



In-year admissions 2019-2020: application outcome

where possible your child should continue to attend the current school until an admission date has been agreed

Outcomes

- **Place offered** - your child has been allocated a place at your preferred school.
- **Not offered** - there were more applications than places available. This may also mean that the school will reach the legal limit of 30 children in an infant class.
- **Note: if your child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**
- **Alternative offer (prefixed by **)** - where it was not possible to offer any of your preferences, the County Council may make an alternative offer. This may be your catchment school or next closest Nottinghamshire school where places are available.

What you can do next

Accepting a place - you should contact the school admissions team within 14 days to accept the place offered. **If you do not respond to the offer within a reasonable period of time, the offer of a place may be withdrawn.** Please contact us if you no longer require the place allocated.

Starting school - you will need to contact the school directly to arrange a start date. You should take up the offer of a place as quickly as possible.

In all cases the place must be taken up by the start of the next half term after the place has been allocated. Places must be taken up within these timelines. For places allocated in the summer term 2020, the place must be taken up before the end of the summer term. If the place is not taken up within these timelines, the offer of a place may be withdrawn and you would have to reapply for a place for admission in September 2020.

If you currently have other applications pending for this school or the linked infant/junior school, please contact the school admissions team to determine whether there is a sibling link which could give your application higher priority within the admission oversubscription criteria.

Right of appeal

If you have been refused a place at your preferred school you have the right to appeal against the decision. If you do wish to appeal you will need to set out the grounds in writing. Admission authorities publish appeals timelines on their websites, but any appeals submitted after the deadline must still be heard.

You can complete an online appeal form at www.nottinghamshire.gov.uk/admissions or contact us on 0300 500 80 80 for further details on the appeals procedure, who to contact and the timelines for lodging an appeal.

Academies, foundation schools, free schools and voluntary aided schools are responsible for arranging their own appeals, so please contact the school directly to find out how to appeal.

Ahead of the appeal hearing, you will be sent full details of how the admission arrangements and coordinated scheme applied to your application. This will include reasons for the decision to refuse the applications and an explanation of how the admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources.

Infant class size appeals

Infant classes **must not** contain more than 30 pupils with a single school teacher. When an infant class has already reached the legal limit of 30, appeal panels can only offer a place in **very limited circumstances**.

Waiting lists

For in-year admissions to Nottinghamshire community and voluntary controlled schools, waiting lists are held for year groups reception to year 5. These are held in admission oversubscription criteria order. Waiting lists close at the end of the summer term.

Your child's name will only be placed on a waiting list if they have been refused a place at a school which you put higher on your application than the school where the place has been offered.

When the number of applications is greater than the number of places available in the year group, admission authorities may hold waiting lists. 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.

For information on waiting lists for community and voluntary controlled schools you should contact the school admissions team. For waiting lists for all other schools you should contact the individual school.

Remember that being on a waiting list does not mean that a place will eventually become available. Your child's place on the waiting list may change.

Home address/moving house

If you are on a waiting list, it is your responsibility to let us know, in writing, if you move house. This is very important as it may affect how your application is considered against the school's admission oversubscription criteria.

You will be required to provide evidence of your new address to verify that your child is resident at the new property. It is important that we receive this information as soon as possible after you have moved to ensure that your application can be processed correctly.

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.

If your child has been refused a place at your preferred schools and you have moved within 6 weeks of your application, Nottinghamshire County Council may make an alternative offer of a school place if your child's current school is not within a reasonable distance.

Universal school meals

All pupils in reception, year 1 and year 2 in state-funded schools are now entitled to school meals **but it is important that all parents receiving a qualifying benefit register for free school meals. This will enable your child's school to claim pupil premium allocation.**

Free school meals

Children transferring between schools that use Nottinghamshire County Council's eligibility assessment service do not need to reapply.

Information about qualifying benefits and how to apply is available at

www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk

Transport to school

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.

Remember 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/education/travel-to-schools

Fair access

The majority of applications for school places are dealt with through normal admission procedures. If it has not been possible to offer a place through the normal admissions process, applications are referred to the fair access team for further consideration.

Nottinghamshire County Council's fair access protocol works in partnership with schools, parents and carers to ensure children and young people in vulnerable circumstances, including those at risk of exclusion or those excluded from school, are allocated a school place quickly. Further information about the fair access protocol is available at

www.nottinghamshire.gov.uk/education/school-admissions/changing-school

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

Website: nottinghamshire.gov.uk/admissions

Minicom: 01623 434993

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

Internet access is available at public libraries.