

## **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2027-2028**

### **Overview**

- Admission arrangements
- Coordinated schemes
- Composite prospectus
- Overseas nationals
- Relevant legislation

### **Section 1 – overall procedures and practices (including oversubscription criteria)**

- Applying for a school place in the normal admissions rounds
  - Relevant age groups
  - Children with an Education, Health and Care Plan (EHCP)
  - Multiple applications
- How applications are processed
  - Catchment areas
  - Special consideration
  - Distance measurement
  - Tie breaker
  - Late applications

### **Section 2 – admission oversubscription criteria and published admission number (PAN)**

- Standard reception criteria – infant and primary schools
- Variation to standard reception criteria – infant and primary schools - faith criterion
- All Hallows CofE Primary School – faith criteria - variation to standard reception criteria
- St Wilfrid's CofE Primary School – faith criteria – variation to standard reception criteria
- Trowell CofE Primary School – faith criteria – variation to standard reception criteria
- Standard junior/primary criteria – year 3 from a linked infant school
- Variation to standard junior/primary criteria – year 3 intake

### **Section 3 – starting school**

- Admission of children outside normal age group
- Summer born children
- Decisions on requests for delayed admission

### **Section 4 – withdrawing offers**

- Places offered in error
- Response within a reasonable time
- Fraudulent or misleading information

### **Section 5 – in-year applications and fair access protocol**

### **Definitions and key terms**

# Overview

## Admission arrangements

Nottinghamshire County Council, as the admission authority for all community and voluntary controlled schools in Nottinghamshire, is responsible for setting and applying the admission arrangements for those schools. For foundation and voluntary aided schools (including trust schools) the admission authority is the governing body of the school. For academies (including free schools), the academy trust is the admission authority. All admission authorities must comply with the requirements of the School Admissions Code 2021 and admissions legislation.

Admission arrangements mean the overall procedure, practice, criteria, and supplementary information used in deciding on the allocation of school places. This document sets out the admission arrangements for all Nottinghamshire community and voluntary controlled schools. For the avoidance of doubt, the admission arrangements for Nottinghamshire's community and voluntary controlled schools do not apply to other schools in the area (voluntary aided schools, foundation schools, academies, and free schools) or those schools within other local authority areas, for example Nottingham City.

## Coordinated schemes

Nottinghamshire County Council, as the local authority, is required to coordinate applications for the normal admissions round and late applications for primary and secondary schools in its area. The normal admission round covers applications for admission in a relevant age group, which are made in time for the local authority to offer a school place on National Offer Day. The scheme is published by 1 January in the determination year and is available on [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk). The scheme gives details of how applications are processed for children resident in Nottinghamshire including the exchange of application information with other local authorities. The scheme also gives information about how offers of places will be made.

## Composite prospectus

Nottinghamshire County Council publishes this online by 12 September each year. The information includes details of admission arrangements for all schools in the area, including admission numbers. This is in two parts, the Admissions to schools: Guide for parents and the Admissions to schools: School information, both available on [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## Relevant legislation and other information

Nottinghamshire County Council complies with the regulations and legislation set out in the School Admissions Code 2021 and the School Admission Appeals Code 2022, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- Overseas nationals entering the UK, who wish to apply for a state-funded school place, are advised to check that they have a right of abode (<https://www.gov.uk/right-of-abode>) or that the conditions of their immigration status otherwise permit access to a state-funded school before making an application for a school place.

## Applying for a school place in the normal admissions round

Children do not automatically transfer to reception from early years provision or nursery and parents must apply for a school place. Similarly, children attending an infant school do not automatically transfer to the junior/primary phase of education and children attending a primary school do not automatically transfer to the secondary phase of education. In all cases parents must make an application.

Applications can be made from the following dates:

	Relevant age group	Application round open	National closing date
Children starting school for the first time	<b>Reception:</b> children born between 01 September 2022 and 31 August 2023	2 November 2026	15 January 2027
Children transferring from infant school to junior/primary education	<b>Year 3:</b> children born between 01 September 2019 and 31 August 2020	2 November 2026	15 January 2027
Children transferring from primary phase to secondary education	<b>Year 7:</b> children born between 01 September 2015 and 31 August 2016	3 August 2026	31 October 2026
Children applying to transfer to a school with an atypical age of admission	<b>Year 9 or year 10</b> for studio schools or university technology colleges	3 August 2026	31 October 2026

Parents of children who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.

