Gates Primary School, Lake View Primary School, Blidworth Oaks Primary School, Python Hill Primary School and Ravenshead C of E Primary School) and who were on the roll of one of these schools on the closing date for applications preceding admission to secondary school. Within this category, first priority will be given to those who already have a brother or sister attending The Joseph Whitaker School.*
- 6. Children not attending the original Joseph Whitaker family of schools above who have a brother or sister attending The Joseph Whitaker School.*
- 7. Children who attend schools that have joined the Joseph Whitaker family of schools since September, 2011 (Heathlands Primary and Nursery School), who were on the roll of the school on the closing date for applications preceding admission to secondary school.*
- 8. Remaining places will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principle entrance of the main administrative building of the school. Note; where the final remaining place requires decision between children of a multiple birth, both or all of the children will be admitted.*

*In the event of over subscription, the governors will operate a waiting list for the autumn term only. A child's place on the waiting list will be determined by the above criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received. All applications for places in the normal year of entry are made on the common application form **together with a supplementary form which is available from the school and is contained within the prospectus.***

For entrance to the school in September, 2013, the timetable for applications and closing dates are those set out in the co-ordinated admissions scheme, a copy of which is available from Nottinghamshire County Council.

Sixth Form Admissions

Admissions into the Sixth Form will be allocated to those who have applied by the closing date and who meet the school's minimum entry requirements having regard to the following factors set out in order of priority:

1. Pupils transferring from within The Joseph Whitaker School are guaranteed a place irrespective of numbers.
2. Pupils transferring from other schools up to a total maximum number of students in Year 12 and year 13 of 300.

In the event of there being more applicants than places available in 2 above, the deciding factors will be, in order of priority:

- (i) Whether there is a brother or sister on The Joseph Whitaker School roll at the time of entry to the Sixth Form;
- (ii) Pupils who live nearest to the school 'as the crow flies' with distances measured from the entrance to the pupil's home to the principle entrance of the main administrative building of the school.

The minimum entry requirements are 5 GCSE A*-C or qualifications that the school deem equivalent together with an appropriate level pass in subjects to be studied. Further details are available from the school. The Governors reserve the right not to allow progression to Year 13 if achievement in Year 12 is unsatisfactory and requires the student to retake that year.

Late and In Year Applications

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered, providing the applicant can evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

Applications received in year must be made directly to the school and will be dealt with in accordance with the above criteria. In the event of a place being available in the appropriate year group then that will be offered.

Where in year applications are received from children for whom The Joseph Whitaker School is the named school in a statement of special educational needs the school will admit regardless of whether or not a place is available in that year group.

Applications from Service Personnel

Children of service personnel (armed forces), Crown Servants and British Council employees with a confirmed posting to the area of the family of schools will be allocated a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Withdrawing an Offer of a Place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would indicate fraudulent application, intentionally misleading applications, a false claim to residence leading to entry to one of the schools in the family of schools, and the failure of a parent to respond to an offer of a place within a reasonable amount of time. **Proof of residency and of the registration of the child at their previous school will normally be required for all applications to The Joseph Whitaker School other than transfers from the family of schools and service personnel as set out above.**

Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. Any appeal must be made to the Clerk to the Governing Body in the first instance. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances.

Definition of Terms

Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions as set out in section 22(1) of the Children Act 1989. "Previously looked after children" means children who were adopted within the terms of Section 46 of the Adoption and Children Act 2002 or subject to residence orders as set out in Section 8 of the Children Act 1989 or special guardianship orders as set out in section 14A of the Children Act 1989 immediately following having been looked after.

The Governors require documentary evidence in line with the above to be made available to the school at the time of application.

Exceptional circumstances

Supporting written evidence from a doctor and/or other relevant professional agencies must be provided to the school at the time of application, together with details of the particular reasons why it is considered The Joseph Whitaker School is the most suitable school and the difficulties that would be caused if the child had to attend another school. Each case will be considered on its merits and the Governing Body may seek any independent specialist advice deemed necessary.

Residence

This is defined as the child's ordinary place of residence, which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. The School may seek proof of residence and may require evidence from the courts regarding parental responsibilities in these matters. Evidence that a child's place of residence is permanent may also be sought. Such evidence should demonstrate that the child lived at the address before the application was made and will continue to live there after the time of admission. Informal arrangements, even between parents, are not acceptable.

