



# Admissions to schools

Guide for parents

2018 - 2019

Applying for  
a secondary  
school place



Apply online at: [nottinghamshire.gov.uk/admissions](https://nottinghamshire.gov.uk/admissions)

# Nottinghamshire County Council admissions to schools 2018-2019

This guide contains important information about how school places are allocated and the extra help available to you and your child. If you need help to understand what you need to do, please contact the school admissions team.

Urząd Hrabstwa Nottinghamshire  
(Nottinghamshire County Council)

nabór do szkół na rok szkolny  
2018 – 2019

Broszura ta zawiera ważne informacje na temat zasad przydzielania miejsc oraz dostępnego dla Państwa i Państwa dzieci dodatkowego wsparcia. Skrócona wersja informatora dostępna jest w innych językach. Jeżeli potrzebują Państwo pomocy w zrozumieniu procedury postępowania, proszę skontaktować się ze szkolnym zespołem ds. rekrutacji.

نوٹنگھم شائر کاؤنٹی کاؤنسل - سکولوں میں داخلے - برائے سال 2018 – 2019

سکول میں جگہیں کس طرح سے متعین کی جاتی ہیں، اس کے متعلق کتابچہ میں اہم معلومات ہیں اور یہ کہ آپ اور آپ کے بچوں کیلئے کیا اضافی مدد دستیاب ہے۔ حقائق کیلئے اس فیکٹ شیٹ کا خلاصہ دیگر زبانوں میں دستیاب ہے۔ آپ کو کیا کرنے کی ضرورت ہے یہ سمجھنے کیلئے اگر آپ کو مدد چاہیے تو اپنے سکول کی ٹیم برائے داخلہ ایڈمیشنز ٹیم سے رابطہ کیجئے۔

نوٹنگھم شائر کاؤنٹی کاؤنسل سکولوں میں داخلے 2018 – 2019

کتابچہ میں یہ आवश्यक जानकारी दी गई है कि स्कूलों में दाखिले कैसे प्राप्त किए जाएं व आपको व आपके बच्चों को ओर सहायता कैसे मिल सकती है। इस जानकारी का सारांश कई ओर भाषाओं में भी प्राप्त या जा सकता है। यदि आपको इस जानकारी को समझने में मदद की आवश्यकता है तो आप स्कूल मिशन टीम को सम्पर्क करें।

नोटिंगमशायर काउंटी काउंसिल सकुलों में दाखिला 2018 – 2019

इस किताब में यह जानकारी दी गई है कि स्कूलों में दाखिले कैसे प्राप्त किए जाएं व आपको व आपके बच्चों को ओर सहायता कैसे मिल सकती है। इस जानकारी का सारांश कई ओर भाषाओं में भी प्राप्त या जा सकता है। यदि आपको इस जानकारी को समझने में मदद की आवश्यकता है तो आप स्कूल मिशन टीम (school admission team) से संपर्क करें।

If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.

# Foreword

## Dear Parent

Welcome to Nottinghamshire's Admissions to schools: Guide for parents.

This guide contains a wide range of information and advice to help you understand when and how to apply for a school place for your child.

The guide has been divided into sections this year to make it easier for parents to find the information relevant to their application.

There are three sections:

- Primary to secondary transfer - if your child is transferring from primary school (year 6) to secondary school (year 7) or you are applying to transfer to a 14-19 academy, college or school in year 10
- First admission and transfer to junior school – if your child is starting school for the first time (reception) or transferring from infant school (year 2) to junior/primary education (year 3)
- Applying for school places in-year – if you are applying to move your child during the academic year.

Further information about schools, the number of places available and how places are allocated is contained in **Admissions to schools: School information**, available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

We continue to build on the past successes of Nottinghamshire's schools in raising attainment and increasing progress for all our pupils. We are determined to ensure that all our children and young people really do have the opportunity to fulfil their potential, whatever their background. We work in partnership with schools, children, young people and their families to help achieve this. We are keen to work with you to ensure that your child's education is a positive and enriching experience.

We advise you to:

- apply on time
- use all 4 preferences
- include at least one preference for a school where your child will have high priority within the admission oversubscription criteria.

Deciding which schools to apply for is important. The vast majority of parents who apply on time get a place for their child in one of their preferred schools. Please take every opportunity to contact or visit schools for more information and to help you decide which 4 schools you and your child would like to apply for.



Colin Pettigrew  
Corporate Director  
Children, Families and Cultural Services



Councillor Philip Owen  
Cabinet Member for Education

# School holidays

	August 2018						September 2018						October 2018					
M			6	13	20	27		3	10	17	24			1	8	15	22	29
T			7	14	21	28		4	11	18	25			2	9	16	23	30
W		1	8	15	22	29		5	12	19	26			3	10	17	24	31
T		2	9	16	23	30		6	13	20	27			4	11	18	25	
F		3	10	17	24	31		7	14	21	28			5	12	19	26	
S		4	11	18	25		1	8	15	22	29			6	13	20	27	
S		5	12	19	26		2	9	16	23	30			7	14	21	28	