Where other local authority areas enable parents living in that area to submit more than four preferences, Nottinghamshire County Council will not accept more than four preferences for Nottinghamshire schools.

### Children with an Education, Health and Care Plan (EHCP)

Some children have an EHCP which is a plan made by the local authority specifying the specialist education provision that is required for that child. Nottinghamshire County Council's EHC Assessment Team is responsible for identifying schools and placing children with an EHCP. All children whose EHCP names the school must be admitted. If a child is awarded an EHCP after the application has been processed, the allocated school will be reviewed by the EHC Assessment Team and in some cases, the school offered may be named on the EHCP.

### Multiple applications

In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time. If the child lives with both parents on an equal basis, the parents must confirm which address is to be used for the purposes of allocating a school place. If agreement is not reached the address held by the child's current provision will be used.

If two different applications are received for the same child containing different preferences or different order of preference, parents will be required to submit a joint application or provide court documentation to evidence the preferences that should be used for the admission process. Until an agreement is reached neither application will be processed. If those with parental responsibility are unable to agree on the preference and/or order of preference received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice.

## How applications are processed

All schools must have admission oversubscription criteria, this is used if there are more applications than places available. If a school is not oversubscribed all applicants must be offered a place. The oversubscription criteria determine how places are allocated at the school: the first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

Most Nottinghamshire community and voluntary controlled schools use the standard admission criteria, but a few schools have a variation to the standard criteria which gives different priority. The information in Section 2 gives details about the criteria that are used together with the published admission number (PAN) for the relevant age group for each school (where the school will admit children for the first time, that is, reception at an infant/primary school, year 3 at a junior/primary school).

Admission authorities are required to set a PAN, this is the number of places which must be offered in each relevant age group (that is, for reception at an infant/primary school, year 3 at a junior/primary school, year 7 at a secondary school).

### Catchment areas

All Nottinghamshire community and voluntary controlled schools have a defined catchment area for the relevant age group which forms part of the oversubscription criteria. For those schools which have an intake at reception and year 3 there are two defined catchment areas for each relevant age group. Details about [catchment areas are available on Nottinghamshire County Council's public website](#) or by selecting the relevant school below in Section 2.

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school. Whilst living in a catchment area can give higher priority within the oversubscription criteria, it cannot guarantee a place at a particular school will be allocated. The address point (using eastings and northings as defined by Ordnance Survey) will be the point used to determine if a property falls within a specific catchment area.

### Special consideration

Within each set of criteria, Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

- For information provided before the closing date for intake applications, the appropriate designated officers will consider each case and decide the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.
- For information provided after the closing date, the appropriate designated officers will consider each case. If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

Where a request for special consideration is not approved:

- For information provided before the closing date for intake applications, a decision on the request for special consideration will not be communicated. The application will be considered in line with the published admission oversubscription criteria and an outcome issued alongside all other applications on National Offer Day.

- For information provided after the closing date, a decision based on the evidence provided will be communicated to the applicant.

### **Distance measurement**

Within each criterion, priority is given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software.

- Chuter Ede Primary School is set on two sites – Balderton and Fernwood villages on the southern edge of Newark. Applications can only be made to Chuter Ede Primary School and not to the individual sites. Distances are measured as the crow flies to a central point between the two sites. The central point is set using coordinates: Easting: 482377 and Northing: 351425.

### **Tie breaker**

In the event that two applications cannot be separated (two distances being equal), Nottinghamshire County Council's distance measuring software will randomly identify the application to be allocated.

### **Late applications**

An application received after the closing date including any changes to preferences, or order of preferences, is considered late and will be processed after all on time applications. In very limited circumstances an application received after the closing date may be considered as on time by Nottinghamshire County Council and only in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was late, together with evidence of relocation, must be provided by:

- **23 November 2026** for children transferring from primary phase to secondary education and atypical schools
- **29 January 2027** for children starting school for the first time and for children transferring from infant school to junior education.

Late applications and changes to preference order received after the dates outlined above but before **31 August 2027** will be considered after National Offer Day. This will be after all on time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

In addition, any late application for reception processed after National Offer Day and before 31 August 2027, Nottinghamshire County Council will also consider whether the limited exceptional circumstances for infant class sizes could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Any applications received after **1 September 2027** will be processed as in-year applications.