Brother and Sister

The Governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or a legally adopted child living at the same address as the child.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Measuring Distance 'As the Crow Flies'

The Governors of the school use 'Microsoft Auto Route' to measure distance "as the crow flies."

Specialist Sports College places

Applicants will be awarded points as follows:

Commitment to the Specialist Sports College ethos	3 points
For regular involvement in school/external sport	up to 3 points
For regular involvement in school/external dance	up to 3 points
For regular involvement in sport at County or National level	up to 3 points
For regular involvement with dance as part of the performing arts at County or equivalent level	up to 3 points

For exceptional aptitude in sport or dance [as judged by the School's Sports College Staff during the trial/audition process]

up to 9 points

All points will be added and a rank order of students produced with the highest score first. Then up to 20 students who have demonstrated an aptitude for sport or dance will be allocated places based on this list. Unsuccessful students will join the pool for the remaining places. These students will be admitted on the basis of the remaining criteria.

Trials and auditions will take place in October and/or November. All candidates will be involved in group and/or individual work depending on the sport involved and aimed at judging the students aptitude both individually and as part of a team.

Please note that the candidate's primary school, club or other organisation may be approached to confirm any involvement in any sporting or dance activities mentioned on the application form.

**NOTTINGHAMSHIRE COUNTY COUNCIL'S
COORDINATED SCHEMES 2013-2014**

Introduction

This scheme explains how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools, academies and free schools. The School Admissions Code states that “Co-ordination schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Co-ordination establishes a mechanism that ensures 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 their local authority (“the home authority”).

Parents/carers can state preferences for any category of maintained school and Academy school, either in Nottinghamshire (“home local authority”) or any other school in another local authority area.

Governing Bodies of voluntary aided, foundation, trust schools, academy schools and free schools are responsible for determining their own admissions and appeals arrangements.

Nottinghamshire County Council’s coordinated scheme applies to:

- Children starting school for the first time (Reception intake);
- Children transferring from infant schools to junior education; (Y3 intake)
- Children transferring from primary phase to secondary education (Y7 intake)
(these are known as “normal admissions rounds”)

Applications for admission at any other time than those listed above is known as “In-year admissions”

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

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

All offers of a place during the “normal admissions round” and in year applications will be made as detailed in the timelines.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made on-line, by telephone or by completing a paper application form.
2. Applications from parents or carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.
4. Applications from parents/carers for a place at a voluntary controlled, voluntary aided, trust, foundation or academy school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary information form or other written evidence, e.g. from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admissions criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form.
5. All completed applications by Nottinghamshire County Council residents together with any additional information or supplementary application forms must be returned to Nottinghamshire County Council.

Processing applications

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

- 1 Nottinghamshire County Council will first exchange information about preferences for other Local Authority schools with our neighbouring local authorities.
2. 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
3. Each admission authority will then apply their published admission criteria to all preferences to determine whether a place can/cannot be offered.
4. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
5. For residents of other local authorities, Nottinghamshire County Council will inform the “home local authority” whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

Provisional offers

6. Following exchange of information Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered Nottinghamshire County Council will provisionally allocate the highest preference.
1. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure the highest preference possible can be allocated.
8. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission criteria.
9. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary controlled school with places available. Places will be allocated according to the admission criteria.

Informing parents/carers

1. Nottinghamshire County Council will write to all Nottinghamshire residents who have made an application for any school detailing the outcome of their request. Letters are posted second class on offer day. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
2. Parent/carers are asked to confirm their acceptance of the allocated place and/or consider making a further application for up to **four** other schools. Allocated places may be withdrawn where a parent does not accept the offer within 14 days.
3. **During a normal admissions round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day.
 - Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated
 - Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received

Waiting lists are maintained until the end of the Autumn Term for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published oversubscription criteria.

4. **For in-year applications**, Nottinghamshire County Council does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so.

