



Applying for an in-year school place

You should contact 0300 500 8080 for information about where to apply for an in-year school place. It is not possible to apply online for in-year school places. Further information is available at www.nottinghamshire.gov.uk/learning/schools/admissions/changingschool

Key points:

- If you have not moved house, you should talk to your child's current headteacher before making an application.
- Your child should continue to attend their current school until an alternative school place has been offered and an admission date has been agreed.
- If you have moved house, you may be requested to provide proof of residence so that the County Council can verify the address of you and your child.
- You should tell us if your child will have a brother or sister attending your preferred school or the linked infant, junior or primary school.
- Admission oversubscription criteria are used by admission authorities to decide how places are allocated when there are more applications than places available. Refer to *Admissions to schools: school information 2015-2016* available at www.nottinghamshire.gov.uk/admissions/changingschool for admission oversubscription criteria for individual schools.

Making an application

Applications can be made up to 6 weeks before the place is required at the preferred school.

We recommend that you make **4 preferences**, listing your 4 schools in order of preference, starting with the one you would most like your child to attend.

Remember that living in the catchment area, [moving into a catchment area](#) or having a brother or sister attending a school does not guarantee that your application will be successful.

Please do not name the same school twice, as this reduces the number of preferences you can make. We recommend that one of the schools on your application should be one where you are sure that your child will meet one of the higher criteria for admission. The popularity of a school may affect the chances of your child getting a place there. Remember when considering your preferences that you are responsible for getting your child to school. Information on transport is available at www.nottinghamshire.gov.uk/schooltravel

Supporting information

Please check the admission oversubscription criteria carefully before applying, as some schools require additional information to support your application. Supplementary forms are available from the school or at www.nottinghamshire.gov.uk/admissions

This information must be submitted at the same time as your application.

If you have written evidence from a doctor, social worker or other relevant professional stating that your preferred school is the **only** school that can cater for your child's needs, you will need to submit this at the time of application. This will help admission authorities to consider your application fully.

Home address/moving house

The address you give on your application must be the one at which your child is permanently living at the time of application.

We will not accept a business address, the home of a relative or a childminder's address.

If your child lives at two different addresses you should use the main place of residence – this will need to be verified and we may ask you for proof.

It is your responsibility to let us know, in writing or by email, if you move house. This is very important. If you move house after you have submitted your application it may affect how your application is considered against the school's admission oversubscription criteria. It is important that we receive information of your new address as soon as possible so that your application can be processed correctly.

If you do not provide this information, we will use the original address given on your application for the purposes of allocating a school place.

We will investigate any applications where there are doubts about the information provided. We randomly check addresses to make sure they are genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address will automatically be withdrawn.

How places are allocated

If a school has more applications than places available, the admission oversubscription criteria are used to decide how places are allocated. These criteria and some definitions will vary from school to school, so it is important that you check on our website www.nottinghamshire.gov.uk/admissions for full details of your preferred schools.

Next steps

All applicants will be notified by letter posted second class. You should receive a decision regarding the outcome of your preferences within a maximum of 20 school days of your application being received by the school admissions team.

If you have moved into Nottinghamshire and we have been unable to offer a place at any of your preferred schools, your child may be allocated a place at the next closest Nottinghamshire school where a place is available. We would need you to provide evidence that you and your child are resident within Nottinghamshire.

The school admissions team is only able to discuss the application with the applicant.

Fair access protocol

The majority of applications for school places will be dealt with through normal admission procedures. If a place cannot be offered through the normal admissions process, the application will be considered in line with the County Council's fair access protocol.

Some children in vulnerable groups may find it difficult to secure a school place. These may include:

- children from the criminal justice system who need to be reintegrated into mainstream school
- children who have been out of education for two months or more
- children of Gypsies, Roma, Travellers, refugees and asylum seekers
- children who are homeless
- children with unsupportive family backgrounds for whom a place has not been sought
- children who are carers
- children with special educational needs, disabilities, medical conditions, social or emotional needs.

It would be helpful if you could let us know if any of the above circumstances apply. This information is not used in the allocation of school places. All local authorities must have a fair access protocol. Nottinghamshire County Council's fair access protocol, available on our website, works in partnership with schools, parents and carers to ensure children and young people in vulnerable circumstances, including those at risk of exclusion or those excluded from school, are allocated a school place quickly.

General contact information:

Phone: 0300 500 8080

Monday to Friday: 8am to 8pm

Saturday: 8am to 12 noon

(Calls cost no more than calls to standard geographic numbers (01 or 02) and will also be included in inclusive minutes and discount schemes).

Email: enquiries@nottscc.gov.uk

Website: nottinghamshire.gov.uk/admissions

Minicom: 01623 434993

Phone 0300 500 8080 if you need the information in a different language or format.