## Section 2 – admission oversubscription criteria and published admission number

### a. STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2027-2028

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary\* school **and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.**
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school\*.
5. Children who live outside the catchment area.

School name	*Linked junior/primary school (as referenced in criterion 2 and criterion 4)	District	PAN for relevant age group (reception)
<a href="#">Abbey Gates Primary School</a>		Gedling	30
<a href="#">Albany Infant and Nursery School</a>	<a href="#">Albany Junior School</a>	Broxtowe	60
<a href="#">Annesley Primary and Nursery School</a>		Ashfield	30
<a href="#">Arnold View Primary School</a>		Gedling	45
<a href="#">Asquith Primary School</a>		Mansfield	45
<a href="#">Bagthorpe Primary School</a>		Ashfield	15
<a href="#">Beardall Fields Primary and Nursery School</a>		Ashfield	60
<a href="#">Beckingham Primary School</a>		Bassetlaw	15
<a href="#">Berry Hill Primary School</a>		Mansfield	60
<a href="#">Bramcote Hills Primary School</a>		Broxtowe	60
<a href="#">Brinsley Primary and Nursery School</a>		Broxtowe	30
<a href="#">Bunny CofE Primary School</a>		Rushcliffe	15
<a href="#">Butler's Hill Infant and Nursery School</a>	<a href="#">Broomhill Junior School</a>	Ashfield	60
<a href="#">Carnarvon Primary School</a>		Rushcliffe	60
<a href="#">Carr Hill Primary and Nursery School</a>		Bassetlaw	45
<a href="#">Church Vale Primary School and Foundation Unit</a>		Mansfield	30
<a href="#">Chuter Ede Primary School</a>		Newark	90
<a href="#">Clarborough Primary School</a>		Bassetlaw	30
<a href="#">Coppice Farm Primary School</a>		Gedling	30
<a href="#">Costock CofE Primary School</a>		Rushcliffe	15
<a href="#">Crescent Primary School</a>		Mansfield	60
<a href="#">Croft Primary School</a>		<b>Ashfield</b>	45

<a href="#">Dalestorth Primary and Nursery School</a>		Ashfield	45
<a href="#">Dunham-on-Trent CofE Primary School</a>		Bassetlaw	15
<a href="#">East Markham Primary School</a>		Bassetlaw	30
<a href="#">Edgewood Primary and Nursery School</a>		Ashfield	45
<a href="#">Elkesley Primary and Nursery School</a>		Bassetlaw	15
<a href="#">Everton Primary School</a>		Bassetlaw	15
<a href="#">Farmilo Primary School and Nursery</a>		Mansfield	45
<a href="#">Gateford Park Primary School</a>		Bassetlaw	30
<a href="#">Gotham Primary School</a>		Rushcliffe	30
<a href="#">Greasley Beauvale Primary School</a>		Broxtowe	55
<a href="#">Hallcroft Infant and Nursery School</a>	<a href="#">Carr Hill Primary and Nursery School</a>	Bassetlaw	30
<a href="#">Healdswood Infants' and Nursery School</a>	<a href="#">Skegby Junior Academy</a>	Ashfield	60
<a href="#">Heatherley Primary School</a>		Mansfield	45
<a href="#">Hetts Lane Infant and Nursery School</a>	<a href="#">Sherwood Junior School</a>	Mansfield	30
<a href="#">High Oakham Primary School</a>		Mansfield	60
<a href="#">Holly Hill Primary and Nursery School</a>		Ashfield	50
<a href="#">Holly Primary School</a>		Mansfield	40
<a href="#">Intake Farm Primary School</a>		Mansfield	30
<a href="#">Jacksdale Primary and Nursery School</a>		Ashfield	25
<a href="#">James Peacock Infant and Nursery School</a>	<a href="#">St Peter's CofE Junior School</a>	Rushcliffe	90
<a href="#">Jesse Gray Primary School</a>		Rushcliffe	60
<a href="#">John Blow Primary School</a>		Newark	30
<a href="#">John T Rice Infant and Nursery School</a>	<a href="#">Newlands Junior School</a>	Mansfield	50
<a href="#">King Edwin Primary and Nursery School</a>		Newark	60
<a href="#">Lady Bay Primary School</a>		Rushcliffe	60
<a href="#">Lambley Primary School</a>		Gedling	30
<a href="#">Lantern Lane Primary and Nursery School</a>		Rushcliffe	60
<a href="#">Lawrence View Primary and Nursery School</a>		Broxtowe	30
<a href="#">Leen Mills Primary School</a>		Ashfield	50
<a href="#">Manor Park Infant and Nursery School</a>	<a href="#">Sir John Sherbrooke Junior School</a>	Gedling	60
<a href="#">Mapperley Plains Primary and Nursery School</a>		Gedling	45
<a href="#">Mattersey Primary School</a>		Bassetlaw	10
<a href="#">Misson Primary School</a>		Bassetlaw	20
<a href="#">Misterton Primary and Nursery School</a>		Bassetlaw	30
<a href="#">Morven Park Primary and Nursery School</a>		Ashfield	60
<a href="#">Netherfield Infant School (Welbeck Federation of Schools)</a>	<a href="#">Eastlands Junior School</a>	Mansfield	30
<a href="#">Nettleworth Infant and Nursery School</a>	<a href="#">Leas Park Junior School</a>	Mansfield	70
<a href="#">Newstead Primary and Nursery School</a>		Gedling	20
<a href="#">North Clifton Primary School</a>		Newark	8
<a href="#">Northfield Primary and Nursery School</a>		Mansfield	60