	November 2018						December 2018						January 2019					
M			5	12	19	26		3	10	17	24	31			7	14	21	28
T			6	13	20	27		4	11	18	25			1	8	15	22	29
W			7	14	21	28		5	12	19	26			2	9	16	23	30
T		1	8	15	22	29		6	13	20	27			3	10	17	24	31
F		2	9	16	23	30		7	14	21	28			4	11	18	25	
S		3	10	17	24		1	8	15	22	29			5	12	19	26	
S		4	11	18	25		2	9	16	23	30			6	13	20	27	

	February 2019						March 2019						April 2019					
M			4	11	18	25		4	11	18	25			1	8	15	22	29
T			5	12	19	26		5	12	19	26			2	9	16	23	30
W			6	13	20	27		6	13	20	27			3	10	17	24	
T			7	14	21	28		7	14	21	28			4	11	18	25	
F		1	8	15	22		1	8	15	22	29			5	12	19	26	
S		2	9	16	23		2	9	16	23	30			6	13	20	27	
S		3	10	17	24		3	10	17	24	31			7	14	21	28	

	May 2019						June 2019						July 2019					
M			6	13	20	27		3	10	17	24			1	8	15	22	29
T			7	14	21	28		4	11	18	25			2	9	16	23	30
W		1	8	15	22	29		5	12	19	26			3	10	17	24	31
T		2	9	16	23	30		6	13	20	27			4	11	18	25	
F		3	10	17	24	31		7	14	21	28			5	12	19	26	
S		4	11	18	25		1	8	15	22	29			6	13	20	27	
S		5	12	19	26		2	9	16	23	30			7	14	21	28	



School holidays



Public holidays



Administration day

This pattern gives 195 working days for staff, including the administration day on Tuesday 4 September 2018.  
A total of 4 in-service training days for staff will be taken by each school from the 194 term days given above, leaving 190 term days for pupils.

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# School admissions

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

This applies to children who are:

- transferring from primary/junior school (year 6) to secondary school (year 7) in September 2018
- applying for a place at a 14-19 school (year 10) in September 2018.

**Applications for school places at all other times (known as in-year applications) are dealt with differently. See Admissions to schools: Applying for school places in-year.**

On page 10 you will find important dates to remember and the standard community admission oversubscription criteria (how places are allocated when there are more applications than places available). We have also included a checklist of important things for you to consider when thinking about which 4 schools to apply for.

If your child has a **statement of special educational needs or an education, health and care plan**, different arrangements apply and you should contact the Integrated Children's Disability Service.

**Admissions to schools: School information 2018 - 2019** is available online and in schools. This gives details about all Nottinghamshire schools and includes a summary of admission oversubscription criteria which can help you decide which 4 schools to apply for.

The County Council makes every effort to issue information on applying for a school place to all known families living in Nottinghamshire. It is your responsibility, as a parent, to apply for a school place and make sure that your application is submitted on time.

All local authorities are required to coordinate admissions for primary (including infant and junior) and secondary schools (including 14-19 schools) in their area. Coordinated schemes are intended to simplify the admission process. Nottinghamshire residents can make up to 4 school preferences in order of priority on a single application. These 4 preferences include any school in other local authority areas. Parents will receive a single offer of a school place.

The County Council, as the admission authority for community schools, is responsible for setting and applying schools' admission arrangements. For foundation and voluntary aided schools, including trust schools, the admission authority is the governing body of the school. For academies, the academy trust is the admission authority. All admission authorities, including free schools and studio schools, must comply with the requirements of the School Admissions Code and admissions legislation.

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school. We will investigate any applications where there are doubts about the information provided.

**Neighbouring local authorities' addresses and contact details can be found on page 30.**

# Things to consider before making your application for a secondary school place

The checklist below may be helpful for you to consider before making your application.

Checklist	
I have checked whether Nottinghamshire is my home local authority, <a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a>	
I understand that my child will not automatically transfer from a previous school and that I still need to apply for a school place.	
I have checked which is the catchment area school for my home address by visiting <a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a> or by telephoning 0300 500 80 80. Nottinghamshire County Council cannot guarantee that information obtained from other third-party sources will be accurate.	
I understand that the address I give on my application must be the one at which my child is permanently living on the closing date for applications. I agree to notify the school admissions team if I move house.	
I have read the admission oversubscription criteria for my preferred schools to see whether my preferences will receive a high priority.	
I have checked to see whether I need to complete a supplementary information form or provide additional supporting information, particularly when applying for an academy, foundation, studio, trust, voluntary aided school. Supplementary information forms are available at <a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a> or by visiting individual school websites.	
I have visited <a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a> to get a wide range of information about Nottinghamshire schools and links to the Office for Standards in Education (Ofsted) and Department for Education (DfE) websites.	
I have remembered to include details of any brothers or sisters who will be attending my preferred schools in September 2018 and have checked the admission oversubscription criteria to see whether this gives my preference a higher priority.	
I have considered how my child will get to and from my preferred schools and whether I would be eligible to apply for travel assistance.	
I have read Admissions to schools: Guide for parents 2018 - 2019 and Admissions to schools: School information 2018 - 2019 which give details about the admissions process.	
<b>I have made 4 preferences naming the schools in the order I most prefer.</b>	
<b>I have checked the closing date for my application and understand that all information must be submitted before that date.</b>	
<b>I confirm that I have parental responsibility for this child and understand that my application can only be discussed with the applicant or agreed contact.</b>	

**Admissions to schools: School information 2018 - 2019** gives a summary of the admission oversubscription criteria for all Nottinghamshire schools.

