



Primary and junior school places – September 2020

This applies to children who are 5 years old between 1 September 2020 and 31 August 2021 or transferring from an infant school (year 2) to junior education (year 3) in September 2020.

If your child lives in Nottinghamshire and you require a school place for September 2020 you must apply through Nottinghamshire County Council. Check your home local authority at www.gov.uk/find-local-council.

Admissions to schools: Guide for parents 2020-2021 available at www.nottinghamshire.gov.uk/admissions contains a wide range of useful information and advice about the admissions process.

Key points:

- **apply before the closing date, 15 January 2020**
- **read the oversubscription criteria carefully for your preferred schools**
- **use all 4 preferences.**

Parents sometimes think that making only one preference will ensure that a place is allocated at that school, that is not the case and it is very important that you apply on time and identify 4 preferences.

Applying late significantly reduces your chances of your child being allocated one of your preferred schools, as late applications are not considered until after National Offer Day.

Last year:

- more than 94% of parents who applied on time were offered their first preference school
- nearly 99% of parents who applied on time were offered a place at one of their preferred schools
- 58.3% of parents who were not successful for any of their preferences had only expressed one preference for a reception place.

Making an application

The best way to apply is online before the closing date at 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.

If your request to defer your child's admission outside the normal age group was approved, you will not be able to submit an application online. Please telephone 0300 500 80 80 to make an application.

You cannot apply online after the closing date, 15 January 2020.

Passwords

If you forget your password, you can reset it online, but you will need the answer to your secret question. If you cannot remember your secret question you will need to contact us on 0300 500 80 80.

Benefits of applying online:

- you can make changes to your application any time **up to 15 January 2020**
- you will be sent an email confirming that we have received your preferences or any change of preference
- you can update your address if you move house
- you will be able to view your outcome on National Offer Day, **16 April 2020**.

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

Remember, if you do not make an application online your outcome will be **posted 2nd class on 16 April 2020** and no outcomes can be given over the telephone.

- 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.
- Check whether there is a catchment area school for your home address by visiting www.nottinghamshire.gov.uk or by telephoning 0300 500 80 80.
- Remember that living in the catchment area, attending a nursery or 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.
- You should include all information that you want to be considered for each of your 4 preferences. This will help the admission authority to apply the oversubscription criteria correctly.
- Schools are not told the order of your preferences or the other schools listed on your application.

The popularity of a school may affect the chances of your child getting a place there. *Admissions to schools: School information 2020-2021* gives details of how many places are available and a breakdown of how places were allocated in Nottinghamshire schools 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

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 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 804 1275).

How places are allocated

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

Late applications and changes of preferences received after the closing date will not be considered until all on-time applications have been dealt with.

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 still places available after all on time preferences have been considered.

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. You should refer to the admission arrangements of your preferred schools to check their definition of home address.

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 **10 February 2020**, the address given on your original application will be used for the purposes 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

National offer day

Applicants using Nottinghamshire's online application service can view their outcome **on 16 April 2020**.

All other applicants will be sent a letter **posted 2nd class on 16 April 2020**.

Remember, no outcomes can be given over the telephone and the application can **only** be discussed with the applicant or agreed contact.

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@nottsc.gov.uk

Website: nottinghamshire.gov.uk

Minicom: 01623 434993

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