



Admissions to schools

Guide for parents

2021-2022

First admission
(reception)
and transfer to
junior/primary
education (year 3)



Apply online at: nottinghamshire.gov.uk/admissions



**Nottinghamshire
County Council**



Foreword

Welcome to Nottinghamshire's Admissions to schools: Guide for parents.

This guide contains a wide range of information and advice to help you understand when and how to apply for a school place for your child.

To make it easier for you to find the information relevant to your application, this guide focuses on:

- First admission – if your child is starting school for the first time (reception) or
- Transfer to junior school – transferring from infant school (year 2) to junior/primary education (year 3).

We continue to build on the past successes of Nottinghamshire's schools in raising attainment and increasing progress for all our pupils. We are determined to ensure that all our children and young people really do have the opportunity to fulfil their potential, whatever their background. We work in partnership with schools, children, young people and their families to help achieve this and we are keen to work with you to ensure that your child's education is a positive and enriching experience.

It is essential that you review the oversubscription criteria for each of your preferred schools carefully as this tells you how priority will be given to an application if there are more applications than places available. Attending a linked school or living in a particular area may not give your child high priority within the admission oversubscription criteria, but understanding the way places are allocated will help you maximise the likelihood that you will be able to secure one of your preferred options.

Over 98% of parents who applied on time last year have been offered a place for their child at one of their preferred schools.

We cannot stress strongly enough the importance of applying on time and identifying four preferences. Last year, 35% of the applications received for Nottinghamshire children listed only one preference. If you apply late or only list one preference you may substantially reduce the chances of getting your child into your preferred school. Of those families who applied on time that were not successful for any of their preferences last year, 58.3% had expressed only one preference.

We strongly recommend that you:

- refer carefully to the oversubscription criteria for your preferred schools
- apply on time
- use all 4 preferences
- include at least one preference for a school where your child will have high priority within the admission oversubscription criteria.

Please take every opportunity to contact or visit schools for more information, this may help you decide which four schools you and your child would like to apply for.

Further information about schools and the number of places available is contained in **Admissions to schools: School information**. In addition, information about how places have been allocated in previous years is available at www.nottinghamshire.gov.uk/admissions



Colin Pettigrew
*Corporate Director,
Children and Families*



Councillor Philip Owen
*Chairman,
Children and Young People's Committee*

School holidays

	September 2021						October 2021						November 2021					
M	30	6	13	20	27			4	11	18	25			1	8	15	22	29
T	31	7	14	21	28			5	12	19	26			2	9	16	23	30
W	1	8	15	22	29			6	13	20	27			3	10	17	24	
T	2	9	16	23	30			7	14	21	28			4	11	18	25	
F	3	10	17	24			1	8	15	22	29			5	12	19	26	
S	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	

	December 2021						January 2022						February 2022					
M		6	13	20	27			3	10	17	24	31		7	14	21	28	
T		7	14	21	28			4	11	18	25		1	8	15	22		
W	1	8	15	22	29			5	12	19	26		2	9	16	23		
T	2	9	16	23	30			6	13	20	27		3	10	17	24		
F	3	10	17	24	31			7	14	21	28		4	11	18	25		
S	4	11	18	25			1	8	15	22	29		5	12	19	26		
S	5	12	19	26			2	9	16	23	30		6	13	20	27		

	March 2022						April 2022						May 2022					
M		7	14	21	28			4	11	18	25			2	9	16	23	30
T	1	8	15	22	29			5	12	19	26			3	10	17	24	31
W	2	9	16	23	30			6	13	20	27			4	11	18	25	
T	3	10	17	24	31			7	14	21	28			5	12	19	26	
F	4	11	18	25			1	8	15	22	29			6	13	20	27	
S	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	

	June 2022						July 2022						August 2022					
M		6	13	20	27			4	11	18	25		1	8	15	22	29	
T		7	14	21	28			5	12	19	26		2	9	16	23	30	
W	1	8	15	22	29			6	13	20	27		3	10	17	24	31	
T	2	9	16	23	30			7	14	21	28		4	11	18	25		
F	3	10	17	24			1	8	15	22	29		5	12	19	26		
S	4	11	18	25			2	9	16	23	30		6	13	20	27		
S	5	12	19	26			3	10	17	24	31		7	14	21	28		



School holidays



Public holidays



Administration day

This pattern gives 195 working days for staff, including the administration day on Tuesday 31 August 2021.