Late Applications – normal admissions rounds only

1. Applications from parents/carers received after the closing date may be considered by Nottinghamshire County Council as on-time, with the agreement of the relevant admission authority, in the following circumstances:
 - relocation into the area of Nottinghamshire County Council from another local authority
 - relocation within Nottinghamshire
 - exceptional reasons for missing the closing date, e.g. family bereavement, hospitalisation or family trauma

Information outlining why the application was received late together with evidence of relocation must be provided by:

- **10 January 2013** for children transferring from primary phase to secondary education
 - **22 February 2013** for children starting school for the first time and for children transferring from infant schools to junior education
-
- Late applications received after:
 - **10 January 2013** for children transferring from primary phase to secondary education
 - **22 February 2013** for children starting school for the first time and for children transferring from infant schools to junior education

and before **31 August 2013** will be considered after the offer day in line with the coordinated arrangements irrespective of the individual circumstances. Any applications received from **1 September 2013** will be processed in accordance with the in-year coordinated arrangements.

False information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of a fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

PRIMARY COORDINATED SCHEME 2013-2014

(including children starting school for the first time and Infant to Junior transfers)

Timetable for Co-ordinated Admissions Arrangements

Stage	Date	Action
1	By 23 November 2012 [distribution from 5.11.12]	Information distributed to parents/carers
2	15 January 2013	Closing date for receipt of application forms
3	1 February 2013	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	10 February 2013	Last date for exceptional lates. Proof of residency to be received
5	By 10 February 2013	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
6	By 1 March 2013	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
7	By 11 March 2013	Nottinghamshire County Council will inform other local authorities of provisional offers
8	By 18 March 2013	Nottinghamshire County Council determines provisional offers taking into account the ranking preferences and will inform other local authorities of these provisional offers
9	By 25 March 2013	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 28 March 2013	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	12 April 2013	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails set to Nottinghamshire parents/carers who applied online. Letters are posted second class
12	Within 14 days of offer day	Parents/carers required to confirm acceptance of place offered
13	Appeals	Primary Appeals will begin from May 2013 onwards

Nottinghamshire County Council will aim for two allocation cycles only before Offer Day





Primary Coordinated Scheme 2013/2014: Key Dates for September 2013 admissions

	August 2012					September 2012					October 2012					
M		6	13	20	27		3	10	17	24		1	8	15	22	29
T		7	14	21	28		4	11	18	25		2	9	16	23	30
W	1	8	15	22	29		5	12	19	26		3	10	17	24	31
Th	2	9	16	23	30		6	13	20	27		4	11	18	25	
F	3	10	17	24	31		7	14	21	28		5	12	19	26	
Sa	4	11	18	25		1	8	15	22	29		6	13	20	27	
S	5	12	19	26		2	9	16	23	30		7	14	21	28	

	November 2012					December 2012					January 2013					
M		5	12	19	26		3	10	17	24	31		7	14	21	28
T		6	13	20	27		4	11	18	25	1	8	15	22	29	
W		7	14	21	28		5	12	19	26	2	9	16	23	30	
Th	1	8	15	22	29		6	13	20	27	3	10	17	24	31	
F	2	9	16	23	30		7	14	21	28	4	11	18	25		
Sa	3	10	17	24		1	8	15	22	29	5	12	19	26		
S	4	11	18	25		2	9	16	23	30	6	13	20	27		

	February 2013					March 2013					April 2013				
M		4	11	18	25		4	11	18	25	1	8	15	22	29
T		5	12	19	26		5	12	19	26	2	9	16	23	30
W		6	13	20	27		6	13	20	27	3	10	17	24	
Th		7	14	21	28		7	14	21	28	4	11	18	25	
F	1	8	15	22		1	8	15	22	29	5	12	19	26	
Sa	2	9	16	23		2	9	16	23	30	6	13	20	27	
S	3	10	17	24		3	10	17	24	31	7	14	21	28	

	May 2013					June 2013					July 2013				
M		6	13	20	27		3	10	17	24	1	8	15	22	29
T		7	14	21	28		4	11	18	25	2	9	16	23	30
W	1	8	15	22	29		5	12	19	26	3	10	17	24	31
Th	2	9	16	23	30		6	13	20	27	4	11	18	25	
F	3	10	17	24	31		7	14	21	28	5	12	19	26	
Sa	4	11	18	25		1	8	15	22	29	6	13	20	27	
S	5	12	19	26		2	9	16	23	30	7	14	21	28	

