



## In-year admissions 2024-2025: application outcome

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

### Outcomes

- **Place offered** - your child has been offered a place at the school.
- **Not offered** – no place offered, as the admission of another child would prejudice the provision of efficient education or efficient use of resources. 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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**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** - where it was not possible to offer any of your preferences and your child is without a school place, the County Council has made an alternative offer. This will be the next closest Nottinghamshire school where places are available.

### What you can do next

**Accepting a place** - you should accept the place offered within 14 days. **If you do not respond to the offer within a reasonable period of time, the offer of a place may be withdrawn.** Please let us know if you no longer require the place allocated.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 2025,** the place must be taken up before the end of the summer term (that is, within the 2024-2025 academic year). If the place is not taken up within these timelines, the offer of a place may be withdrawn and you would have to reapply for a place for admission in September 2025.

If you currently have other applications pending for this school or the linked infant/junior school, please contact the admission authority 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](http://www.nottinghamshire.gov.uk/admissions) or contact us 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. You should 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 applied to your application. This will include reasons for the decision to refuse the application 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 in admission oversubscription criteria order and will close on 31 May 2025.

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. Waiting lists are held in admission oversubscription criteria order and priority is not given to the date an application was received. **Your child's position on the waiting list may change.**

To enquire about your child's position on a waiting list for Nottinghamshire community and voluntary controlled schools you should contact us.

For all other schools, you should contact the individual admission authorities directly for this information.

**Remember that being on a waiting list does not mean that a place will eventually become available.** If your child can be offered a place at a higher preferred school, their name will be removed from the waiting lists for any lower preferences.

## Home address/moving house

If you are on a waiting list, it is your responsibility to let us know 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 may 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, is without a school place 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.

## 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](http://www.nottinghamshire.gov.uk/education/travel-to-schools)

## Universal school meals

Universal infant school meals (UIFSM) provides funding for all government funded schools to offer free school meals to pupils in reception, year 1 and year 2. **The UIFSM is different funding from that of benefits-related free school meals.**

**It is important that parents who receive one of the qualifying benefits register for benefits-related free school meals as this enables the child's school to claim pupil premium allocation. Children transferring between schools that use Nottinghamshire County Council's eligibility assessment service do not need to reapply.**

Information about the schools that use Nottinghamshire's assessment service, qualifying benefits and how to apply is available [www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk](http://www.nottinghamshire.gov.uk/education/school-meals/free-school-meals-and-milk)

## Fair Access Protocol

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 may be referred to the fair access team for further consideration. Referrals to the fair access protocol must include additional supporting information.

Nottinghamshire County Council's fair access protocol works in partnership with schools, parents and carers to ensure that unplaced and vulnerable children and young people, and those who are having difficulty in securing a school place in-year, 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](http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school)

### General information

**Phone: 0300 500 80 80**

**Monday to Thursday: 8:30am to 5pm**

**Friday: 8:30am to 4:30pm**

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

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

**Relay UK:** hearing and speech difficulties, contact us using [www.relayuk.bt.com](http://www.relayuk.bt.com)

Download the Relay UK app or using your existing text phone prefix our dedicated text Relay number with the Relay UK code (18001) 0115 977 4050

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

Internet access is available at public libraries.

Nottinghamshire County Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at:

<https://www.nottinghamshire.gov.uk/global-content/privacy/>