



Appendix

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2017-2018

(Document updated 25 October 2016 to comply with mandatory requirements of the School Admissions Code 2014)

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Overview

Coordinated admission arrangements

Nottinghamshire County Council as the local authority is responsible for coordinating admission arrangements for all maintained schools and academies in its area. Coordination 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. Nottinghamshire has also established seven relevant areas which are coterminous with the seven district council areas.

In addition, all community and voluntary controlled schools have a designated catchment area, details of which are available on the public website www.nottinghamshire.gov.uk.

Published admission numbers

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Nottinghamshire community and voluntary controlled schools these are detailed by area in Section 1. Own admission authority schools are not included.

Admission oversubscription criteria

The definitions of key terms are set out in Section 2.1 before the standard admission oversubscription criteria. Some schools have a variation to the standard criteria and these are also set out in Section 2. Where there are more applications than places available, the admission oversubscription criteria are used to determine the priority of applications for school places. These are applied after those pupils with a statement of special educational needs or educational health and care plan have first been offered a place.

Nottinghamshire County Council's coordinated schemes and timetables are available in Section 3.

Admissions in the normal round

Parents can state four 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 for which they are applying. All offers of school places, including those made on behalf of other admission authorities (academy, foundation, free, studio, trust and voluntary aided schools) within and outside of Nottinghamshire will be made by Nottinghamshire County Council, as the local authority, in its role as coordinator of the admission schemes. If a school is oversubscribed, all preferences will be considered against the admission oversubscription criteria for each named school by the appropriate admission authority on an 'equal preference' basis. If more than one offer can be made, the parent's highest ranked preference, decided in accordance with the admission oversubscription criteria for the individual school, will be offered to the parent.

Admissions outside the normal round (in-year admissions)

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.

Admission of children below compulsory school age and deferred entry to school

Compulsory school age is the term following a child's fifth birthday.

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year 2017-2018, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2017-2018 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2017 if they want their child to start in the reception class. The parents of a **summer born child** (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that the child is admitted out of the normal age group – to reception rather than year 1.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible stating whether they wish their child to be admitted into the reception year or year 1 the following academic year. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking into account information such as: the parent's views; the child's academic, social and emotional development; the child's medical history and the views of a medical professional, where relevant; whether the child has previously been educated out of their normal age group; whether the child may naturally have fallen into a lower age group if it were not for being born prematurely; the views of the head teacher of the school concerned. When informing a parent of the decision on the year group to which the child should be admitted, the County Council will also include 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 a relevant age group (that is, the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has 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.

Transfer to junior and secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to junior secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group in which the child has been educated up to that point.

SECTION 1: Published admission numbers

1.1 – Ashfield area

Published admission numbers 2017-2018 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
Bagthorpe Primary	15	15	
<i>Beardall Fields Primary</i>	60 (45)		
Brierley Forest Primary	60		
<i>Broomhill Junior</i>		75 (60)	
<i>Butler's Hill Infant</i>	75 (60)		
Croft Primary	60		
Dalestorth Primary	45		
Edgewood Primary	45		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
Hillocks Primary	45		
Holgate Primary	60		
Holly Hill Primary	50		
Jacksdale Primary	25	20	
<i>Jeffries Primary</i>	45 (40)		
John Davies Primary	30	35	
Kingsway Primary	45		
Kirkby Woodhouse Primary	60		
Leen Mills Primary	60		
Mapplewells Primary	30		
Morven Park Primary	60		
Orchard Primary	45		
Priestsic Primary	60		
St Andrew's CE Primary	45		
Selston High			180
Selston CE Infant	25		
Underwood CE Primary	25		
Westwood Infant	20		

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.2 – Bassetlaw area

Published admission numbers 2017-2018 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 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	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	18	
Hallcroft Infant	40	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
Misson Primary	16	
Misterton Primary	30	
North Wheatley CE Primary	12	
Ordsall Primary	60	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	10	
Ramsden Primary	30	
Ranby CE Primary	15	
Ranskill Primary	20	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	60	
St Matthew's CE Primary	10	
Thrumpton Primary	30	
Walkeringham Primary	8	

