Nottinghamshire County Council

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2023-2024

Overview

- Admission arrangements
- Coordinated schemes
- Composite prospectus
- Overseas nationals
- Relevant legislation

Section 1 – overall procedures and practices (including oversubscription criteria)

- Applying for a school place in the normal admissions rounds
    - Relevant age groups
    - Children with an Education, Health and Care Plan (EHCP)
    - Multiple applications
- How applications are processed
    - Catchment areas
    - Special consideration
    - Distance measurement
    - Tie breaker
    - Late applications

Section 2 – admission oversubscription criteria and published admission number (PAN)

- Standard reception criteria – infant and primary schools
- Variation to standard reception criteria – infant and primary schools - faith criterion
- All Hallows CofE Primary School – faith criteria - variation to standard reception criteria
- St Wilfrid's CofE Primary School – faith criteria – variation to standard reception criteria
- Trowell CofE Primary School – faith criteria – variation to standard reception criteria
- Standard junior/primary criteria – year 3 from a linked infant school
- Variation to standard junior/primary criteria – year 3 intake
- Lowe's Wong Anglican Methodist Junior School – faith criterion – variation to standard junior/primary criteria

Section 3 – starting school

- Admission of children outside normal age group
- Summer born children
- Decisions on requests for delayed admission

Section 4 – withdrawing offers

- Places offered in error
- Response within a reasonable time
- Fraudulent or misleading information

Section 5 – in-year applications and fair access protocol

Definitions and key terms

Overview

Admission arrangements

Nottinghamshire County Council, as the admission authority for all community and voluntary controlled schools in Nottinghamshire, is responsible for setting and applying the admission arrangements for those schools. For foundation and voluntary aided schools (including trust schools) the admission authority is the governing body of the school. For academies (including free schools), the academy trust is the admission authority. All admission authorities must comply with the requirements of the School Admissions Code 2021 and admissions legislation.

Admission arrangements means the overall procedure, practice, criteria, and supplementary information used in deciding on the allocation of school places. This document sets out the admission arrangements for all Nottinghamshire community and voluntary controlled schools. For the avoidance of doubt, the admission arrangements for Nottinghamshire's community and voluntary controlled schools do not apply to other schools in the area (voluntary aided schools, foundation schools, academies, and free schools) or those schools within other local authority areas, for example Nottingham City.

Coordinated schemes

Nottinghamshire County Council, as the local authority, is required to coordinate applications for the normal admissions round and late applications for primary and secondary schools in its area. The normal admissions round covers applications for admission in a relevant age group, which are made in time for the local authority to offer a school place on National Offer Day. The scheme is published by 1 January in the determination year and is available on www.nottinghamshire.gov.uk. The scheme gives details of how applications are processed for children resident in Nottinghamshire including the exchange of application information with other local authorities. The scheme also gives information about how offers of places will be made.

Composite prospectus

Nottinghamshire County Council publishes this online by 12 September each year. The information includes details of admission arrangements for all schools in the area, including admission numbers. This is in two parts, the Admissions to schools: Guide for parents and the Admissions to schools: School information, both available on www.nottinghamshire.gov.uk

Relevant legislation and other information

Nottinghamshire County Council complies with the regulations and legislation set out in the School Admissions Code 2021 and the School Admission Appeals Code 2012, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

- Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (https://www.gov.uk/right-of-abode) or that the conditions of their immigration status otherwise permit access to a state-funded school before making an application for a school place.

Applying for a school place in the normal admissions round

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 children attending a primary school do not automatically transfer to the secondary phase of education. In all cases parents must make an application.

Applications can be made from the following dates:

	Relevant age group	Application round open	National closing date
Children starting school for the first time	**Reception:** children born between 01 September 2018 and 31 August 2019	7 November 2022	15 January 2023
Children transferring from infant school to junior/primary education	**Year 3:** children born between 01 September 2015 and 31 August 2016	7 November 2022	15 January 2023
Children transferring from primary phase to secondary education	**Year 7:** children born between 01 September 2011 and 31 August 2012	8 August 2022	31 October 2022
Children applying to transfer to a school with an atypical age of admission	**Year 9 or year 10** for studio schools or university technology colleges	8 August 2022	31 October 2022

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.