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. For some admission authorities it may give your application higher priority within the admission oversubscription criteria.

# Making your preferences

Before making your preferences, it is important that you consider carefully which schools you would like your child to go to.

You should check the admission oversubscription criteria for all your preferred schools. If there are more applications than places available, the first criterion will represent the group of children most likely to get a place at that school. The last criterion will represent the group of children least likely to get a place.

The standard admission oversubscription criteria for Nottinghamshire community schools are detailed on pages 11-13.

Summaries of the admission oversubscription criteria for schools are in **Admissions to schools: School information 2018 - 2019**.

We recommend that you **use all 4 preferences** and at least one of the preferences on your application should be for a school where you are sure that your child will meet one of the higher criteria for admission. Once you have decided which 4 schools to apply for, you need to list them in order starting with the one you would most like your child to attend. Your preference order is very important.

**When making your 4 preferences, you will need to:**

- **Tell us if your child is looked after by a local authority or was previously looked after.**
- **List the schools in order starting with the one you would most like your child to attend.** Remember to check the school name carefully as some schools have similar names. It is your responsibility to make sure the application is completed correctly.
- **Give us details of any brothers and/or sisters (including their date of birth) who will be attending your preferred schools in September 2018.**
- **Check whether you also need to complete a supplementary form or provide additional information.**
- **Remember that the address you give on your application must be the one at which your child is permanently living.** 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 spends time at two different addresses, you should use the main place of residence.

**If you are requesting special consideration**, you must provide additional information for your application to be considered fully. See page 12.

If your application shows a different address from the address we hold on our records, we may need to verify your main place of residence. We will need you to provide evidence that your child is living at the address given at the time of the application.

**Ensure that you submit your application and any supporting information before the closing date.**



# How to apply

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

## Apply online

- You will need an email address to register.
- We recommend that you apply using the personal unique identification number (UID) for your child, which is pre-printed on the information sent to your home address.
- We recommend that you print a copy of your application for your own records.
- Once you have completed your online application, **remember to submit it.**
- If you make any changes to your application you must also resubmit otherwise it may not be processed correctly.

We will send you an email confirming that we have received your preferences or any change of preference.

You may change your application any time up to the closing date.

You will not be able to apply online after the closing date.

**If you do not apply online, you must still complete an application before the closing date.**

## Other ways to apply

- Contact our customer service team on 0300 500 80 80 to make an application over the telephone or to request an application form.
- Download an application form from [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

## Supporting information

Some schools require additional information such as a letter from a minister, in order to apply their admission oversubscription criteria. Please check the **Admissions to schools: School information 2018 - 2019**, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) to see whether you need to complete a supplementary form or provide additional information. You must remember to send any supporting information to the correct admission authority by the closing date.

In addition, if you think that your preferred school is **the only** school which could cater for your child's particular needs, you must provide additional supporting evidence by the closing date for consideration by the designated officers.

This would be written evidence from a doctor, social worker or other relevant professional stating the reasons why this is **the only** school which could meet your child's needs.

If your child has a physical disability that affects their mobility you should speak to the headteacher 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).

**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 online at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)**

You should still make 4 preferences as providing additional information and requesting a place under special circumstances does not guarantee that you will be allocated a place at that school.

Where a school has more applications than places available, it is considered to be oversubscribed. The admission oversubscription criteria are used to decide the order in which places can be allocated.

# Secondary coordinated scheme

Important dates to remember if your child is:

- transferring from primary school (year 6) to secondary school (year 7) – September 2018
- applying to transfer to a 14-19 academy, college or school in year 10 – September 2018

<b>From Monday 7 August 2017</b>	<ul style="list-style-type: none"> <li>• <b>Apply</b> for a school place</li> <li>• Information available to parents</li> </ul>
<b>Tuesday 31 October 2017</b>	<ul style="list-style-type: none"> <li>• <b>National closing date</b> for receipt of applications and any supplementary or supporting information including any special circumstances</li> </ul>
<b>Friday 1 December 2017</b>	<ul style="list-style-type: none"> <li>• Last date for exceptional late applications and changes to preference to be received in order to be considered by the admission authority as on time, refer to page 19</li> </ul>
<b>NATIONAL OFFER DAY Thursday 1 March 2018</b>	<ul style="list-style-type: none"> <li>• Emails sent to online applicants with the outcome of their application</li> <li>• Letters sent to parents by <b>second class</b> post showing the outcome of their application</li> <li>• Unsuccessful on time applications added to waiting lists for schools with an intake at year 7 and year 10</li> <li>• Appeals can be lodged</li> </ul>
<b>Friday 16 March 2018</b>	<ul style="list-style-type: none"> <li>• Online responses processed</li> <li>• Processing of late applications and changes to preferences starts</li> <li>• Any available places begin to be offered from the waiting lists in line with the relevant admission oversubscription criteria</li> </ul>
<b>May/June 2018</b>	<ul style="list-style-type: none"> <li>• Independent appeals heard</li> </ul>
<b>Saturday 1 September 2018</b>	<ul style="list-style-type: none"> <li>• Applications received from this date will be processed in line with in-year arrangements</li> </ul>
<b>Monday 31 December 2018</b>	<ul style="list-style-type: none"> <li>• Waiting lists close for Nottinghamshire community schools</li> <li>• Some own admission authority schools may continue to hold waiting lists after this date</li> </ul>

# Standard admission oversubscription criteria

For Nottinghamshire community secondary schools admitting into year 7 in September 2018.