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.3 – Broxtowe area

Published admission numbers 2017-2018 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsorth Primary	50	
Banks Road Infant	60	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
<i>College House Junior**</i>	<i>30</i>	<i>80</i>
Eskdale Junior		70
Gilthill Primary	30	
Greasley Beauvale Primary	55	
Hollywell Primary	30	
Horsendale Primary	30	
John Clifford Primary	60	
Kimberley Primary	20	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary (pending academy status)	30	
Meadow Lane Infant	70	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

***College House Junior school – the change to the age range of the school (5-11) has been agreed.*

1.4 – Gedling area

Published admission numbers 2017-2018 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Gates Primary	30			
All Hallows CE Primary	30			
Arno Vale Junior		60		
Arnold Mill Primary	45			
Arnold View Primary	45			
Burton Joyce Primary	45			
<i>Carlton Central Infant</i>	60 (45)			
Carlton Central Junior		50		
Colonel Frank Seely Comprehensive			180	10
Coppice Farm Primary	30			
Ernehale Infant	70			
Haddon Primary (pending academy status)	30			
Hawthorne Primary	30			
Killisick Junior		50		
Lambley Primary	22			
<i>Manor Park Infant</i>	60 (40)			
Mapperley Plains Primary	45			
Netherfield Primary	60			
Newstead Primary	20			
Parkdale Primary	60			
Phoenix Infant	60			
<i>Pinewood Infant</i>	60 (50)			
Porchester Junior		45		
Priory Junior		60		
Richard Bonington Primary	60			
<i>Robert Mellors Primary</i>	45 (30)			
Sir John Sherbrooke Junior		50		
St Wilfrid's CE Primary	30			
Standhill Infant	45			
<i>Stanhope Primary</i>	60 (35)			
Westdale Infant	60			
Westdale Junior		60		
Willow Farm Primary	30			
Woodthorpe Infant	60			

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.5 – Mansfield area

Published admission numbers 2017-2018 Primary and secondary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Primary	60			
Asquith Primary	45			
Berry Hill Primary	60			
Church Vale Primary	30			
Crescent Primary	45			
Eastlands Junior		40		
<i>Farmilo Primary</i>	<i>45 (30)</i>			
Forest Town Primary	60			
Garibaldi College			165	20
<i>Heatherley Primary</i>	<i>45 (30)</i>			
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	60			
Leas Park Junior		70		
Netherfield Infant	40			
Nettleworth Infant	70			
Newlands Junior		45		
<i>Northfield Primary</i>	<i>60 (30)</i>			
Oak Tree Primary	40			
Sherwood Junior		60		
St Edmund's CE Primary	30			
Sutton Road Primary	60			
Wynndale Primary	30			

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.6 – Newark area

Published admission numbers 2017-2018 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Chuter Ede Primary	90	
Coddington CE Primary	60	
Dean Hole CE Primary	8	
Forest View Junior		60
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
Kirklington Primary	8	
Kneesall CE Primary	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	
Ollerton Primary	50	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Samuel Barlow Primary	40	
St Peter's CE Primary	30	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
William Gladstone CE Primary	45	30
Winthorpe Primary	15	

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

1.7 – Rushcliffe area

Published admission numbers 2017-2018 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
Brookside Primary	30	
Bunny CE Primary	14	
Carnarvon Primary	70	
<i>Costock CE Primary</i>	<i>15 (10)</i>	
Cropwell Bishop Primary	30	
Crossdale Drive Primary	30	
Flintham Primary	15	
Gotham Primary	30	
Heymann Primary	90	
<i>James Peacock Infant</i>	<i>90 (85)</i>	
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	
<i>Orston Primary</i>	<i>25 (20)</i>	
Radcliffe on Trent Infant	75	
Radcliffe on Trent Junior		70
Robert Miles Infant	60	
Robert Miles Junior		60
<i>St Peter's Ruddington CE Junior</i>		<i>90 (85)</i>
Sutton Bonington Primary	30	
Tollerton Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		80
Willoughby Primary	7	
Willowbrook Primary	30	

Changes are *highlighted*. The published admission number (PAN) determined for 2016-2017 is detailed in brackets for information only.

SECTION 2:

Admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools

2.1 - definitions of key terms

2.2 - standard reception criteria and variations

2.3 - standard junior/primary criteria and variations

2.4 - standard secondary criteria – year 7 and year 12

2.1 Definitions of key terms

The following definitions are used for all community and voluntary controlled schools.