Children with an Education, Health and Care Plan (EHCP)

Some children have an EHCP which is a plan made by the local authority specifying the provision that is required for that child. Nottinghamshire County Council's Integrated Children's Disability Service is responsible for identifying schools and placing children with an EHCP. All children whose EHCP names the school must be admitted.

Multiple applications

In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time. If agreement is not reached the address held by the child's current provision will be used.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed.

How applications are processed

All schools must have admission oversubscription criteria, this is used if there are more applications than places available. If a school is not oversubscribed all applicants must be offered a place. The oversubscription criteria determine how places are allocated at the school: the first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

Most Nottinghamshire community and voluntary controlled schools use the standard admission criteria, but a few schools have a variation to the standard criteria which gives different priority. The information in Section 2 gives details about the criteria that are used together with the published admission number (PAN) for the relevant age group for each school.

Admission authorities are required to set a PAN, this is the number of places which must be offered in each relevant age group (where the school will admit children for the first time, that is, reception at an infant/primary school, year 3 at a junior/primary school, year 7 at a secondary school).

Catchment areas

All Nottinghamshire community and voluntary controlled schools have a defined catchment area for the relevant age group which forms part of the oversubscription criteria. For those schools which have an intake at reception and year 3 there are two defined catchment areas for each relevant age group. Details about catchment areas are available on the public website.

https://www.nottinghamshire.gov.uk/search-for-a-school#/

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school. Whilst living in a catchment area can give higher priority within the oversubscription criteria, it cannot guarantee a place at a particular school will be allocated.

Special consideration

Within each set of criteria, Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.

- For information provided after the closing date, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision on the request for special consideration will not be communicated. The application will be considered in line with the published admission oversubscription criteria and an outcome issued alongside all other applications on National Offer Day.

- For information provided after the closing date, a decision based on the evidence provided will be communicated to the applicant.

Distance measurement

Within each criterion, priority is given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

- Chuter Ede Primary School is set on two sites – Balderton and Fernwood villages on the southern edge of Newark. Applications can only be made to Chuter Ede Primary School and not to the individual sites. Distances are measured as the crow flies to a central point between the two sites. The central point is set using coordinates: Easting: 482377.26 and Northing: 351424.85.

Tie breaker

In the event that two applications cannot be separated (two distances being equal), Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn, and the process will be independently verified.

Late applications

An application received after the closing date including any changes to preferences, or order of preferences, are considered late and will be processed after all on time applications. In very limited circumstances an application received after the closing date may be considered as on time by Nottinghamshire County Council 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.

In addition, any late application for reception processed after National Offer Day and before 31 August 2023, Nottinghamshire County Council will also consider whether the limited exceptional circumstances for infant class sizes could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Any applications received after **1 September 2023** will be processed as in-year applications.

Section 2 - admission oversubscription criteria and published admission number

STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary* school **and** *children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.*
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school*.
5. Children who live outside the catchment area.

School name	*Linked junior/primary school (as referenced in criterion 2 and criterion 4)	District	PAN for relevant age group (reception)
Abbey Gates Primary School		Gedling	30
Abbey Hill Primary & Nursery		Ashfield	45
Albany Infant and Nursery School	Albany Junior School	Broxtowe	60
Annesley Primary and Nursery School		Ashfield	30
Arnold Mill Primary and Nursery School		Gedling	45
Arnold View Primary School		Gedling	45
Asquith Primary School		Mansfield	45
Bagthorpe Primary School		Ashfield	15
Beardall Fields Primary and Nursery School		Ashfield	60
Beckingham Primary School		Bassetlaw	15
Berry Hill Primary School		Mansfield	60
Blidworth Oaks Primary School		Newark	45
Bramcote Hills Primary School		Broxtowe	60
Brierley Forest Primary and Nursery School		Ashfield	60
Brinsley Primary and Nursery School		Broxtowe	30
Bunny CofE Primary School		Rushcliffe	15
Butler's Hill Infant and Nursery School	Broomhill Junior School	Ashfield	75
Carnarvon Primary School		Rushcliffe	60
Carr Hill Primary and Nursery School		Bassetlaw	45
Church Vale Primary School and Foundation Unit		Mansfield	30
Chuter Ede Primary School		Newark	90
Clarborough Primary School		Bassetlaw	30

