



## Applying for a reception school place and transferring from infant to junior school (year 3) – September 2023

If your child lives in Nottinghamshire and requires a school place for September 2023, you must apply through Nottinghamshire County Council. Check your home local authority at [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council). This factsheet applies to children who are 5 years old between 1 September 2023 and 31 August 2024 or those children transferring from an infant school (year 2) to junior education (year 3) in September 2023.

*Admissions to schools: Guide for parents 2023-2024* available at [www.nottinghamshire.gov.uk/admissions](http://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 2023)**
- **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 the chances of your child being allocated one of your preferred schools as places will have been allocated on National Offer Day to people who applied on time.

### Last year:

- more than 96% of parents who applied on time were offered their first preference school
- over 99% of parents who applied on time were offered a place at one of their preferred schools
- of those families not offered a preferred school for reception, 77.4% had only expressed a single preference.

### Making an application

The best way to apply is online at

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

Nottinghamshire County Council has moved to a new online school admissions portal. If you have previously applied online for a school place you will need to reregister for the new system.

You will find information to help you through the registration process online. 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 contact us to make an application.

### Passwords

If you forget your password, you can reset it online by following the forgotten password link.

### Benefits of applying online:

- you will be sent an email confirming that we have received your preferences or any change of preference
- you can change your application any time **up to 15 January 2023**
- you can update your address if you move house
- you will be able to view your outcome on National Offer Day, **17 April 2023**.

### Other ways to apply:

- contact our customer service team 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)

**Remember**, if you do not provide us with an email address your outcome will be **posted 2<sup>nd</sup> class on 17 April 2023** 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](http://www.nottinghamshire.gov.uk)
- 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 the admission authority to consider 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 2023-2024* 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](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 headteachers of the schools you prefer, before making any final decisions. Alternatively, you can contact the Integrated Children's Disability Service for further advice (0115 804 1275).

### Delayed admission

If your child is summer born and you are considering delaying their admission to school, you should still make an application. You are advised to read the Department for Education's *Summer born children – advice for parents* available at [www.gov.uk/government/publications/](http://www.gov.uk/government/publications/)

### 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](http://www.nottinghamshire.gov.uk/admissions) for full details of your preferred schools.

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.

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

### 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.**

**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 Friday 3 February 2023, we will not be able to process the application from your new address and the address given on your original application will be used.

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)

### National offer day – 17 April 2023

If you applied online, or you provided an email address, you will be sent an email outcome on **17 April 2023**. Those applicants who applied using Nottinghamshire's online application service will also be able to log into their account to view the outcome for each of their preferences. All other applicants will be sent a letter **posted 2<sup>nd</sup> class on 17 April 2023**.

Please note that outcomes cannot be given over the telephone and the application can **only** be discussed with the applicant or named contact.

### Contact us

**Online:** use our online form available at [www.nottinghamshire.gov.uk/contact-us](http://www.nottinghamshire.gov.uk/contact-us)

**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).

**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

**Contact us** 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: [www.nottinghamshire.gov.uk/global-content/privacy/](http://www.nottinghamshire.gov.uk/global-content/privacy/)