2.1.1 Looked after and previously looked after

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 in accordance with 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 residence order or special guardianship order). This includes 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).

2.1.2 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 that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (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 a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration. For 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 will accept a Unit postal address or quartering area address for a service child.

2.1.3 Parent

- 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.

The person making the application must hold parental responsibility.

2.1.4 Sibling (a brother or sister)

- a brother or sister who shares the same parents
- 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.

2.1.5 Multiple births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

2.1.6 Special consideration

There may be very rare circumstances in which evidence can be provided from a doctor, social worker or other relevant professional to demonstrate that there is only one school that can meet a child's needs. 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 relevant professional demonstrating 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.**

The appropriate designated officers will consider each case on its merits and determine 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.

2.1.7 Distance measurement and tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring software. For Chuter Ede Primary School in Newark where the school is set on two sites, Balderton and Fernwood, the County Council measures to a central point equidistant between the two sites.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

SECTION 2.2: standard reception criteria and variations

A STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 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
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area

B VARIATION TO STANDARD RECEPTION CRITERIA: DENOMINATIONAL CRITERION INFANT AND PRIMARY SCHOOLS 2017-2018

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

The additional criterion comes after criterion 3.

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.
 - Cuckney CE Primary School, Cuckney
 - Dean Hole CE Primary School, Caunton
 - Holy Trinity CE Infant School, Southwell
 - Kneesall CE Primary School, Kneesall
 - 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

Please refer to Section 2.1 for definitions of key terms.

C VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018

All Hallows CE Primary School

In the event of oversubscription, the following 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.

- 1 Children looked after by a local authority and previously looked after children
- 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 whose parent has regular involvement with the church*
- 3 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
- 4 Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with the church*
- 5 Children who live outside the catchment area and whose parent has regular involvement with the church*
- 6 Other children who live outside the catchment area

*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.

D VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018

St Wilfrid's CE Primary School

- 1 Children looked after by a local authority and previously looked after children
- 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
- 3 Children who live in the catchment area and have a parent who has attended a church service on average twice a month during the previous year, or where the child has attended a church service with an adult member of their immediate family on average twice a month during the previous year
- 4 Other children who live in the catchment area
- 5 Children who live outside the catchment area and have a parent who has attended a church service on average twice a month during the previous year, or where the child has attended a church service with an adult member of their immediate family on average twice a month during the previous year
- 6 Other children who live outside the catchment area

* Church service includes 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.

E VARIATION TO STANDARD RECEPTION CRITERIA 2017-2018 Trowell CE Primary School

- 1 Children looked after by a local authority and previously looked after children
- 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
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area where a parent is involved with St Helen's Church*
- 5 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*
- 6 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. This must be provided by the closing date for applications.

Please refer to Section 2.1 for definitions of key terms.

SECTION 2.3: standard junior/primary criteria and variations

A STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 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

B VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: DENOMINATIONAL CRITERION YEAR 3 INTAKE 2017-18 Lowe's Wong Junior School, Southwell

Most Nottinghamshire community and voluntary controlled junior and primary schools with an intake at year 3 use the standard admission oversubscription criteria. However, Lowe's Wong Junior School has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes before criterion 6

- Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.

*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. This must be provided by the closing date for applications.

Please refer to Section 2.1 for definitions of key terms.

C VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2017-18

The schools named below have a variation to the standard junior/primary criteria:

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

For intake at year 3 in 2017-2018 the oversubscription criteria are as follows:

- 1 Children looked after by a local authority and previously looked after children
- 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
- 7 Other children

Please refer to Section 2.1 for definitions of key terms.

SECTION 2.4: standard secondary criteria

A STANDARD SECONDARY CRITERIA: YEAR 7 ADMISSIONS 2017-2018

- 1 Children looked after by a local authority and previously looked after children
- 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
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications
- 5 Other children

B STANDARD SECONDARY CRITERIA: YEAR 12 ADMISSIONS 2017-18

- 1 Children looked after by a local authority and previously looked after children
- 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

Exact entry requirements may vary from course to course. Details are available in the sixth form prospectus for individual schools.