Coddington CofE Primary and Nursery School		Newark	60
Coppice Farm Primary School		Gedling	30
Costock CofE Primary School		Rushcliffe	15
Crescent Primary School		Mansfield	60
Croft Primary School		Ashfield	60
Dalestorth Primary and Nursery School		Ashfield	45
Dunham-on-Trent CofE Primary School		Bassetlaw	15
East Markham Primary School		Bassetlaw	30
Edgewood Primary and Nursery School		Ashfield	45
Elkesley Primary and Nursery School		Bassetlaw	15
Everton Primary School		Bassetlaw	15
Farmilo Primary School and Nursery		Mansfield	45
Forest Town Primary School		Mansfield	60
Gateford Park Primary School		Bassetlaw	30
Gotham Primary School		Rushcliffe	30
Greasley Beauvale Primary School		Broxtowe	55
Hallcroft Infant and Nursery School	Carr Hill Primary and Nursery School	Bassetlaw	45
Hawthorne Primary and Nursery School		Gedling	30
Healdswood Infants' and Nursery School	Skegby Junior Academy	Ashfield	60
Heatherley Primary School		Mansfield	45
Heathlands Primary School		Mansfield	25
Hetts Lane Infant and Nursery School	Sherwood Junior School	Mansfield	60
High Oakham Primary School		Mansfield	60
Holgate Primary and Nursery School		Ashfield	60
Holly Hill Primary and Nursery School		Ashfield	45
Holly Primary School		Mansfield	40
Intake Farm Primary School		Mansfield	30
Jacksdale Primary and Nursery School		Ashfield	25
James Peacock Infant and Nursery School	St Peter’s CofE Junior School	Rushcliffe	90
Jesse Gray Primary School		Rushcliffe	60
John Blow Primary School		Newark	30
John T Rice Infant and Nursery School	Newlands Junior School	Mansfield	50
King Edward Primary School & Nursery		Mansfield	60
King Edwin Primary and Nursery School		Newark	60
Kingsway Primary School		Ashfield	60
Kinoulton Primary School		Rushcliffe	20
Kirklington Primary School		Newark	15
Lady Bay Primary School		Rushcliffe	60
Lake View Primary and Nursery School		Newark	30
Lambley Primary School		Gedling	30
Langar CofE Primary School		Rushcliffe	15
Lantern Lane Primary and Nursery School		Rushcliffe	60

Lawrence View Primary and Nursery School		Broxtowe	30
Leen Mills Primary School		Ashfield	60
Lovers Lane Primary and Nursery School		Newark	30
Manor Park Infant and Nursery School	Sir John Sherbrooke Junior School	Gedling	60
Mapperley Plains Primary and Nursery School		Gedling	45
Mattersey Primary School		Bassetlaw	10
Maun Infant and Nursery School		Newark	60
Misson Primary School		Bassetlaw	20
Misterton Primary and Nursery School		Bassetlaw	30
Morven Park Primary and Nursery School		Ashfield	60
Muskham Primary School		Newark	30
Netherfield Infant School (Welbeck Federation of Schools)	Eastlands Junior School	Mansfield	40
Nettleworth Infant and Nursery School	Leas Park Junior School	Mansfield	70
Newstead Primary and Nursery School		Gedling	20
Normanton-on-Soar Primary School		Rushcliffe	15
North Clifton Primary School		Newark	8
Northfield Primary and Nursery School		Mansfield	60
Norwell CofE Primary School		Newark	10
Orchard Primary School and Nursery		Ashfield	45
Ordsall Primary School		Bassetlaw	90
Orston Primary School		Rushcliffe	25
Phoenix Infant and Nursery School	Priory Junior School	Gedling	60
Pinewood Infant and Nursery School	Killisick Junior School	Gedling	60
Priestsic Primary and Nursery School		Ashfield	60
Prospect Hill Infant and Nursery School	Prospect Hill Junior School	Bassetlaw	60
Queen Eleanor Primary School		Newark	10
Radcliffe-on-Trent Infant and Nursery School	Radcliffe-on-Trent Junior School	Rushcliffe	90
Rampton Primary School		Bassetlaw	15
Ramsden Primary School		Bassetlaw	30
Ravenshead CofE Primary School		Gedling	60
Redlands Primary and Nursery School		Bassetlaw	60
Round Hill Primary School		Broxtowe	75
Selston CofE Infant and Nursery School	Bagthorpe Primary School	Ashfield	25
Sir Edmund Hillary Primary and Nursery School		Bassetlaw	60
St Edmund's CofE (C) Primary School		Mansfield	30
Standhill Infants' School	Porchester Junior School	Gedling	45
Stanhope Primary and Nursery School		Gedling	60
Sutton Bonington Primary School		Rushcliffe	30
Sutton Road Primary School		Mansfield	90
Sutton-on-Trent Primary and Nursery School		Newark	20
The Lanes Primary School		Broxtowe	90

