



## Admission to reception 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 admission to infant/primary school.
- **Not offered** - there were more applications than places available and other children had higher priority within the admission oversubscription criteria. 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child has been offered a place at a school that you put higher on your application, any lower preferences have been withdrawn through the coordinated scheme.**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 (prefixed by \*\*)** - where it was not possible to offer any of your preferences, 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 an alternative school place has been accepted.

### 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, **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.

#### 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

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 the admission authority 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.

## Starting school

All children can start school full time in reception in the September following their fourth birthday. If you do not wish your child to start school in September, you can request to defer taking up the place until later in the school year, but no later than the start of the summer term. You should contact the allocated school to discuss this.

## 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.**

## Universal school meals

Universal infant school meals (UIFSM) provide 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 and 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.**

If your child has been allocated a place at a school that uses Nottinghamshire County Council's eligibility assessment service, you can apply for free school meals from August 2023. Information about qualifying benefits and how to apply is available [here](#)

If your child has been offered a place at a school outside of Nottinghamshire 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.

### 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.)

**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.

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