Please refer to Section 2.1 for definitions of key terms.

SECTION 3

NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEMES 2017-2018

3.1 – admissions in the normal round

3.2 – admissions outside the normal round (in-year admissions)

SECTION 3.1: admissions in the normal round

3.1.1 Introduction

- a. This scheme outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism to ensure that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by their local authority (the home authority).
- b. Parents 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.
- c. Governing bodies of academy, foundation, free, studio, trust and voluntary aided schools are responsible for determining their own admission and appeals arrangements.
- d. Nottinghamshire County Council's coordinated scheme applies to:
 - children starting school for the first time (reception intake)
 - children transferring from infant school to junior education (Y3 intake)
 - children transferring from primary phase to secondary education (Y7 intake)
 - children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake)

These are known as 'normal admissions rounds'.

- e. In all other cases, applications for admission are known as 'in-year admissions'.
- f. 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.
- g. Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council.
- h. All offers of a place by the County Council during the normal admissions round will be made as detailed in the timetables outlined in this scheme.
- i. 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, parents must make an application.

3.1.2 Applying for a school place

- a. Parents 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 online, by telephone or by completing a paper application form.
- b. Applications from parents 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.
- c. Parents 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 should include any additional information the admission authority may need in order to consider the application fully.
- d. Applications from parents for a place at an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admission oversubscription 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.
- e. Parents of children who live in Nottinghamshire must return completed applications to Nottinghamshire County Council.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority.

3.1.3 Processing applications

- a. Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.
- b. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- c. 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.
- d. Each admission authority will then apply their published admission oversubscription criteria to all preferences to determine whether a place can/cannot be offered.
- e. Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
- f. 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.

3.1.4 Provisional offers

- a. 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.
- b. 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.

3.1.5 Alternative offers (previously referred to as mandatory offers)

- a. 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 oversubscription criteria.
- b. 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 oversubscription criteria.
- c. For alternative offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

3.1.6 Informing parents

- a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. For those who applied online, an email will be sent on offer day; for those who applied by telephone or by completing a paper application, letters will be posted second class on offer day. Any parent whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
- b. Parents are asked to confirm their acceptance of the allocated place. Allocated places may be withdrawn where a parent does not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.
- c. **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 that school is ranked above a preference that has been allocated
 - priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists are maintained until the end of the academic year 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. The order of places on a waiting list is decided by the admission oversubscription criteria for the school.

3.1.7 Late applications – normal admissions rounds only

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

- **2 December 2016** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **17 February 2017** for children starting school for the first time and for children transferring from infant school to junior education.

b. Late applications received after the dates above but before **31 August 2017** will be considered after offer day in line with the coordinated arrangements irrespective of the individual circumstances.

Any applications received after **1 September 2017** will be processed as in-year applications.

3.1.8 Fraudulent or misleading information

a. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information provided 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.

b. 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.

3.1.9

PRIMARY COORDINATED SCHEME 2017-2018*(including children starting school for the first time and infant to junior transfers)***Timetable for coordinated admission arrangements**

Stage	Dates	Action
1	From Monday 7 November 2016	Information distributed to parents
2	Sunday 15 January 2017	Closing date for receipt of applications
3	By Friday 3 February 2017	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 17 February 2017	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Friday 17 February 2017	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Friday 3 March 2017	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Friday 10 March 2017	Nottinghamshire County Council informs other local authorities of provisional offers
8	Between Friday 10 March 2017 and 31 March 2017	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and informs other local authorities of these provisional offers
9	By Friday 31 March 2017	Nottinghamshire County Council informs other local authorities of final allocations
10	By Wednesday 12 April 2017	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Tuesday 18 April 2017	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	Appeals	Primary appeals will begin from May 2017 onwards

Primary coordinated scheme 2017-2018

Key dates

	August 2016					September 2016					October 2016					
M	1	8	15	22	29		5	12	19	26		3	10	17	24	31
T	2	9	16	23	30		6	13	20	27		4	11	18	25	
W	3	10	17	24	31		7	14	21	28		5	12	19	26	
Th	4	11	18	25		1	8	15	22	29		6	13	20	27	
F	5	12	19	26		2	9	16	23	30		7	14	21	28	
Sa	6	13	20	27		3	10	17	24		1	8	15	22	29	
S	7	14	21	28		4	11	18	25		2	9	16	23	30	