A total of 4 in-service training days for staff will be taken by each school from the 194 term days given above, leaving 190 term days for pupils.

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School admissions

If you live in Nottinghamshire and require a school place for your child in September 2021 you must apply through Nottinghamshire County Council.

This applies to children who are:

- 5 years old between 01 September 2021 and 31 August 2022
- transferring from infant school (year 2) to junior education (year 3) in September 2021.

Applications for school places at all other times (known as in-year applications) are dealt with differently. See Admissions to schools: Applying for school places in-year.

On pages 11-15 you will find important dates to remember, and the standard community and voluntary controlled admission oversubscription criteria (how places are allocated when there are more applications than places available). We have also included some important things for you to consider when thinking about which 4 schools to apply for.

If your child has an **education, health and care plan (EHCP)**, different arrangements apply and you should contact the Integrated Children's Disability Service (0115 804 1275).

Admissions to schools: School information 2021-2022 is available online. This gives details about all Nottinghamshire schools and includes a summary of admission oversubscription criteria which can help you decide which 4 schools to apply for.

The County Council makes every effort to issue information on applying for a school place to all known families living in Nottinghamshire. It is your responsibility, as a parent, to apply for a school place and make sure that your application is submitted on time.

All local authorities are required to coordinate admissions for primary (including infant and junior) and secondary schools (including schools with an atypical age range) in their area. Coordinated schemes are intended to simplify the admission process. Nottinghamshire residents can make up to 4 school preferences in order of priority on a single application, including any schools in other local authority areas. Parents will receive a single offer of a school place.

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

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school. We will investigate any applications where there are doubts about the information provided.

Neighbouring local authorities' addresses and contact details can be found on page 35.

Things to consider before making your application for a primary school place

Check whether Nottinghamshire is your home local authority, www.gov.uk/find-local-council
For Nottinghamshire community and voluntary controlled schools no priority is given for attending a nursery and children do not automatically transfer from a previous school. You still need to apply for a school place.
Check whether there is a catchment area school for your child's home address by visiting www.nottinghamshire.gov.uk or by telephoning 0300 500 80 80. Nottinghamshire County Council cannot guarantee that information obtained from other third-party sources will be accurate.
The address that you give on your application must be the one at which your child is permanently living on the closing date for applications. Remember to notify the school admissions team if you move house as this may affect your application.
Read the admission oversubscription criteria for your preferred schools to see whether your preferences will receive a high priority.
Check whether you need to complete a supplementary information form or provide additional supporting information, particularly when applying for an academy, foundation, trust, voluntary aided or voluntary controlled school. Supplementary information forms are available at www.nottinghamshire.gov.uk or by visiting individual school websites.
Remember to include details of any brothers or sisters who will be attending your preferred schools in September 2021 and check the admission oversubscription criteria to see whether this gives your preferences a higher priority.
Consider how your child will get to and from your preferred schools and whether you would be eligible to apply for travel assistance.

Making your application

- Use all 4 preferences naming the schools in the order your most prefer.
- Include any additional information with your application.
- Apply before the closing date for applications (15 January 2021).

Making your preferences

Before making your preferences, it is important that you consider carefully which schools you would like your child to go to.

You should check the admission oversubscription criteria for all your preferred schools.

Admissions to schools: School information 2021-2022 gives a summary of the admission oversubscription criteria for all Nottinghamshire schools. If there are more applications than places available, the first criterion will represent the group of children most likely to get a place at that school. The last criterion will represent the group of children least likely to get a place.

The standard admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools are detailed on pages 12-15.

We recommend that you **use all 4 preferences** and at least one of the preferences on your application should be for a school where you are sure that your child will meet one of the higher criteria for admission. Once you have decided which 4 schools to apply for, you need to list them in order starting with the one you would most like your child to attend. Your preference order is very important.