Most Nottinghamshire community schools use the standard admission oversubscription criteria. Some community schools have a variation to the standard criteria and some admission authorities require additional information so that they can consider your application fully. You should, therefore, refer to the admission oversubscription criteria for individual schools in **Admissions to schools: School information 2018 - 2019** before applying for a school place.

## Standard admission oversubscription criteria (year 7)

**In the event of oversubscription, the criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have either an education, health and care plan or 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, 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 and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school.
6. Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications.
7. Other children.

For the purposes of admissions, attending school is taken to be on roll at a school.

In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies.

For Nottinghamshire community secondary schools, distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using Nottinghamshire County Council's computerised distance measuring software. Other admission authorities may measure differently.

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

## Special consideration

For applications for all Nottinghamshire community schools, the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the **school is the only school which could cater for the child's particular needs**. The evidence must be presented before the closing date.

The appropriate designated officers will consider each case and determine the allocation of any such place on the basis of written evidence. Admission under special circumstances will have priority over all but the first numbered criterion.



# Standard admission oversubscription criteria

For community secondary schools - year 12  
in September 2018.

Some admission authorities require additional information so that they can consider your application fully. You should, therefore, refer to the admission oversubscription criteria for individual schools in **Admissions to schools: School information 2018-2019** before applying for a school place.

## Standard admission oversubscription criteria (year 12)

**In the event of oversubscription, the criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have either an education, health and care plan or 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 and who at the time of admission will have a brother or sister attending the school.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. 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.

## Leaving school

All young people reaching age 17 in England are required to continue in education or training; this increased to age 18 from 2015.

Young people will be able to choose:

- full-time education, such as school or college
- work-based learning, such as an apprenticeship
- part-time education or training, if they are employed or volunteering for more than 20 hours a week.



# How places are allocated

All Nottinghamshire schools have a published admission number (PAN). This is the number of school places that must be offered in each relevant age group in a school.

Where there are more applications than places available, the admission oversubscription criteria are used to decide how places are allocated.

If any preferences are for an academy, foundation, free, studio, trust, or voluntary aided school, we will send the details to the correct admission authority for consideration against their published admission oversubscription criteria. We will also send applications to other local authorities if preferences are received for schools in their area.

Preferences are considered against the individual school's admission oversubscription criteria and schools are not told the order of preferences. When a place can be offered at more than one of the schools listed on an application, we will offer a place at the highest preferred school where a place is available. This is for all preferences whether they are for academy, community, foundation, free, studio, trust, voluntary aided or voluntary controlled schools. When any preference is offered, lower preferences will be withdrawn through the coordinated scheme.



## Example of how the coordinated scheme works

Robin lives in the **catchment** area of a popular school, The Green Secondary School.

Robin has a **brother** attending The Blue Academy and Robin currently attends The Rainbow Primary School which is a primary school **linked** to The Red Voluntary Aided (VA) School.

Robin's parents submitted the following preferences online before the closing date.

Rank	Preference	Criteria summary	Places available	Application outcome	Waiting list
1	The Blue Academy	Lives out of catchment area	No	No	Yes
2	The Red VA School	Attends linked primary	Yes	Yes	N/A
3	The Green Secondary School	Catchment school	Yes	No	N/A
4	The Orange School	Out of catchment	No	No	N/A

### Preference 1

There are not enough places at The Blue Academy for all the children who have applied. The Blue Academy was only able to offer places to pupils living in the catchment area.

### Preference 2

There are not enough places at The Red Voluntary Aided School for all the children who have applied. The Red Voluntary Aided School was only able to offer places to pupils attending the linked primary school.

### Preference 3

There are enough places at The Green Secondary School for all the children who have applied.

### Preference 4

There are not enough places at The Orange School for all the children who have applied. The Orange School was only able to offer places for pupils living in the catchment area and who have a brother or sister attending the school.

Places could be offered at both The Red VA School and The Green Secondary School. The local authority communicates the decision to offer a place at The Red VA School as Robin's parents ranked this school higher than the Green Secondary School. Robin is then placed on the waiting list for the The Blue Academy and offered the right of appeal.

# Outcome of your application

## When will I know if my child has a place at one of my preferred schools?

**If you apply online** an email will be sent to you on offer day. You can also log in to the online application service to view the outcome for each of your preferences.

If you choose to apply by telephone or by completing a paper application, the outcome of your preferences will be posted to you second class on offer day.