Toton Banks Road Infant and Nursery School	Toton Bispham Drive Junior School	Broxtowe	60
Trent Vale Infant School	Beeston Rylands Junior School	Broxtowe	50
Underwood Church of England Primary School		Ashfield	25
Wadsworth Fields Primary School		Broxtowe	50
Walesby CofE Primary School		Newark	20
Walkeringham Primary School		Bassetlaw	8
West Bridgford Infant School	West Bridgford Junior School	Rushcliffe	81
Westdale Infant School	Westdale Junior School	Gedling	60
Westwood Infant and Nursery School	Jacksdale Primary and Nursery School	Ashfield	20
William Lilley Infant and Nursery School	Fairfield Spencer Academy	Broxtowe	60
Willoughby Primary School		Rushcliffe	7
Willow Brook Primary School		Rushcliffe	30
Woodland View Primary School		Ashfield	30
Woodthorpe Infant School	Arno Vale Junior School	Gedling	60
Wynndale Primary School		Mansfield	30

VARIATION TO STANDARD RECEPTION CRITERIA:
INFANT AND PRIMARY SCHOOLS – FAITH CRITERION 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and** *children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school or the linked/junior primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.*
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area and whose parent attends the relevant church/churches*.
6. Children who live outside the catchment area.

*Relevant churches are detailed below. Supporting evidence from the appropriate minister must be provided to confirm attendance. Attendance at church is defined as having attended the recognised place of worship for at least twice a month for a minimum period of one year immediately prior to the date of application (including week-day worship).

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**If a church is not named, supporting information must be provided to confirm regular attendance. Attendance at church is defined as having attended the recognised place of worship for at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (www.cte.org.uk or www.eauk.org) immediately prior to the date of application.

School name	**Relevant church/churches**	**District**	**PAN for relevant age group (reception)**
Caunton Dean Hole CofE Primary School	St Andrew's Church, Caunton	Newark	8
Cuckney CofE Primary School	St Mary's Church, Cuckney or St Winifred's, Holbeck	Bassetlaw	20
Kneesall CofE Primary School	**	Newark	15
North Wheatley Church of England Primary School	**	Bassetlaw	20
Ranby CofE Primary School	All Saints Church, Babworth or St Martin's Church, Ranby	Bassetlaw	15
St Andrew's CofE Primary and Nursery School	**	Ashfield	45
St John's CofE Primary School	**	Broxtowe	15
St Matthew's CofE Primary School	**	Bassetlaw	10

ALL HALLOWS CofE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA
VARIATION TO STANDARD RECEPTION CRITERIA 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission **and** *children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.*
3. Children who live in the catchment area at the closing date for applications where the parent or child has regularly worshipped at All Hallows, Gedling or St Paul's, Carlton.
4. Children who live in the catchment area at the closing date for applications where the parent or child has regularly worshipped at another Christian Church that is a member of Churches Together in England or the Evangelical Alliance.
5. Children who live in the catchment area at the closing date for applications, where the parent or child has regular involvement with another faith through a recognised place of worship.
6. Children who live in the catchment area.
7. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
8. Other children.