	Key dates for Co-ordinated Admissions		School Holiday		Bank Holiday		Administration day
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SECONDARY CO-ORDINATED SCHEME 2013-14
Timetable for Co-ordinated Admission Arrangements

Stage	Date	Action
1	By 7 September 2012 (distribution w/c 13.8.11)	Information distributed to parents/carers
2	31 October 2012	Closing date for receipt of application forms
3	By 16 November 2012	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By 23 November 2012	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	By 20 December 2012	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission criteria order, who can be offered a place
6	By 10 January 2013	Last date for exceptional lates. Proof of residency to be received
7	By 18 January 2013	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
8	By 22 February 2013	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By 28 February 2013	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	1 March 2013	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents/carers who applied online. Letters are posted second class
12	Within 14 days of offer day	Parents/carers to confirm acceptance of place offered
13	Appeals	Secondary Appeals will begin from April 2013 onwards

Nottinghamshire County Council will aim for two allocation cycles only before National Offer Day.





Secondary Coordinated Scheme 2013/2014: Key Dates for September 2013 admissions

	August 2012					September 2012					October 2012				
M		6	13	20	27		3	10	17	24	1	8	15	22	29
T		7	14	21	28		4	11	18	25	2	9	16	23	30
W	1	8	15	22	29		5	12	19	26	3	10	17	24	31
Th	2	9	16	23	30		6	13	20	27	4	11	18	25	
F	3	10	17	24	31		7	14	21	28	5	12	19	26	
Sa	4	11	18	25		1	8	15	22	29	6	13	20	27	
S	5	12	19	26		2	9	16	23	30	7	14	21	28	

	November 2012					December 2012					January 2013					
M		5	12	19	26		3	10	17	24	31		7	14	21	28
T		6	13	20	27		4	11	18	25	1	8	15	22	29	
W		7	14	21	28		5	12	19	26	2	9	16	23	30	
Th	1	8	15	22	29		6	13	20	27	3	10	17	24	31	
F	2	9	16	23	30		7	14	21	28	4	11	18	25		
Sa	3	10	17	24		1	8	15	22	29	5	12	19	26		
S	4	11	18	25		2	9	16	23	30	6	13	20	27		

	February 2013					March 2013					April 2013				
M		4	11	18	25		4	11	18	25	1	8	15	22	29
T		5	12	19	26		5	12	19	26	2	9	16	23	30
W		6	13	20	27		6	13	20	27	3	10	17	24	
Th		7	14	21	28		7	14	21	28	4	11	18	25	
F	1	8	15	22		1	8	15	22	29	5	12	19	26	
Sa	2	9	16	23		2	9	16	23	30	6	13	20	27	
S	3	10	17	24		3	10	17	24	31	7	14	21	28	

	May 2013					June 2013					July 2013				
M		6	13	20	27		3	10	17	24	1	8	15	22	29
T		7	14	21	28		4	11	18	25	2	9	16	23	30
W	1	8	15	22	29		5	12	19	26	3	10	17	24	31
Th	2	9	16	23	30		6	13	20	27	4	11	18	25	
F	3	10	17	24	31		7	14	21	28	5	12	19	26	
Sa	4	11	18	25		1	8	15	22	29	6	13	20	27	
S	5	12	19	26		2	9	16	23	30	7	14	21	28	

	Key dates for Co-ordinated Admissions		School Holiday		Bank Holiday		Administration day
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IN YEAR COORDINATED SCHEME

All Nottinghamshire schools should communicate details of available school places with the Local Authority as required. Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area and to enable parents to receive a speedy response.

It is important that applications for school places outside the normal admissions round are considered without delay.

All offers for school places must be made by the Local Authority, where applications are refused parents must be given the right of appeal against the refusal of a school place.

Nottinghamshire does not maintain waiting lists for community and voluntary controlled school for in year applications.