Remember that living in the catchment area, attending a nursery or children's centre, attending a linked school or having a brother or sister attending a school does not guarantee that your application will be successful. For some admission authorities it may give your application higher priority within the admission oversubscription criteria.

When making your 4 preferences, you will need to:

- **Tell us if your child is looked after by a local authority or was previously looked after.**
- **List the schools in order starting with the one you would most like your child to attend.** Remember to check the school name carefully as some schools have similar names. It is your responsibility to make sure the application is completed correctly.
- **Give us details of any brothers and/or sisters (including their date of birth) who will be attending your preferred schools in September 2021.** When applying for a primary school place you also need to tell us if any brothers and/or sisters are attending the linked infant or linked junior school.
- **Check whether you also need to complete a supplementary form or provide additional information.**
- **Remember that the address you give on your application must be the one at which your child is permanently living.** 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. If the child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights will be taken to be the place of residence.

If you are requesting special consideration, you must provide additional information for your application to be considered fully. See page 13.

If your application shows a different address from the address we hold on our records, we may need to verify your main place of residence. We will need you to provide evidence that your child is living at the address given at the time of the application.

Ensure that you submit your application and any supporting information before the closing date (15 January 2021).

Applying

Online at www.nottinghamshire.gov.uk/admissions

- You will need an email address to register.
- We recommend that you apply using the personal unique identification number (UID) for your child, which is pre-printed on the information sent to your home address.
- Once you have completed your online application, **remember to submit it**.
- If you make any changes to your application you must also **resubmit** otherwise it will not be processed correctly.

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 the closing date (15 January 2021).
- You can update your address if you move house.
- You will receive an email with your outcome on National Offer Day, 16 April 2021, unless you opted to receive a letter.
- You will be able to view your outcome online on National Offer Day, 16 April 2021.

If you do not apply online, you must still complete an application before the closing date (15 January 2021).

Other ways to apply

- Contact our customer service team on 0300 500 80 80 to make an application over the telephone or to request an application form.
- Download an application form from www.nottinghamshire.gov.uk/admissions

Remember, if you do not make an online application your outcome will be posted 2nd class on 16 April 2021. After the closing date (15 January 2021) you can only apply by contacting 0300 500 80 80.

Supporting information

Some schools require additional information such as a letter from a minister, in order to apply their admission oversubscription criteria. Please check the **Admissions to schools: School information 2021-2022**, available at www.nottinghamshire.gov.uk to see whether you need to complete a supplementary form or provide additional information. You must remember to send any supporting information to the correct admission authority by the closing date (15 January 2021).

In addition, if you think that your preferred school is **the only** school which could cater for your child's particular needs, you must provide additional supporting evidence by the closing date for consideration by the designated officers.

This would be written evidence from a doctor, social worker or other relevant professional stating why a particular school is the only school which could cater for your child's particular needs.

If your child has a physical disability that affects their mobility you should speak to the headteacher of the school you prefer before making any final decisions. Alternatively, you can contact the Integrated Children's Disability Service for further advice (0115 804 1275).

**If you forget your password you can reset it online at
www.nottinghamshire.gov.uk**

You should still make 4 preferences as providing additional information and requesting a place under special circumstances does not guarantee that you will be allocated a place at that school.

Where a school has more applications than places available, it is considered to be oversubscribed. The admission oversubscription criteria are used to decide the order in which places can be allocated.



