



## Transfer to secondary school (year 7) – September 2018

If your child lives in Nottinghamshire and you require a school place in September 2018 you must apply through Nottinghamshire County Council.

### Key points:

- **You need to apply on time.** You can apply from **7 August 2017 until 31 October 2017.** Applying after the deadline reduces your chances of getting a place at your preferred school.
- **You can apply online** at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)
- You should list 4 schools in the order you most prefer.
- If it is not possible to offer any of your preferences, the County Council may make an offer of a school place that is further away from your home address – this will be at a school where there are places available after all on time preferences have been considered.
- **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 2018-2019* for admission oversubscription criteria for individual schools.
- **You should tell us any information that is relevant to your application which may affect how the admission oversubscription criteria are applied.**
- **Tell us if you move house as this may affect how your application is considered.**
- Your application can **only** be discussed with the applicant or agreed contact.

### Last year:

- **Over 98% of families who applied on time were offered one of their preferred schools.**
- **70% of families who only made one preference were given an alternative offer.**

### Making an application

Applications are accepted from **7 August 2017 until 31 October 2017.**

#### Online applications

The best way to apply is online before the closing date at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

You will find information to help you through the registration process. If you do not have an email account, you will need to set one up.

Applying online is completely safe and secure and you can make changes to your application right up to the closing date. We will send an email confirming that we have received your preferences. If you make any change to your application you **must** resubmit otherwise it may not be processed correctly.

Remember to make a note of your user name, security question and unique identification number as you will need these to change passwords and access the system. If you forget your password you can reset it online.

- We recommend that you make **4 preferences.** This includes any schools you may wish to apply for that are outside Nottinghamshire.
- List your 4 preferences in order starting with the one you would most like your child to attend.
- Remember that living in the catchment area, attending a linked school or having a brother or sister attending a school does not guarantee that your application will be successful.
- 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. *Admissions to schools: Guide for parents 2018-2019* gives details of how many places are available and a breakdown of how places were allocated last year which you may find helpful.

## 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](http://www.nottinghamshire.gov.uk/admissions)

This information must be submitted before the closing date.

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.

If your child has a physical disability that affects their mobility you should speak to the head teacher of the school you prefer before making any final decisions. Alternatively, you can contact the Integrated Children's Disability Service for further advice (0115 977 3779).

### How places are allocated

If a school has more applications than places available, the admission oversubscription criteria help 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](http://www.nottinghamshire.gov.uk/admissions) for full details of your preferred schools.

Late applications and changes of preferences received after the closing date will not be considered until all on-time applications have been dealt with. Last year more than 93% of parents who applied on time were offered a place at their first preference school.

### Home address/moving house

The address you give on your application must be the one at which your child is permanently living on the closing date for applications. We will not accept a business address, the home of a relative or a child minder's address, even if your child stays there for all or part of the week. If your child lives at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday, Thursday) will be taken to be the place of residence – this will need to be verified and we may ask you for proof.

**It is your responsibility to let us know if you move house. We will need this in writing. 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. You may be required to provide evidence of your new address so we can verify that your child is resident at your new property. It is important that we receive this information 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 purpose of allocating a school place.**

If your address changes after **1 December 2017**, the address given on your original application will be used for the purpose of allocating a school place.

We will investigate any applications where there are doubts about the information provided and we undertake random checks to verify that information provided by parents is genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address may be withdrawn.

### Transport to school

Remember when considering your preferences that you are responsible for getting your child to school and applying for transport if you think you are eligible. Information on transport is available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

### Next Steps

If you apply online you will receive an email with the outcome of your application on **1 March 2018**. All other applicants will be notified by letter posted second class on this day. Outcomes cannot be given over the telephone.

### General contact information:

**Phone:** 0300 500 80 80

**Monday to Friday:** 8am to 6pm

(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](mailto:enquiries@nottscc.gov.uk)

**Website:** [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk)

**Minicom:** 01623 434993

**Phone** 0300 500 80 80 if you need the information in a different language or format.