Supporting evidence from the appropriate minister must be provided to confirm attendance.

Attendance at church is defined as having attended the recognised place of worship, for at least twice a month for a minimum period of one year (including week-day worship) immediately prior to the date of application, at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (www.cte.org.uk or www.eauk.org)

Attendance at other recognised places of worship must confirm that the parent or child has attended at least twice a month for a minimum period of one year (including week-day worship) immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	**District**	**PAN for relevant age group (reception)**
All Hallows CofE Primary School	Gedling	30

ST WILFRID'S COFE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA
VARIATION TO STANDARD RECEPTION CRITERIA 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and** *children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.*
3. Children who live in the catchment area and have a parent who has attended a church service* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service* with an adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
6. Children who live outside the catchment area and have a parent who has attended a church service* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service* with an adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.
7. Other children who live outside the catchment area.

*Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	**District**	**PAN relevant age group (reception)**
St Wilfrid's CofE Primary School	Gedling	30

TROWELL COFE PRIMARY SCHOOL (BROXTOWE) - FAITH CRITERIA
VARIATION TO STANDARD RECEPTION CRITERIA 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and** *children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.*
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area where a parent is involved with St Helen's Church*.
6. Children who live outside the catchment area where a parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance*.
7. Other children who live outside the catchment area.

*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at church services at least twice a month for a minimum period of one year immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	**District**	**PAN relevant age group (reception)**
Trowell CofE Primary School	Broxtowe	30

STANDARD JUNIOR/PRIMARY CRITERIA:
YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2023-2024

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who attend the linked infant school* at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school*.
3. Other children who attend the linked infant school* at the closing date for applications.
4. Children who live in the catchment area at the closing date for applications, 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 at the closing date for applications 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. Children who live outside the catchment area.

School names	***Linked infant school (as referenced in criterion 2, criterion 3, criterion 4 and criterion 6)**	**District**	**PAN relevant age group (year 3)**
Albany Junior School	Albany Infant and Nursery School	Broxtowe	60
Arno Vale Junior School	Woodthorpe Infant School	Gedling	60
Beeston Rylands Junior School	Trent Vale Infant School	Broxtowe	50
Broomhill Junior School	Butler's Hill Infant and Nursery School	Ashfield	75
Carr Hill Primary and Nursery School	Hallcroft infant and Nursery School	Bassetlaw	45
Eastlands Junior School (Welbeck Federation of Schools)	Netherfield Infant School (Welbeck Federation of Schools)	Mansfield	40
Eskdale Junior School	Alderman Pounder Infant and Nursery School	Broxtowe	70
Jacksdale Primary and Nursery School	Westwood Infant and Nursery School	Ashfield	20
Leas Park Junior School	Nettleworth Infant and Nursery School	Mansfield	70
Newlands Junior School	John T Rice Infant and Nursery School	Mansfield	60
Priory Junior School	Phoenix Infant and Nursery School	Gedling	60
Prospect Hill Junior School	Prospect Hill Infant and Nursery School	Bassetlaw	60
Radcliffe-on-Trent Junior School	Radcliffe-on-Trent Infant and Nursery School	Rushcliffe	90
Sherwood Junior School	Hetts Lane Infant and Nursery School	Mansfield	60
West Bridgford Junior School	West Bridgford Infant School	Rushcliffe	85
Woodland View Primary School	Huthwaite All Saint's CofE (Aided) Infant & Preschool	Ashfield	35

VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA:
YEAR 3 INTAKE 2022-2023

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications **and** 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*.
3. Other children who live in the catchment area at the closing date for applications **and** attend the linked infant school*.
4. Children who live in the catchment area at the closing date for applications 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 at the closing date for applications 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 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*.
9. Other children.