<a href="#">Norwell CofE Primary School</a>		Newark	10
<a href="#">Orchard Primary School and Nursery</a>		Ashfield	45
<a href="#">Ordsall Primary School</a>		Bassetlaw	60
<a href="#">Orston Primary School</a>		Rushcliffe	25
<a href="#">Phoenix Infant and Nursery School</a>	<a href="#">Priory Junior School</a>	Gedling	60
<a href="#">Pinewood Infant and Nursery School</a>	<a href="#">Killisick Junior School</a>	Gedling	60
<a href="#">Priestsc Primary and Nursery School</a>		Ashfield	60
<a href="#">Prospect Hill Infant and Nursery School</a>	<a href="#">Prospect Hill Junior School</a>	Bassetlaw	60
<a href="#">Queen Eleanor Primary School</a>		Newark	10
<a href="#">Radcliffe-on-Trent Infant and Nursery School</a>	<a href="#">Radcliffe-on-Trent Junior School</a>	Rushcliffe	90
<a href="#">Rampton Primary School</a>		Bassetlaw	15
<a href="#">Ramsden Primary School</a>		Bassetlaw	30
<a href="#">Ravenshead CofE Primary School</a>		Gedling	45
<a href="#">Redlands Primary and Nursery School</a>		Bassetlaw	60
<a href="#">St Edmund's CofE Primary School</a>		Mansfield	30
<a href="#">Standhill Infants' School</a>	<a href="#">Porchester Junior School</a>	Gedling	45
<a href="#">Sutton-on-Trent Primary and Nursery School</a>		Newark	20
<a href="#">Toton Banks Road Infant and Nursery School</a>	<a href="#">Bispham Spencer Academy</a>	Broxtowe	60
<a href="#">Trent Vale Infant School</a>	<a href="#">Beeston Rylands Junior School</a>	Broxtowe	50
<a href="#">Underwood Church of England Primary School</a>		Ashfield	25
<a href="#">Walesby CofE Primary School</a>		Newark	20
<a href="#">Walkeringham Primary School</a>		Bassetlaw	8
<a href="#">West Bridgford Infant School</a>	<a href="#">West Bridgford Junior School</a>	Rushcliffe	81
<a href="#">Westdale Infant School</a>	<a href="#">Westdale Junior School</a>	Gedling	60
<a href="#">Westwood Infant and Nursery School</a>	<a href="#">Jacksdale Primary and Nursery School</a>	Ashfield	20
<a href="#">William Lilley Infant and Nursery School</a>	<a href="#">Fairfield Spencer Academy</a>	Broxtowe	45
<a href="#">Willoughby Primary School</a>		Rushcliffe	8
<a href="#">Willow Brook Primary School</a>		Rushcliffe	30
<a href="#">Woodthorpe Infant School</a>	<a href="#">Arno Vale Junior School</a>	Gedling	60
<a href="#">Wynndale Primary School</a>		Mansfield	30

**b. VARIATION TO STANDARD RECEPTION CRITERIA:  
INFANT AND PRIMARY SCHOOLS – FAITH CRITERION 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school or the linked/junior primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school.**
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area and whose parent attends the relevant church/churches\*.
6. Children who live outside the catchment area.