Primary coordinated scheme

Important dates to remember if your child is:

- starting school for the first time (reception) – September 2021 (children who are 5 years old between 01 September 2021 and 31 August 2022)
- transferring from infant school (year 2) to junior/primary education (year 3) – September 2021

From Monday 9 November 2020	• Apply for a school place • Information available to parents
Friday 15 January 2021	• National closing date for receipt of applications and any supplementary or supporting information including any special circumstances
Wednesday 10 February 2021	• Last date for exceptional late applications and changes to preference to be received in order for a decision to be made whether the application can be considered as on time, refer to page 21
NATIONAL OFFER DAY Friday 16 April 2021	• Offers communicated to Nottinghamshire parents: - emails sent to online applications (who opted to receive an email) - letters sent to parents by second class post • Unsuccessful on time applications added to waiting lists for schools with an intake at reception and year 3 • Appeals can be lodged
From Tuesday 4 May 2021	• Online responses processed • Processing of late applications and changes to preferences starts • Any available places begin to be offered from the waiting lists in line with the relevant admission oversubscription criteria
June/July 2021	• Independent appeals heard
Wednesday 1 September 2021	• Applications received from this date will be processed in line with in-year arrangements
Friday 31 December 2021	• Some own admission authority schools may not continue to hold waiting lists after this date

Standard reception year admission oversubscription criteria for community and voluntary controlled schools - September 2021

Most Nottinghamshire community and voluntary controlled schools use the standard admission oversubscription criteria. Some community and voluntary controlled schools have a variation to the standard criteria and some admission authorities require additional information so that they can consider your application fully. You should, therefore, refer to the admission oversubscription criteria for individual schools in **Admissions to schools: School information 2021-2022** before applying for a school place.

Standard admission oversubscription criteria (reception)

In the event of oversubscription, the criteria will be applied, in priority order, to determine how places are allocated once places have first been allocated to pupils who have an education, health and care plan which names the school.

1. Looked after children and previously looked after children
2. Children who have been adopted from state care outside of England
3. 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*
4. Other children who live in the catchment area at the closing date for applications
5. Children who live outside the catchment area who will have a brother or sister attending the school or the linked junior/primary school
6. Children who live outside the catchment area

For the purposes of admissions, attending school is taken to be on roll at a school.

In the event of oversubscription in all but the first criterion, preference will be given to children who live nearest to the school as the crow flies (by straight line).

For Nottinghamshire community and voluntary controlled schools 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 Nottinghamshire County Council's computerised distance measuring software. Other admission authorities may measure differently.

In the event of two distances being equal, the County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Special consideration for all year groups

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 and for all in-year applications, 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 will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.



Standard year 3 admission oversubscription criteria for junior and primary schools admitting children to year 3 from an infant school - September 2021

Most Nottinghamshire community and voluntary controlled schools use the standard admission oversubscription criteria. Some community and voluntary controlled schools have a variation to the standard criteria and some admission authorities require additional information so that they can consider your application fully. You should, therefore, refer to the admission oversubscription criteria for individual schools in **Admissions to schools: School information 2021-2022** before applying for a school place.

Standard admission oversubscription criteria (year 3)

In the event of oversubscription, the criteria will be applied, in priority order, to determine how places are allocated once places have first been allocated to pupils who have an education, health and care plan which names the school.

1. Looked after children and previously looked after children
2. Children who have been adopted from state care outside of England
3. 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
4. Other children who attend the linked infant school at the closing date for applications
5. 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
6. Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
7. 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
8. Children who live outside the catchment area

For the purposes of admissions, attending school is taken to be on roll at a school.

In the event of oversubscription in all but the first criterion, preference will be 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 Nottinghamshire County Council's computerised distance measuring software. Other admission authorities may measure differently.

In the event of two distances being equal, the County Council measures to the next decimal point. If the measurements remain equal, for example children living in the same block of flats, lots will be drawn and the process will be independently verified.

Special consideration for all year groups

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 and for all in-year applications, 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 will not be communicated and the application will be considered in line with the published admission oversubscription criteria.
- For information provided after the closing date and for all in-year applications, a decision based on the evidence provided will be communicated to the applicant.



How places are allocated

All schools have a published admission number (PAN). This is the number of school places that must be offered in each relevant age group in a school.

Admissions to schools: School information 2021-2022 gives details of the PAN for all Nottinghamshire schools and the admission oversubscription criteria that are used to decide how places are allocated when there are more applications than places available. This also gives information about how places were allocated last year.

If any preferences are for other admission authorities in Nottinghamshire, we will send the details for consideration against their published admission oversubscription criteria. We will also send applications to other local authorities if preferences are received for schools in their area.