	November 2016					December 2016					January 2017					
M		7	14	21	28		5	12	19	26		2	9	16	23	30
T	1	8	15	22	29		6	13	20	27		3	10	17	24	31
W	2	9	16	23	30		7	14	21	28		4	11	18	25	
Th	3	10	17	24		1	8	15	22	29		5	12	19	26	
F	4	11	18	25		2	9	16	23	30		6	13	20	27	
Sa	5	12	19	26		3	10	17	24	31		7	14	21	28	
S	6	13	20	27		4	11	18	25		1	8	15	22	29	

	February 2017					March 2017					April 2017				
M		6	13	20	27		6	13	20	27		3	10	17	24
T		7	14	21	28		7	14	21	28		4	11	18	25
W	1	8	15	22		1	8	15	22	29		5	12	19	26
Th	2	9	16	23		2	9	16	23	30		6	13	20	27
F	3	10	17	24		3	10	17	24	31		7	14	21	28
Sa	4	11	18	25		4	11	18	25		1	8	15	22	29
S	5	12	19	26		5	12	19	26		2	9	16	23	30

	May 2017					June 2017					July 2017					
M	1	8	15	22	29		5	12	19	26		3	10	17	24	31
T	2	9	16	23	30		6	13	20	27		4	11	18	25	
W	3	10	17	24	31		7	14	21	28		5	12	19	26	
Th	4	11	18	25		1	8	15	22	29		6	13	20	27	
F	5	12	19	26		2	9	16	23	30		7	14	21	28	
Sa	6	13	20	27		3	10	17	24		1	8	15	22	29	
S	7	14	21	28		4	11	18	25		2	9	16	23	30	

Key dates for Coordinated admissions
 School holiday
 Bank holiday
 Administration day

3.1.10 SECONDARY COORDINATED SCHEME 2017-18
(including primary to secondary transfer and transfer to year 10 at a studio school)

Timetable for coordinated admission arrangements

Stage	Dates	Action
1	From Monday 8 August 2016	Information distributed to parents
2	Monday 31 October 2016	Closing date for receipt of applications
3	By Friday 11 November 2016	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 2 December 2016	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Friday 2 December 2016	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Friday 6 January 2017	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Friday 20 January 2017	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 Wednesday 22 February 2017	Nottinghamshire County Council informs schools and other local authorities of final allocations
9	By Monday 27 February 2017	Nottinghamshire County Council informs schools all Nottinghamshire schools of final allocations
10	Wednesday 1 March 2017	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
11	Appeals	Secondary appeals will begin from April 2017 onwards

Secondary coordinated scheme 2017-2018

Key dates

	August 2016					September 2016					October 2016					
M	1	8	15	22	29		5	12	19	26		3	10	17	24	31
T	2	9	16	23	30		6	13	20	27		4	11	18	25	
W	3	10	17	24	31		7	14	21	28		5	12	19	26	
Th	4	11	18	25		1	8	15	22	29		6	13	20	27	
F	5	12	19	26		2	9	16	23	30		7	14	21	28	
Sa	6	13	20	27		3	10	17	24		1	8	15	22	29	
S	7	14	21	28		4	11	18	25		2	9	16	23	30	

	November 2016					December 2016					January 2017					
M		7	14	21	28		5	12	19	26		2	9	16	23	30
T	1	8	15	22	29		6	13	20	27		3	10	17	24	31
W	2	9	16	23	30		7	14	21	28		4	11	18	25	
Th	3	10	17	24		1	8	15	22	29		5	12	19	26	
F	4	11	18	25		2	9	16	23	30		6	13	20	27	
Sa	5	12	19	26		3	10	17	24	31		7	14	21	28	
S	6	13	20	27		4	11	18	25		1	8	15	22	29	

	February 2017					March 2017					April 2017					
M		6	13	20	27		6	13	20	27		3	10	17	24	
T		7	14	21	28		7	14	21	28		4	11	18	25	
W	1	8	15	22		1	8	15	22	29		5	12	19	26	
Th	2	9	16	23		2	9	16	23	30		6	13	20	27	
F	3	10	17	24		3	10	17	24	31		7	14	21	28	
Sa	4	11	18	25		4	11	18	25		1	8	15	22	29	
S	5	12	19	26		5	12	19	26		2	9	16	23	30	