\*Relevant churches are detailed below. Supporting evidence from the appropriate minister must be provided to confirm attendance. Attendance at church is defined as having attended the recognised place of worship for at least twice a month for a minimum period of one year immediately prior to the date of application (including week-day worship).

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

\*\*If a church is not named, supporting information must be provided to confirm regular attendance. Attendance at church is defined as having attended the recognised place of worship for at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance ([www.cte.org.uk](http://www.cte.org.uk) or [www.eauk.org](http://www.eauk.org)) immediately prior to the date of application.

School name	Relevant church/churches	District	PAN for relevant age group (reception)
<a href="#">Caunton Dean Hole CofE Primary School</a>	St Andrew's Church, Caunton	Newark	8
<a href="#">Cuckney CofE Primary School</a>	St Mary's Church, Cuckney or St Winifred's, Holbeck	Bassetlaw	20
<a href="#">North Wheatley Church of England Primary School</a>	**	Bassetlaw	20
<a href="#">Ranby CofE Primary School</a>	All Saints Church, Babworth or St Martin's Church, Ranby	Bassetlaw	15
<a href="#">St Andrew's CofE Primary and Nursery School</a>	**	Ashfield	45
<a href="#">St John's CofE Primary School</a>	**	Broxtowe	15

**c. ALL HALLOWS CofE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission **and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.**
3. Children who live in the catchment area at the closing date for applications where the parent or child has regularly worshipped at All Hallows, Gedling or St Paul's, Carlton.
4. Children who live in the catchment area at the closing date for applications where the parent or child has regularly worshipped at another Christian Church that is a member of Churches Together in England or the Evangelical Alliance.
5. Children who live in the catchment area at the closing date for applications, where the parent or child has regular involvement with another faith through a recognised place of worship.
6. Children who live in the catchment area.
7. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
8. Other children.

Supporting evidence from the appropriate minister must be provided to confirm attendance.

Attendance at church is defined as having attended the recognised place of worship, for at least twice a month for a minimum period of one year (including week-day worship) immediately prior to the date of application, at a Christian church that is a member of Churches Together in England or the Evangelical Alliance ([www.cte.org.uk](http://www.cte.org.uk) or [www.eauk.org](http://www.eauk.org))

Attendance at other recognised places of worship must confirm that the parent or child has attended at least twice a month for a minimum period of one year (including week-day worship) immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	District	PAN for relevant age group (reception)
<a href="#">All Hallows CofE Primary School</a>	Gedling	30

**d. ST WILFRID'S COFE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA  
VARIATION TO STANDARD RECEPTION CRITERIA 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.**
3. Children who live in the catchment area and have a parent who has attended a church service\* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service\* with an adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.
4. Other children who live in the catchment area.
5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
6. Children who live outside the catchment area and have a parent who has attended a church service\* at least twice a month for a minimum period of one year immediately prior to the date of application, or where the child has attended a church service\* with an adult member of their immediate family at least twice a month for a minimum period of one year immediately prior to the date of application.
7. Other children who live outside the catchment area.

\*Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	District	PAN relevant age group (reception)
<a href="#">St Wilfrid's CofE Primary School</a>	Gedling	30

**e. TROWELL COFE PRIMARY SCHOOL (BROXTOWE) - FAITH CRITERIA  
VARIATION TO STANDARD RECEPTION CRITERIA 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school **and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school.**
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area where a parent is involved with St Helen's Church\*.
6. Children who live outside the catchment area where a parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance\*.
7. Other children who live outside the catchment area.

\*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at church services at least twice a month for a minimum period of one year immediately prior to the date of application.

In the event that during the period specified for attendance at worship the church or other recognised place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

School name	District	PAN relevant age group (reception)
<a href="#">Trowell CofE Primary School</a>	Broxtowe	30

**f. STANDARD JUNIOR/PRIMARY CRITERIA:  
YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who attend the linked infant school\* at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
3. Other children who attend the linked infant school\* at the closing date for applications.
4. Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
5. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6. Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
7. Children who live outside the catchment area.