**Please do not telephone to find out the outcome of your application as we are unable to give details over the telephone.**

**Your outcome will give details of who to contact for further information.**

## Do I need to accept an offer of a place?

You will be asked whether you wish to accept the place offered. We recommend that you always accept the offer of a school place. This will not affect your right of appeal for a place at any school where you have been refused. **Some admission authorities may withdraw the offered place if a parent fails to inform the County Council of their acceptance of the offer within 14 days.**

## What if all my preferred schools are oversubscribed?

Most children are offered a place at one of their preferred schools. If your child is refused a place at your preferred school(s) you have a right to appeal.

If it is not possible to offer any of your preferences, the County Council may make an "alternative offer" of a school place that is further away from your home address.

Parents sometimes think that making only one preference will ensure that a place is allocated at that school, but that is not the case and children are not automatically offered a place at their catchment area school. If there is no place available at your preferred school(s), an alternative offer will be made at the nearest school with places available after all on-time preferences have been considered. If all places at other schools close to your child's home address have been allocated, the alternative offer may be for a school which is a distance away. In the event of schools becoming oversubscribed through this process, places are allocated with reference to the school's admission oversubscription criteria. An alternative offer reduces the likelihood of any child being left without a school place and does not affect your right to appeal for a place at any school where you have been refused.

## How do I appeal?

You have the right to appeal to an independent appeal panel if you are not happy with the outcome of your application. If you wish to appeal, you should telephone 0300 500 80 80, or 01623 434993 for minicom users.

## Waiting lists

Your child's name will be placed on a waiting list for any school where your preference has been refused. You do not need to request this.

Waiting lists are held for all schools in Nottinghamshire where the number of applications received is greater than the number of available places in the intake year group. Nottinghamshire County Council will maintain waiting lists in partnership with own admission authorities until 31 December 2018.

The order of places on a waiting list is decided by the admission oversubscription criteria for the school. No reference will be made to the date we receive your application or whether you have chosen to appeal.

Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than applications that have been on the list for some time. Your order of preference is very important. If your child is offered a place at a higher preferred school, their name will be removed from any waiting lists for lower preferences.

If the number of allocated places falls below the published admission number for the school, the County Council will write to offer a place to the applicant at the top of the waiting list.

For Nottinghamshire community schools, children's names will only be added to a school's waiting list if they are refused a place.

**Please remember that applications can only be discussed with the applicant or the agreed contact.**





# Change of address

It is your responsibility to let us know if you move house and when you have moved.

If you move house after you have submitted your application, it may affect how your application is considered against the admission oversubscription criteria.

For exceptional late applications or changes to applications, you must provide evidence of your new address before the dates given on page 19.

**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.**

As confirmation of the home address, you will need to provide one piece of information from each of the following:

## Evidence 1

- child benefit letter showing child's name and home address
- child tax credit letter showing child's name and home address
- letter from a doctor confirming child's name and home address.

## Evidence 2

- tenancy agreement
- solicitor's letter of completion
- council tax notice.

## Evidence 3

- bank statement
- driving licence
- utility bill

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school. 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.

Providing misleading or fraudulent information on an application could also constitute an offence which might result in the County Council starting legal proceedings against the person providing a false statement.

## Children of UK service personnel (UK armed forces)

For families of service personnel with a confirmed posting to an area, or crown servants returning from overseas to live in the area, Nottinghamshire County Council will require an official letter declaring a relocation date and a Unit postal address or quartering area address in order to consider the application correctly against the admission oversubscription criteria.

**This must be provided at the time of application.**

**If you know that you will be moving house, into or within Nottinghamshire, and need further advice, please contact us.**



# Late applications and changes of preference after the closing date

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications.

Submitting your application late increases the risk of not getting a place at one of your preferred schools. Places will be allocated to people who applied on time. If the school you want is full, your child is more likely to have to travel further to the nearest school with places available and you may be responsible for transport costs.

In **very limited circumstances**, applications received after the closing date and before 1 December 2017 may be considered by Nottinghamshire County Council (in agreement with the relevant admission authority) as on time, if the application meets one of the following:

- moving into the area of Nottinghamshire County Council from another local authority
- moving within Nottinghamshire
- exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

Supporting written information must be provided at the point of application. In order for us to consider whether the application can be processed as on time, information must be received by **Friday 1 December 2017** for children transferring from primary phase to secondary education and for applications to a 14-19 academy, college or school in year 10.

The appropriate designated officers will consider the written evidence provided to determine whether the application can be processed as on time.

**Any application or supporting information received after these dates will be considered late.**

## Repeat applications

If your application for a Nottinghamshire community school has been refused, we will not consider another application for the same school in the same school year unless there have been significant and material changes in your circumstances, or those of the school.

**Any applications received after 1 September 2018 will be processed in accordance with the arrangements for in-year admissions, see Admissions to schools: Applying for school places in-year. Information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)**

## Supporting information

Any supporting information must be submitted at the same time as your application. This includes any 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.

## 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. This address may need to be verified and we may ask you for proof.

It is your responsibility to let us know 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 this information as soon as possible so that your application can be processed correctly.

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

## Outcome of late applications

Late applications will start to be processed from Monday 19 March 2018 and all applicants will be notified by a letter second class.