	May 2017					June 2017					July 2017					
M	1	8	15	22	29		5	12	19	26		3	10	17	24	31
T	2	9	16	23	30		6	13	20	27		4	11	18	25	
W	3	10	17	24	31		7	14	21	28		5	12	19	26	
Th	4	11	18	25		1	8	15	22	29		6	13	20	27	
F	5	12	19	26		2	9	16	23	30		7	14	21	28	
Sa	6	13	20	27		3	10	17	24		1	8	15	22	29	
S	7	14	21	28		4	11	18	25		2	9	16	23	30	

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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SECTION 3.2

NOTTINGHAMSHIRE COUNTY COUNCIL'S COORDINATED SCHEME FOR IN-YEAR ADMISSIONS TO NOTTINGHAMSHIRE COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

**(also open to own admission authority schools to participate
on a voluntary basis)**

3.2.1 Introduction

a. **What is an in-year application?**

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (for example starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the lead officer for fair access under the Fair Access Protocol, available at www.nottinghamshire.gov.uk.

b. **Fair Access Protocol**

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

3.2.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. Own admission authority schools and academies (OAAs) are able to manage applications directly to the school without parents having to apply through a local authority. The School Admissions Code 2014 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.
- b. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council also invites OAAs within Nottinghamshire to join the in-year scheme. Applications for other Nottinghamshire schools should be made directly to the school. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: guide for parents available at www.nottinghamshire.gov.uk.
- c. Admission authorities are responsible for setting and applying a school's admission arrangements:
- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
 - for academies, the academy trust is the admission authority
 - for all other schools in Nottinghamshire, the County Council is the admission authority.
- d. All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.
- e. Admission authorities should ensure that their processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

- f. The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.
- g. Admission authorities cannot refuse admission to a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.
- h. Nottinghamshire County Council may also share information with neighbouring authorities about applicants who live in that local authority area and who apply for a place in one of the schools participating in the scheme.
- i. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

3.2.3 Applying for a place in a Nottinghamshire school

- a. Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.
- b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools.
- c. Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website www.nottinghamshire.gov.uk.

3.2.4 Applying for a place in year 10 or year 11

- a. Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.
- b. It may be difficult to find schools that can offer courses compatible with the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

3.2.5 How applications are considered

- a. Applications for school places are considered without delay to ensure that every child of school age accesses an appropriate school place.

Timeline	Nottinghamshire County Council's in-year scheme
Day 0 – 5	There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.
Day 5 - 15	OAA's are requested to notify the County Council of their decision
Day 15 – 20	Notification of the outcome of the application will be sent to parents by second class post
Day 20	If a place cannot be identified or there is a delay in getting a response, the application will be referred to the Fair Access Protocol

- b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.
- d. Nottinghamshire County Council will write to parents detailing the outcome of the application. Letters are posted second class. Parents should confirm their acceptance of the offer of a school place within 14 days of the decision letter otherwise the place may be withdrawn.

3.2.6 Alternative offers (previously referred to as mandatory offers)

- a. If a school is oversubscribed and an application is refused, parents are given the right of appeal.
- b. In addition, for Nottinghamshire residents, if it is not possible to allocate any preferences the County Council will determine whether an alternative offer of a school place should be made.
- c. Alternative offers will be made in the following circumstances:
- relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)
 - moving home within Nottinghamshire and the child's current/previous school is in excess of 2 miles for children aged under 8 years of age and 3 miles for children aged 8 years and over.
- d. An alternative offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools and distance is calculated by walking route measured using the County Council's computerised distance measuring software.

3.2.7 Waiting lists

- a. Waiting lists may be held by schools where the number of applications received is greater than the number of places available in the year group. The order of waiting lists is decided by the admission oversubscription criteria for the school irrespective of the date the application was received and whether parents choose to appeal.
- b. Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.

3.2.8 Appeals

- a. Parents have the right to appeal to an independent appeal panel if they are not happy with the outcome of their application.
- b. Full details of how to appeal will be provided with the outcome of the application.

3.2.9 Fraudulent or misleading information

- a. Where an 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.
- b. 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.