School name	***Linked infant school (as referenced in criteria 2, 3, 4, 6, 7 and 8)**	**District**	**PAN relevant age group (year 3)**
Bagthorpe Primary School	Selston CofE Infant and Nursery School	Ashfield	15
St Peter's CofE Junior School	James Peacock Infant and Nursery School	Rushcliffe	90
Toton Bispham Drive Junior School	Toton Banks Road Infant and Nursery School	Broxtowe	60

LOWE'S WONG ANGLICAN METHODIST JUNIOR SCHOOL (NEWARK) –
FAITH CRITERION 2023-2024; VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who attend the linked infant school* at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school*.
3. Other children who attend the linked infant school* at the closing date for applications.
4. Children who live in the catchment area at the closing date for applications, 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 at the closing date for applications 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. Children who live outside the catchment area but whose parent attends the relevant church/churches**.
8. Children who live outside the catchment area.

**Supporting information must be provided to confirm regular attendance at church services at least twice a month for a minimum period of one year immediately prior to the date of application at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (www.cte.org.uk or www.eauk.org) .

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School	***Linked infant school (as referenced in criteria 2, 3, 4 and 6)**	**District**	**PAN relevant age group (year 3)**
Lowe's Wong Anglican Methodist Junior School	Holy Trinity CofE Infant School Lowe's Wong Infant School	Newark	100

Section 3 - Starting school

All children offered a place can start school full time in reception in the September following their fourth birthday. Parents can request that their child:

- defers the date in which they are admitted until later in the school year (but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year)
- takes up the place part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents must ensure that they apply for a school place before the closing date, 15 January 2023.

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. Parents considering delaying their child's admission should submit their request for community and voluntary controlled schools in Nottinghamshire to Nottinghamshire County Council's school admissions team. This request should be made alongside the formal application for a school place that is made to the child's home local authority by the closing date (15 January for reception age/year 3 places; 31 October for secondary school places).

Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, is responsible for making the decision about which year group a child should be admitted to and designated officers will consider the circumstances of each case, the child concerned and take account of the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

Summer born children

The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. The process is outlined above. Parents should discuss the request with the headteacher of the each of their preferred schools.

Decisions on requests for delayed admission

- Where a request to delay admission is agreed, the child's application will be processed as part of the main admission round
- If a request is not agreed, parents can continue with an application for a reception school place at the normal time, or delay admission until compulsory school age and apply for a place in year 1.

In all cases, the application will be considered on the basis of the determined admission arrangements only.

For requests submitted before the national closing date for applications, parents will be notified of the admission authority's decision on whether the request to delay has been agreed before National Offer Day (17 April for reception age pupil/year 3 places; 1 March for secondary school places).

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the County Council will process the application as part of the main admissions round, unless the request was submitted after the closing date and it is too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Section 4 - withdrawing offers

Nottinghamshire County Council may withdraw an offer of a school place if the place has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Place offered in error

Where it has been identified that Nottinghamshire County Council has made an administrative error in the processing of an application for a school place and it is established that another child has been disadvantaged by this error the place may be withdrawn. If it is established that no other child has been disadvantaged, the allocation will remain.

Applicants are responsible for the accuracy of all and any information which they submit. Nottinghamshire County Council takes no responsibility for incorrect information submitted as part of the application (i.e failure to mention a sibling(s) or provide supporting evidence).

Response within a reasonable time

Where a parent has not responded to the offer, Nottinghamshire County Council will provide parents with an additional 14 days to respond and will explain that if no response is received the offer may be withdrawn.

Fraudulent or misleading information

Nottinghamshire County Council investigates any applications where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide information or is unable to provide this information Nottinghamshire County Council will seek to obtain confirmation of the information from other local government departments, including schools.

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Nottinghamshire County Council reserves the right to check the information provided on the application is genuine.

Withdrawing an offer of a place

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

In-year applications

Local authorities are not required to coordinate in-year applications however, Nottinghamshire County Council operates an in-year coordinated scheme for applications for all community and voluntary controlled schools in Nottinghamshire and some own admission authority schools have opted to join this scheme.

An application is an in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

Local authorities are required to publish information on their public website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year. Details of the in-year coordinated scheme and information about applications in-year is available at www.nottinghamshire.gov.uk

Parents can submit applications to start at the beginning of the next half term or up to six weeks before the date that they would like their child to start at the preferred school. School places cannot be reserved, and places are allocated in line with the admission arrangements for the school.

