



Junior/primary school places (year 3) September 2023

Outcomes

- **Place offered** - your child has been offered a place for September 2023. The allocated school will contact you with further information about your child's transition to junior/primary school.
- **Not offered** - there were more applications than places available and other children had higher priority within the admission oversubscription criteria. For some primary schools, it is too early to make a decision on the application, and you will need to reapply for an in-year place.
- **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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**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 and your child would be without a place in year 3, the County Council has made an alternative offer. This will be at the next closest Nottinghamshire school where places are available.
- **Refused by parent** - indicates that a parent has contacted the admission authority to confirm that the offer is no longer required, and a place has been secured at an alternative school.

What you can do next

Accepting a place

Some admission authorities may withdraw the offered place if a parent fails to inform the County Council of their acceptance of the offer within 14 days.

We therefore recommend that you always accept the offer of a school place within 14 days of the date on the decision letter, **this will not affect your right of appeal for a place at any school where you have been refused.**

Rejections of school places will not be processed, unless you can confirm that a place has been secured at an alternative school. You will need to provide details of the school your child will attend.

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. **General information about appeals is available on [our website](#)**

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.

For all other schools in Nottinghamshire you can complete an online appeal form [here](#) Further details on the appeals procedure, including who to contact, is available [here](#)

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 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.

Waiting lists

Waiting lists are held for all schools in Nottinghamshire where the number of applications received is greater than the number of available places in the intake year group. Nottinghamshire County Council will maintain a waiting list in partnership with own admission authorities until 31 December 2023.

Waiting lists for community and voluntary controlled schools will be held until 31 May 2024.

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.** If late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than those that have been on the list for some time.

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

For all other schools, you should contact the individual admission authorities directly for this information. If you have other applications pending for the school, please contact them directly to confirm whether there is a sibling link which could give higher priority within the admission oversubscription criteria.

Remember that being on a waiting list does not mean 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.

Primary schools with no intake at year 3

Some primary schools may not accept applications until later in the school year and therefore no decision has been made on your application. There is no right to appeal at this stage. For information about when other admission authorities process these applications you will need to contact them directly.

Late applications and changes of preferences

Any changes of preference (whether you are adding a new preference or changing the order of your preferences) will be considered late.

Changes to an application can only be made by the original applicant. If you wish to make any late changes to preference you should contact the school admissions business support team for further advice.

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.

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 [here](#) **You should apply for travel assistance as soon as possible.**

Free school meals

If your child has been allocated a place at a school that uses [Nottinghamshire County Council's eligibility assessment service](#), and is already authorised for free school meals by Nottinghamshire County Council, free school meals will continue until the end of transitional protection.

If your child has been offered a place at a school that does not use [Nottinghamshire County Council's eligibility assessment service](#) and you, or your child, qualifies for free school meals, you will need to contact the relevant local authority to apply for free school meals at the new school.

If your child has been allocated a place at a Nottinghamshire junior/primary school and has previously attended an out of county school, you can apply for free school meals from August 2023. Information about qualifying benefits and how to apply is available [here](#)

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/admissions

Relay UK: hearing and speech difficulties, contact us using (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/>