



Frequently asked questions – school admissions, Primary National Offer Day 2023

I've not received the outcome to my application, and I applied online what should I do?

If you applied online to Nottinghamshire County Council, you can login to the [parent portal](#) to view the outcome of your application and respond to the offer. Emails will be sent throughout the day on National Offer Day, 17 April 2023. It is recommended that you check your junk mailbox.

I've not received the outcome to my application, and I applied over the telephone what should I do?

If you applied before the national closing date for applications, 15 January 2023 and provided an email address, an email will be sent throughout the day on National Offer Day, 17 April 2023. All other applicants will be sent a letter posted 2nd class on National Offer Day, 17 April 2023.

I applied after the 15 January 2023 why have I not received the outcome to my application?

As you submitted your application after the national closing date, your application has been considered late and will be processed from 2 May 2023. For applicants that provided an email address, an email will be sent from 12 May 2023. All other applicants will be sent a letter posted 2nd class from 12 May 2023. Thereafter, outcomes will be issued weekly.

If I contact you, can you give me the outcome to my application?

No, outcomes cannot be given over the telephone.

I've forgotten my password, what should I do?

You can reset your password online [here](#), once you have completed the verification process you will be able to reset your password and view the outcome to your application.

Why do I need to accept the allocated school?

Some admission authorities will remove the offer of a school place after 14 days. Therefore, we recommend that you accept the offer, even if it is not your preferred school. Accepting an offer does not affect your right of appeal.

Why have I been allocated a school that I did not list on my application?

Where it is not possible to meet a preference on an application, Nottinghamshire County Council may allocate an alternative school place. This is to ensure that no child in Nottinghamshire is without a school place.

I have been refused a place at one of my preferred schools, do I need to request that my child is added to the waiting list?

No. If your child has been refused a place at a school on your application, your child's name will automatically be added to the waiting list for that school.

How can I find out my child's position on a waiting list?

For community and voluntary controlled schools in Nottinghamshire you can contact us to enquire about your child's position on a waiting list. For all other schools you should contact them directly for this information.

I've been told that my child is first on the waiting list, how long until I will be allocated a place?

It is not possible to predict when, **or if**, a place will become available. Waiting lists are held in admission oversubscription criteria order and priority is not given to the date an application was received. If a place becomes available, it is offered to the child who is top of the waiting list at that time.

Why has my child's position on the waiting list changed?

Positions on a waiting list may change if other applications are received that have a higher priority within the admission oversubscription criteria.

I have moved address, do I need to let you know?

Yes. It is important that you notify Nottinghamshire County Council if you move house as this may affect your child's position on any waiting list.

I want to change the preferences on my application. How do I do this?

You can make a late application on the parent portal or contact us. Late applications and changes to preference will be processed on a weekly basis from 2 May 2023.

I have only just moved into Nottinghamshire, does this mean my child will not have a school place for September?

No. You can make a late application on the parent portal or contact us.

Can I lodge an appeal for more than one school?

Yes. You can appeal for any school where you have been refused a place.

I have been allocated a place at my first preference can I lodge an appeal for my 4th preference as I have changed my mind?

No. As you have been allocated a higher preference, all lower preferences have been withdrawn through the coordinated scheme. You need to contact us to reinstate your preference, and this will then be reconsidered alongside all other late preferences.

My child is in year 2 and I applied for a primary school when will I know the outcome to my preference?

Some primary schools do not have a normal intake at year 3 and they do not accept applications until later in the school year, it is therefore too early to make a decision on your application and there is no right of appeal at this stage. You should check [here](#) about how to apply. You can also contact the admission authority directly to check when in-year applications for 2023 can be made.