Admissions will normally be agreed up to the published admission number for the relevant age group. Admission to other age groups cannot be refused on the grounds that the PAN has already been reached however, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Fair Access Protocol

Details about Nottinghamshire's Fair Access Protocol (FAP) is available at www.nottinghamshire.gov.uk

The protocol may only be used to place key groups of vulnerable and/or hard to place children, where they are having difficulty in securing a school place in-year. FAPs must only be used for children that meet the prescribed categories set out in paragraph 3.17 of the School Admissions Code.

FAPs must not be used in place of the usual in-year admissions process. A parent can make an in-year application at any time and is entitled to have their preferences met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.

Definitions and key terms

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 that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, 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 if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.
Alternative offer	Where it has not been possible to meet a parental preference on an application and the child is without a school place, Nottinghamshire County Council may identify a school place for children who live in Nottinghamshire at the nearest Nottinghamshire school with places available. This helps to ensure that children are not left without a school place. Alternative offers are identified by walking distance measured using the County Council's computerised distance measuring software.
Appeals	When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal for community and voluntary controlled schools, parents should contact Nottinghamshire County Council. Appeals timetable and further information about appeals is available at www.nottinghamshire.gov.uk
Children of UK Service personnel and crown servants	Families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area. Nottinghamshire County Council uses the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.
Compulsory school age	A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Children must be attending school the term following their fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the academic year that the place has been allocated for.
Deferred entry to school	All children can start school full time in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the term in which the child reaches compulsory school age.
Delayed admission	When a summer born child starts school at compulsory school age (age 5), whether this is in year 1 or reception.
Infant class sizes	The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2021 (2.16) states that additional children **may** be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Linked school	In some instances, attending a particular school gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school'. Information about linked schools is available in *Admissions to schools: School information*, available on the County Council's website.
Looked after and previously looked after children	The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition: 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
Multiple births (twins, triplets etc)	Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted.
National offer day	This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. • For secondary pupils, offers are sent out by the home local authority on 1 March • For primary pupils, offers are sent out by the home local authority on 16 April. These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.
Parent/ parental responsibility	The person making the application must hold parental responsibility. Nottinghamshire County Council considers the parent to be: • the mother of the child • 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 • an adoptive parent • any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required • authorisation may also be given for another person to speak on the parent's behalf.

Relevant area	The relevant area for a school is that which the admission authority for that school must consult all other prescribed schools on its admission arrangements. This is the area determined by the local authority and reviewed every two years. The relevant areas are coterminous with the administrative district in which the school or academy is located: • Ashfield • Bassetlaw • Broxtowe • Gedling • Mansfield • Newark • Rushcliffe For schools that have a catchment area or linked school that extends into other district areas the relevant area would also include that area, and/or the neighbouring local authority. For schools giving priority for children living in a parish the relevant area would also include the parish area that the school serves if this crosses into more than one administrative district area and/or other local authority.
Repeat applications	Repeat applications for the same school for the same school year will not be considered unless there has been a significant and material change in the circumstances of the application or those of the school. A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.
Sibling (brother or sister)	Nottinghamshire County Council considers a sibling to be: • brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address • a child looked after by a local authority placed in a foster family with other school age children • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child. **Displaced sibling** A child is considered to have been displaced if they applied on time for their Nottinghamshire community catchment area school and they were not allocated under the coordinated scheme as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community catchment school from the waiting list and this offer was declined, the child will not be considered as displaced, and any younger siblings would not be given any additional priority in the oversubscription criteria.

Waiting lists	Children's names will only be added to the waiting list for community and voluntary controlled schools where the application has been refused. The position on a waiting list is decided by the oversubscription criteria; each child added to the list means the list will be ranked again in line with the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria. This will include all applications that have been received requesting a place at that school where a higher preference has not been met. For community and voluntary controlled schools, waiting lists are held for admission to year groups reception to year 5 until 31 May. Waiting lists will close on 31 May and parents would need to make a new application for the next academic year.