School names	*Linked infant school (as referenced in criterion 2, criterion 3, criterion 4 and criterion 6)	District	PAN relevant age group (year 3)
<a href="#">Albany Junior School</a>	<a href="#">Albany Infant and Nursery School</a>	Broxtowe	60
<a href="#">Beeston Rylands Junior School</a>	<a href="#">Trent Vale Infant School</a>	Broxtowe	50
<a href="#">Broomhill Junior School</a>	<a href="#">Butler's Hill Infant and Nursery School</a>	Ashfield	75
<a href="#">Carr Hill Primary and Nursery School</a>	<a href="#">Hallcroft infant and Nursery School</a>	Bassetlaw	45
<a href="#">Eastlands Junior School (Welbeck Federation of Schools)</a>	<a href="#">Netherfield Infant School (Welbeck Federation of Schools)</a>	Mansfield	40
<a href="#">Eskdale Junior School</a>	<a href="#">Alderman Pounder Infant and Nursery School</a>	Broxtowe	70
<a href="#">Jacksdale Primary and Nursery School</a>	<a href="#">Westwood Infant and Nursery School</a>	Ashfield	20
<a href="#">Leas Park Junior School</a>	<a href="#">Nettleworth Infant and Nursery School</a>	Mansfield	70
<a href="#">Newlands Junior School</a>	<a href="#">John T Rice Infant and Nursery School</a>	Mansfield	60
<a href="#">Priory Junior School</a>	<a href="#">Phoenix Infant and Nursery School</a>	Gedling	60
<a href="#">Prospect Hill Junior School</a>	<a href="#">Prospect Hill Infant and Nursery School</a>	Bassetlaw	60
<a href="#">Radcliffe-on-Trent Junior School</a>	<a href="#">Radcliffe-on-Trent Infant and Nursery School</a>	Rushcliffe	90
<a href="#">Sherwood Junior School</a>	<a href="#">Hetts Lane Infant and Nursery School</a>	Mansfield	60
<a href="#">West Bridgford Junior School</a>	<a href="#">West Bridgford Infant School</a>	Rushcliffe	85

**g. VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA:  
YEAR 3 INTAKE 2027-2028**

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the catchment area at the closing date for applications **and** attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school **or** the linked infant school\*.
3. Other children who live in the catchment area at the closing date for applications **and** attend the linked infant school\*.
4. Children who live in the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
5. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6. Children who live outside the catchment area but attend the linked infant school\* and who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
7. Children who live outside the catchment area but attend the linked infant school\*.
8. Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school\*.
9. Other children.

School name	*Linked infant school (as referenced in criteria 2, 3, 4, 6, 7 and 8)	District	PAN relevant age group (year 3)
<a href="#">Bagthorpe Primary School</a>	<a href="#">Selston Church of England Infant and Nursery School</a>	Ashfield	15
<a href="#">St Peter's CofE Junior School</a>	<a href="#">James Peacock Infant and Nursery School</a>	Rushcliffe	90

## Section 3 - Starting school

All children offered a place can start school full time in reception in the September following their fourth birthday. Parents can request that their child:

- defers the date in which they are admitted until later in the school year (but not beyond the point they reach compulsory school age and not beyond the beginning of the final term of the school year)
- takes up the place part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents must ensure that they apply for a school place before the closing date, 15 January 2027.

### Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. Parents considering delaying their child's admission should submit their request for community and voluntary controlled schools in Nottinghamshire, to Nottinghamshire County Council's school admissions team. This request should be made alongside the formal application for a school place that is made to the child's home local authority by the closing date (15 January for reception age/year 3 places; 31 October for secondary school places).

Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, is responsible for making the decision about which year group a child should be admitted to and designated officers will consider the circumstances of each case, the child concerned and take account of the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were for not being born prematurely.

### Summer born children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send their child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1. The process is outlined above. Parents should discuss the request with the headteacher of the each of their preferred schools.

### Decisions on requests for delayed admission

- Where a request to delay admission is agreed, the child's application will be processed as part of the main admission round
- If a request is not agreed, parents can continue with an application for a reception school place at the normal time, or delay admission until compulsory school age and apply for a place in year 1.

In all cases, the application will be considered on the basis of the determined admission arrangements only.

For requests submitted before the national closing date for applications, parents will be notified of the admission authority's decision on whether the request to delay has been agreed before National Offer Day (16 April for reception age pupil/year 3 places; 1 March for secondary school places).