If we have been unable to offer a place at any of your preferred schools, your child may be allocated an alternative offer. This may be a place at your catchment school or next closest Nottinghamshire school where a place is available and may be further away than the schools you have preferred. An alternative offer does not affect your right to appeal for any school where you have been refused.



# General information

## Special educational needs and disability

New legislation (The Children and Families Act 2014) came into force in England from 1 September 2014. Statements of special educational needs (SEN) are being replaced by Education, Health and Care (EHC) Plans. Some children and young people will continue to have a statement, whilst arrangements are made for these to be transferred to EHC Plans. New statutory assessments will result in an EHC Plan rather than a statement being issued. The guidance below applies where the child or young person has a statement or EHC Plan.

**The Integrated Children's Disability Service is responsible for placing children with a statement or EHC Plan.**

Integrated Children's Disability Service has prepared specific guidance for the parents and carers of children and young people with an EHC Plan or statement. A copy of this will be sent to those parents in August 2017 if your child is due to have a key stage transfer in the 2018 - 2019 academic year. The guide which explains the process and timelines for key stage transfers is also available online at [www.sendlocaloffer.org.uk](http://www.sendlocaloffer.org.uk)

## What if my child has special education needs but does not have a statement or an EHC Plan?

Nottinghamshire's SEN and Inclusion Strategy (available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)) describes the way in which support is provided for children with SEN in mainstream schools. Each individual school will also describe the arrangements that it makes to support pupils with special educational needs in its SEN Policy. The SEN Policy should be available electronically on the school's website, to be downloaded and/or in hard copy from the school on request.

If your child does not have a statement or an EHC Plan then their school placement will be co-ordinated under the same arrangement as for children who do not have special educational needs. You should therefore ensure you submit an on time application.

## What if my child has a physical disability that affects their mobility?

Some schools require adaptations in order to enable pupils with a physical disability to access teaching environments.

Not all schools currently have suitable access and there are some schools where it may not be possible to provide full access for pupils who use a wheelchair or have other specific needs. The County Council is adapting as many mainstream schools as possible.

The schools with a wheelchair symbol, in **Admissions to schools: School information 2018 - 2019**, have told us that they are at least 75% accessible to children in wheelchairs. You should, however, always visit a school to check that arrangements are suitable for your child.

School premises are constantly being adapted so it may be wise to speak to the headteacher or the Special Educational Needs Coordinator (SENCO) of the school you are considering before you make any final decisions. Details about a school's accessibility should be set out in the school's SEN Policy (or may be a separate plan linked to the SEN Policy).

Your child's mobility difficulties may mean that the catchment school is not suitable. If this is the case and your circumstances meet the criteria within the Home to School Transport Policy, your child may be entitled to transport support. If necessary we will provide free home to school transport or travel assistance to the school we think is the nearest suitable school.

For more information on services and accessible schools for children with physical disabilities, please contact the Fountindale Physical Disability Specialist Services 01623 792857.

## 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.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. 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 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 not for being born prematurely. The views of the headteacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the 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 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 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 the child has been educated in up to that point.

# Transport to school

The County Council is committed to reducing the number of car journeys that pupils take travelling to and from school and has developed a sustainable school travel strategy.

## Getting to school

The County Council's strategy encourages schools to develop a travel plan which helps to reduce congestion around schools, increase the safety of children on the school journey and promote the use of sustainable travel modes. Sustainable travel means walking, cycling, car-sharing and the use of public transport.

Many schools have initiatives in place to help keep congestion to a minimum. Check with the school whether there is a car-sharing scheme, 'walking bus', 'park and stride' or other initiative to help with the school journey.

## Home to school transport

Many parents want their child to go to a local school which is within reasonable walking distance. It is your responsibility to accompany your child on the school journey if you think it necessary. However, in cases where the catchment school is beyond the statutory walking distance the County Council may provide travel assistance. The law states that the statutory walking distances are:

- up to 2 miles\* (3.2km), for children aged under 8 years of age
- up to 3 miles\* (4.8km), for children aged 8 years old and over.

*\* this measurement is calculated by using the shortest available walking route.*

If your child is attending full time, statutory education at the catchment or nearest available school and you live over the statutory walking distance, your child may be eligible for free home to school transport or travel assistance.

Before applying for a place at a school, it is your responsibility to check which school is your catchment school and whether any travel assistance is available. If you apply for a place at a school which is not your catchment school (commonly known as a preferred school) this will affect your child's eligibility for travel assistance.

For full details about eligibility for travel assistance, see the Home to School Transport Policy Statement at [www.nottinghamshire.gov.uk/schooltravel/](http://www.nottinghamshire.gov.uk/schooltravel/)

An under-16 travel scheme application form is available on our website, from school or by contacting us on 0300 500 80 80. If your child is eligible for free travel assistance they will be provided with a travel pass for either a school bus service or public transport. If neither of these is available we may provide a grant for you to make your own travel arrangements.

If your child is not eligible for free travel assistance but you would like your child to travel to school by bus, you may be able to buy a season travel pass from us. For more information please call 0300 500 80 80.