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
PROCESSING					
In year applications received and entered onto the admissions system. All applications for community and voluntary controlled schools will be ordered according to the admission criteria. Applications for own admission authority schools are sent on to the school electronically for consideration.					
WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
PROCESSING					
Own admission authority schools					
Process response/contact other LAs to determine if place is available					
Contact Notts own admission authority schools to determine ranking/places available					
Community/voluntary controlled schools					
LA contacts community and voluntary controlled schools to determine vacancies					
Allocation process					
LA carries out allocation and produces decision letters					
<i>LA processes mandatory offers where no offer made and no current local school</i>					
Reports sent to all schools and other Local Authorities					

The Local Authority will process applications within 5 school days (by process we mean the initial logging of an application and the forwarding to own admission authority schools where relevant).

Where applications are made for voluntary controlled or community schools within Nottinghamshire and places are available, we anticipate that decisions will be made within a maximum of 10 school days.

For applications for own admission authority schools within Nottinghamshire, it is anticipated that decisions will be made within a maximum of 15 school days from the application being received by the local authority.

Where applications are received from Nottinghamshire residents for a school place in a neighbouring authority, or own admission authority school, it is anticipated that the parent would receive a response within 20 school days from the application being received by Nottinghamshire.

Parents will be required to confirm their acceptance of a school place within two weeks.

Key Terms and definitions

12. **Distance measurements** – when required to determine priority for admission, distance will be measured in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the school. This will be calculated using computer software, which is currently *arcview*. In the event of needing to discriminate between pupils living in the same block of flats, where *arcview* produces the same distance measurement, the lowest numbered flat(s) will be treated as closest to the school.
13. **Home address** - The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent's address may be used. Where a child spends part of the week in different homes, one of which is not a parental address, their place of residence will be taken to be their parent or parents' address. If a child's parents live at separate addresses, where the child permanently spends at least 3 'school' nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even when the child stays there for all or part of the week. Evidence that a child's place of residence is **permanent** may also be sought. Such evidence should demonstrate that a child lived at the address at the time of the application, and will continue to live there after the time of admission. Informal arrangements, even between parents, will not be taken into consideration. The appropriate designated Officer may also seek proof of residence from the courts regarding parental responsibilities in these matters.
14. **Looked after child**

The 2012 Admissions Code broadens the definition of "looked after children" to include "previously looked after children", from September 2013. "Previously looked after children" are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). [1.7 Admissions Code 2012].

Until that time, for current school admissions the County Council will use the following definition:

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or provided with accommodation for more than 24 hours by the authority. Looked After Children may fall into one of the following groups:

- children who are accommodated under a voluntary agreement with their parents (section 20)
- children who are the subjects of a care order (section 31) or interim care order (section 38)
- children who are the subjects of emergency orders for their protection (sections 44 and 46)
- children who are compulsorily accommodated – this includes children remanded to the local authority or subject to criminal justice supervision order with a residence requirement (section 21)

15. The term 'in care' refers only to children who are subject to a care order by the courts under section 31 of the Children Act 1989; they may live with foster carers, in a Children's home, in a residential school, with relatives or with parents under supervision.
16. Children who are cared for on a voluntary basis are 'accommodated' by the local authority under section 20 of the Children Act; they may live in foster care, in a Children's home or in a residential school. All these groups are said to be 'Looked After Children' (LAC). They may be Looked After by our Local Authority (LA), or may be in the care of another LA, but living in or attending a school in our LA.
17. **Parents** – For school admissions the LA will consider the following as parents:
 - the mother of the child
 - an adoptive parent
 - the father of the child where he was married to the mother either when the child was born or at a later date
 - the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
 - any other person who has acquired 'parental responsibility through the courts
18. **Siblings** - For school admissions the LA will consider the following as sibling:
 - a brother or sister who share the same parents
 - a half-brother or half-sister or legally adopted child living at the same address as the child
 - a child looked after by a local authority placed in a foster family with other school age children
 - stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.
19. **Twins and multiple births** - where one child of a multiple birth can be admitted, the other child/children will also be admitted.
20. **Nomadic Travellers** –include Highly Mobile Gypsy, Roma and Traveller children and young people who are temporarily resident in Nottinghamshire, for example, staying on a temporary roadside encampment, or in the county as part of a travelling fairground or circus.
21. **Children of UK Service Personnel (UK Armed Forces)**
For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place [2.18 Admissions Code 2012].

Home to school transport policy

32. Full details of the current home to school transport policy are available on the Nottinghamshire County Council public website. A revised policy for implementation from September 2011 will be presented for approval by the County Council later in the year.