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the County Council will process the application as part of the main admissions round, unless the request was submitted after the closing date, and it is too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## **Section 4 - withdrawing offers**

Nottinghamshire County Council may withdraw an offer of a school place if the place has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### **Place offered in error**

Where it has been identified that Nottinghamshire County Council has made an administrative error in the processing of an application for a school place, and it is established that another child has been disadvantaged by this error the place may be withdrawn.

Applicants are responsible for the accuracy of any information which they submit. Nottinghamshire County Council takes no responsibility for incorrect information submitted as part of the application (i.e failure to mention a sibling(s) or provide supporting evidence).

### **Response within a reasonable time**

Where a parent has not responded to the offer, Nottinghamshire County Council will provide parents with an additional 14 days to respond and will explain that if no response is received the offer may be withdrawn.

### **Fraudulent or misleading information**

Nottinghamshire County Council investigates any applications where there are doubts about the information provided. In these cases, parents will be required to provide evidence that the information submitted as part of the application was accurate. If the parent does not provide information or is unable to provide this information Nottinghamshire County Council will seek to obtain confirmation of the information from other local government departments, including schools.

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with higher priority for the place at the school, the offer of a place may be withdrawn.

Nottinghamshire County Council reserves the right to check the information provided on the application is genuine.

### **Withdrawing an offer of a place**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the allocation has been withdrawn due to an error or confirmed fraudulent or intentionally misleading information, the application will be reconsidered, and the usual statutory right of appeal will be made available if a place is subsequently refused.

## **In-year applications**

Local authorities are not required to coordinate in-year applications however, Nottinghamshire County Council operates an in-year coordinated scheme for applications for all community and voluntary controlled schools in Nottinghamshire and some own admission authority schools have opted to join this scheme.

An application is an in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

Local authorities are required to publish information on their public website by 31 August at the latest each year to explain how in-year applications can be made and how they will be dealt with from 1 September onwards in that year. Details of the in-year coordinated scheme and information about applications in-year is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Parents can submit applications to start at the beginning of the next half term or up to six weeks before the date that they would like their child to start at the preferred school. School places cannot be reserved, and places are allocated in line with the admission arrangements for the school.

Admissions will normally be agreed up to the published admission number for the relevant age group. Admission to other age groups cannot be refused on the grounds that the PAN has already been reached however, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## **Fair Access Protocol**

Details about Nottinghamshire's Fair Access Protocol (FAP) is available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

The protocol may only be used to place key groups of vulnerable and/or hard-to-place children, where they are having difficulty in securing a school place in-year. FAPs must only be used for children that meet the prescribed categories set out in paragraph 3.17 of the School Admissions Code.

FAPs must not be used in place of the usual in-year admissions process. A parent can make an in-year application at any time and is entitled to have their preferences met wherever possible, as well as the opportunity to appeal a decision when a place is not offered.

## Definitions and key terms

<p><b>Address</b></p>	<p>The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought (e.g. court order) and this should prove that the child lived at the address at the time of the application.</p> <p>Informal arrangements between parents will not be taken into consideration.</p> <p>NCC does not take into an account an intention to move when considering a home address unless this is for Children of UK Service Personnel and Crown Servants as outlined in the relevant section below</p>
<p><b>Alternative offer</b></p>	<p>Where it has not been possible to meet a parental preference on an application and the child is without a school place, Nottinghamshire County Council may identify a school place for children who live in Nottinghamshire at the nearest Nottinghamshire school with places available. This helps to ensure that children are not left without a school place. Alternative offers are identified by walking distance measured using the County Council's computerised distance measuring software.</p>
<p><b>Appeals</b></p>	<p>When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome and to lodge an appeal for community and voluntary controlled schools, parents should contact Nottinghamshire County Council. Appeals timetable and further information about appeals is available at <a href="http://www.nottinghamshire.gov.uk">www.nottinghamshire.gov.uk</a></p>
<p><b>Children of UK Service personnel and crown servants</b></p>	<p>Families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area. Nottinghamshire County Council uses the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A Unit or quartering address is used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.</p>
<p><b>Compulsory school age</b></p>	<p>A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. Children must be attending school the term following their fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the academic year that the place has been allocated for.</p>
<p><b>Deferred entry to school</b></p>	<p>All children can start school full time in reception in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year, or until the term in which the child reaches compulsory school age.</p>
<p><b>Delayed admission</b></p>	<p>When a summer born child starts school at compulsory school age (age 5), whether this is in year 1 or reception</p>