**Check your catchment area school at  
[www.nottinghamshire.gov.uk/findmynearest](http://www.nottinghamshire.gov.uk/findmynearest)**



## Travelling to a preferred school

Parents have the right to express a preference for any school. Children attending a preferred school will not usually be eligible for free transport unless the school is nearer to their home than the catchment school and is over the statutory walking distance.

**For more information visit [www.nottinghamshire.gov.uk/schooltravel](http://www.nottinghamshire.gov.uk/schooltravel)**

## Special transport needs

Some pupils with SEN and disabilities may be entitled to special transport arrangements. Wherever possible and appropriate, pupils with SEN and disabilities should be treated in the same way as those without - that is, in general, they should walk to school, travel on public transport or be taken by their parents/carers.

A special transport need may arise where your child:

- lives within the walking distance but can not walk/travel safely to school even if accompanied by a parent/carer
- is unable to use public transport when accompanied by a parent/carer.

If your child has a special transport need, the County Council will provide transport or a paid mileage allowance to get your child to the catchment area school or the County Council's designated school, at the beginning and end of the normal school day.

Where parents/carers choose to send their children to a preferred school, no travel assistance will be given.

If you think your child has a special transport need, please go to [www.nottinghamshire.gov.uk/schooltravel](http://www.nottinghamshire.gov.uk/schooltravel) and follow the link to the special transport needs page.

**It is your responsibility for getting your child to school and applying for transport if you think you are eligible.**

## Changes to school travel entitlement

The County Council currently provides home to school transport above and beyond what is legally required. Whether the County Council can continue to afford to do this in the future is subject to further consideration. No change is expected before September 2019, which is a year later than published in the "Admissions to School Guide for Parents 2017-2018".

This means that parents making a preference for a school which is not their nearest, or catchment, school may not be able to secure transport provided by the County Council after September 2019. It remains the parents' responsibility to make sure their child gets to school.

# Specialist support

## The achievement and equality team

The service provides specialist support, advice and guidance to schools to enable them to meet the needs of the following pupils and their families: black and minority ethnic pupils, bilingual learners, Gypsy Roma and Traveller pupils.

The team provides guidance to schools around the management of prejudice-based incidents, including those which are based on race, religion, disability, gender reassessment and sexual orientation. Training around race equality and cultural diversity is available on request from schools, as support to tackle homophobic, biphobic and transphobic bullying. The team has a developing expertise in relation to gender and disability-related prejudice, and works with many partners including the local authority anti-bullying coordinator to support schools to be more inclusive.

Staff work with schools and agencies across Children's Services to ensure that children and young people from black and minority ethnic (BME) backgrounds are able to access their entitlement to the full range of educational opportunities on offer and make the most of their potential.

The team also provides support to school staff in relation to the needs of:

- refugee/asylum seekers
- pupils new to English and systems of the UK
- advanced bilingual learners
- specific individuals/groups of BME pupils at greater risk of underachieving or at greater risk of exclusion than other groups
- housed and highly mobile Travellers.

For help and advice on any of the achievement and equality support services, please email: [ecas@nottsc.gov.uk](mailto:ecas@nottsc.gov.uk)

## Elective home education

This is considered by some parents as an alternative to sending their child to a school. Any parent wishing to undertake this must ensure that their child receives an efficient full-time education suitable to age, ability and aptitude and to any special educational needs.

Elective home education advisers work in partnership with parents to ensure that children are being suitably educated under the provision of section 7 of the 1996 Education Act. The County Council has outlined the responsibilities associated with this aspect of educational provision in Elective Home Education in Nottinghamshire Guidance Notes for Parents' available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## Private foster carers

There is a legal requirement to notify Nottinghamshire County Council of private fostering arrangements in order to ensure the safety of Nottinghamshire children. If you have not already done so please contact MASH and speak to an advisor who will be able to provide you with more information. Telephone 0300 500 80 80 or email [mash.safeguarding@nottsc.gov.uk](mailto:mash.safeguarding@nottsc.gov.uk)

# Extra help for families

## Free school meals

All children attending state-funded schools are eligible to receive a free school meal if their parent receives one of the following benefits:

- child tax credit (provided they are not entitled to working tax credit) and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- income support
- income-based job seekers' allowance (JSA)
- income-related employment and support allowance (ESA)
- income based and contributions based JSA and ESA on equal basis
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of state pension credit
- working tax credit run-on - paid for four weeks after the person stops qualifying for working tax credit
- universal credit - during the initial roll out of the benefit.

## Additional funding for your child's school

It is important that all parents who receive one of the benefits listed above register for free school meals as this will enable the child's school to claim pupil premium allocation. The pupil premium is additional funding given to publicly funded schools in England to raise attainment.

In the 2017 - 2018 financial year, schools will receive:

- £1,320 for each eligible primary-aged pupil
- £935 for each eligible secondary-aged pupil.

Nottinghamshire County Council will authorise free school meals for eligible children who attend Nottinghamshire maintained schools full time. Pre-school children must be receiving their free entitlement sessions both before and after lunch. If you wish to register for free school meals, information is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## We may be able to assist with transport to your allocated school

Children aged 8-11 from low income families are entitled to free transport if they live 2\*\* miles or more from their nearest qualifying (catchment area) school. Free transport to a preferred school is only available if that school is 2 miles or more from home and closer than the catchment school.