<b>Infant class sizes</b>	The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2021 (2.16) states that additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
<b>Linked school</b>	In some instances, attending a particular school gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school'. Information about linked schools is available in Admissions to schools: School information, available on the County Council's website.
<b>Looked after and previously looked after children</b>	<p>The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:</p> <p>A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.</p> <p>Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <ul style="list-style-type: none"> <li>• A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.</li> <li>• Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.</li> <li>• Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).</li> </ul>
<b>Multiple births (twins, triplets etc)</b>	Where one child of a multiple birth can be admitted through the normal admissions process, the other child/children will also be admitted.
<b>National offer day</b>	<p>This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area.</p> <ul style="list-style-type: none"> <li>• For secondary pupils, offers are sent out by the home local authority on 1 March</li> <li>• For primary pupils, offers are sent out by the home local authority on 16 April.</li> </ul> <p>These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.</p>

<p><b>Parent/parental responsibility</b></p>	<p>The person making the application must hold parental responsibility. Nottinghamshire County Council considers the parent to be:</p> <ul style="list-style-type: none"> <li>• the mother of the child</li> <li>• the father of the child where he was married to the mother either when the child was born or at a later date</li> <li>• the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate</li> <li>• an adoptive parent</li> <li>• any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required</li> </ul> <p>Authorisation may also be given for another person to speak on the parent's behalf.</p> <p>Individuals with parental responsibility for a child have a right to request data regarding the child's application. Data may be disclosed unless there are overriding safeguarding concerns which prevent the sharing of information.</p>
<p><b>Relevant area</b></p>	<p>The relevant area for a school is that which the admission authority for that school must consult all other prescribed schools on its admission arrangements. This is the area determined by the local authority and reviewed every two years.</p> <p>The relevant areas are coterminous with the administrative district in which the school or academy is located:</p> <ul style="list-style-type: none"> <li>• Ashfield</li> <li>• Bassetlaw</li> <li>• Broxtowe</li> <li>• Gedling</li> <li>• Mansfield</li> <li>• Newark</li> <li>• Rushcliffe</li> </ul> <p>For schools that have a catchment area or linked school that extends into other district areas the relevant area would also include that area, and/or the neighbouring local authority. For schools giving priority for children living in a parish the relevant area would also include the parish area that the school serves if this crosses into more than one administrative district area and/or other local authority.</p>
<p><b>Repeat applications</b></p>	<p>If an application for the same school for the same school year has already been refused, the applicant will not be given a further right to appeal unless there has been a significant and material change in the circumstances of the application or those of the school. A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.</p>

<p><b>Sibling (brother or sister)</b></p>	<p>Nottinghamshire County Council considers a sibling to be:</p> <ul style="list-style-type: none"> <li>• brothers and/or sisters who share the same parent(s)</li> <li>• a half-brother, half-sister or legally adopted child living at the same address</li> <li>• a child looked after by a local authority placed in a foster family with other school age children</li> <li>• a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.</li> </ul> <p><b>Displaced sibling</b></p> <p>A child is considered to have been displaced if they applied on time for their Nottinghamshire community catchment area school and they were not allocated under the coordinated scheme as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community catchment school from the waiting list and this offer was declined, the child will not be considered as displaced, and any younger siblings would not be given any additional priority in the oversubscription criteria.</p>
<p><b>Waiting lists</b></p>	<p>Children’s names will only be added to the waiting list for community and voluntary controlled schools where the application has been refused. The position on a waiting list is decided by the oversubscription criteria; each child added to the list means the list will be ranked again in line with the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.</p> <p>If a place becomes available, the place will be allocated at that time, to the child who has highest priority on the waiting list according to the admission oversubscription criteria. This will include all applications that have been received requesting a place at that school where a higher preference has not been met.</p> <p>Admission authorities must maintain a waiting list until 31 December of each school year of admission. NCC, as the admission authority for community and voluntary controlled schools continues to hold waiting lists after this date until processing for in-year applications for this academic year ends, 21 June. Waiting lists will then close on 21 June and parents would need to make a new application for the next academic year.</p>