Children aged 11-16 from low income families are entitled to free home to school transport to one of their three nearest qualifying (catchment or preferred) schools between 2 and 6 miles\*\*\* from their home address.

This could include cross-border schools and any other Nottinghamshire school, within that distance range.

Children aged 5-11 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2 and 20 miles from their home address.

Children aged 11-16 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2\*\* and 25\*\*\* miles from their home address.

\*\*distance is measured by using the shortest available walking route.

\*\*\*distance is measured using the shortest vehicular route.

Low income is defined as being eligible for free school meals (see qualifying criteria) or in receipt of the maximum level of working tax credit.

For help and advice on any of these services please telephone 0300 500 80 80 or visit [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## School uniform

Each school decides whether to have a school uniform and what items or colours children should wear. You will find details in the school's prospectus or on the school's website. The school will also tell you what games kit your child will need. The County Council does not have a scheme to assist parents in purchasing uniform or clothing, other than in exceptional circumstances.

## Become a school governor

A number of schools across Nottinghamshire are in need of volunteer governors to join their governing bodies. School governors are critical to the effective running of schools. This is an excellent opportunity for you to make an enormous difference to children in your local community.

If you are interested in finding out more about vacancies please visit [www.nottinghamshire.gov.uk/schoolgovernors](http://www.nottinghamshire.gov.uk/schoolgovernors) or contact Jane Mansell, [jane.mansell@nottscc.gov.uk](mailto:jane.mansell@nottscc.gov.uk) (07860 597832).

# Definitions

Some admission authorities use definitions that are different from those of Nottinghamshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

Nottinghamshire County Council, as an admissions authority, uses the following definitions:

## Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or the foster parent(s) address may be used. 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 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.

## Looked after and previously looked after children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions 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 child arrangements 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.

Admission authorities must give highest priority to looked after children and previously looked after children in their admission oversubscription criteria.

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).



## 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.**

## Siblings (brothers or sisters)

- 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.

## Multiple births

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



# Contact us

You can get in touch with us in the following ways:

**Telephone:** 0300 500 80 80

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

**Minicom:** 01623 434993

You can call us Monday to Friday, 8am to 8pm and Saturday 8am to 12 noon

**Email:** [enquiries@nottsgov.uk](mailto:enquiries@nottsgov.uk)

**You can write to School Admissions Team,** Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA.

**Ask us** gives impartial advice, information and support about education issues to parents and carers of children with special educational needs and disabilities living in the area. For full details visit [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

## Other contacts

### Dioceses

#### **Hallam (Catholic schools in Retford, Worksop, Harworth)**

Education Officer, Diocesan School Department, Diocese of Hallam Pastoral Centre, St Charles Street, Attercliffe, Sheffield, S9 3WU.

Telephone: 0114 2566440

[www.hallam-diocese.com/schools](http://www.hallam-diocese.com/schools)

Email: [schools@hallam-diocese.com](mailto:schools@hallam-diocese.com)

#### **Nottingham (other Catholic schools in Nottinghamshire)**

Diocesan Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD.

Telephone: 01332 293833

[www.nottingham-diocesan-centre.org.uk](http://www.nottingham-diocesan-centre.org.uk)

#### **Southwell (Church of England schools in Nottingham & Nottinghamshire)**

Diocese of Southwell and Nottingham, Jubilee House, Westgate, Southwell, Nottinghamshire, NG25 0JH.

Telephone: 01636 817235

[www.southwell.anglican.org/education](http://www.southwell.anglican.org/education)

## Neighbouring local authorities

### **City of Nottingham:**

The Schools Admissions Team, LH Box 14, Loxley House, Station Street, Nottingham, NG2 3NG.

[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

Email: [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk)

Telephone: 0115 841 5568

### **Derbyshire:**

Admissions and Transport Team, Council House, Saltergate, Chesterfield S40 1LF.

[www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

Email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

Telephone: 01629 537479

### **Doncaster:**

Civic Office, Waterdale, Doncaster, DN1 3BU [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Telephone: 01302 737204

### **Leicestershire:**

School Admissions, Room 100B, Pen Lloyd Building, Children and Family Services, County Hall, Glenfield, Leics, LE3 8RF.

[www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)

Email: [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk)

Telephone: 0116 305 6684

### **Lincolnshire:**

The School Admissions Team, County Offices, Newland, Lincoln, LN1 1YL.

[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

Email: [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

Telephone: 01522 782030

### **North Lincolnshire:**

The School Admissions Team, People Directorate, Hewson House, PO Box 35, Station Road, Brigg, DN20 8XJ.

[www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Email: [admissionstoschool@northlincs.gov.uk](mailto:admissionstoschool@northlincs.gov.uk)

Telephone: 01724 297133 or 01724 297134

### **Rotherham:**

Riverside House, Main Street, Rotherham, S60 1AE.

[www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools)

Email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

Telephone: 01709 823777





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W [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk)

E [enquiries@nottsc.gov.uk](mailto:enquiries@nottsc.gov.uk)

T 0300 500 80 80

School Admissions Team, Meadow House,  
Littleworth, Mansfield, Nottinghamshire NG18 2TA