Preferences are considered against the individual school's admission oversubscription criteria and schools are not told the order of preferences. When a place can be offered at more than one of the schools listed on an application, we will offer a place at the highest preferred school where a place is available. This is for all preferences whether they are for academy, community, foundation, free, trust, voluntary aided or voluntary controlled schools. When any preference is offered, lower preferences will be withdrawn through the coordinated scheme.



Example of how the coordinated scheme works

Robin lives in the **catchment** area of a popular school, The Green Primary School.

Robin has a **brother** attending The Blue Academy and Robin currently attends The Rainbow Infant School which is an infant school **linked** to The Red Voluntary Aided (VA) School.

Robin's parents submitted the following preferences online before the closing date.

Rank	Preference	Criteria summary	Places available	Application outcome	Waiting list
1	The Blue Academy	Lives out of catchment area	No	No	Yes
2	The Red VA School	Attends linked infant	Yes	Yes	N/A
3	The Green Primary School	Catchment school	Yes	No	N/A
4	The Orange School	Out of catchment	No	No	N/A

Preference 1

There are not enough places at The Blue Academy for all the children who have applied. The Blue Academy was only able to offer places to pupils living in the catchment area.

Preference 2

There are not enough places at The Red Voluntary Aided School for all the children who have applied. The Red Voluntary Aided School was only able to offer places to pupils attending the linked infant school.

Preference 3

There are enough places at The Green Primary School for all the children who have applied.

Preference 4

There are not enough places at The Orange School for all the children who have applied. The Orange School was only able to offer places for pupils living in the catchment area and who have a brother or sister attending the school.

Places could be offered at both The Red VA School and The Green Primary School. The local authority communicates the decision to offer a place at The Red VA School as Robin's parents ranked this school higher than The Green Primary School. Robin is then placed on the waiting list for The Blue Academy and offered the right of appeal.

Outcome of your application

When will I know if my child has a place at one of my preferred schools?

- If you apply online you can view the outcome for each of your preferences by logging in to the online application service on National Offer Day, 16 April 2021.
- If you apply online an email will be sent to you confirming the offer on National Offer Day, 16 April 2021, unless you opted to receive a letter.
- If you apply by telephone or by completing a paper application, the outcome of your preferences will be sent to you by letter.

All letters are posted second class on National Offer Day, 16 April 2021 and no outcomes can be given over the telephone.

All outcomes will give details of who to contact for further information.

Do I need to accept an offer of a place?

You will be asked whether you wish to accept the place offered. We 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. **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.**

What if all my preferred schools are oversubscribed?

Most children are offered a place at one of their preferred schools. If your child is refused a place at your preferred school(s) you have a right to appeal.

If it is not possible to offer any of your preferences, the County Council may make an “alternative offer” of a school place that is further away from your home address.

Parents sometimes think that making only one preference will ensure that a place is allocated at that school, but that is not the case and children are not automatically offered a place at their catchment area school. If there is no place available at your preferred school(s), an alternative offer will be made at the nearest school with places available after all on-time preferences have been considered. If all places at other schools close to your child’s home address have been allocated, the alternative offer may be for a school which is a distance away. In the event of schools becoming oversubscribed through this process, places are allocated with reference to the school’s admission oversubscription criteria. An alternative offer reduces the likelihood of any child being left without a school place and does not affect your right to appeal for a place at any school where you have been refused.

How do I appeal?

You have the right to appeal to an independent appeal panel if you are not happy with the outcome of your application. If you wish to appeal, you should telephone 0300 500 80 80, or (18001) 01623 434 993 for Relay UK.

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

Your child's name will be placed on a waiting list for any school where your preference has been refused. You do not need to request this.

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 waiting lists in partnership with own admission authorities until 31 December 2021. For all community and voluntary controlled schools within Nottinghamshire, waiting lists are maintained until 31 May 2022.

Priority on a waiting list is decided by the admission oversubscription criteria for the school. No reference will be made to the date we receive your application or whether you have chosen to appeal.

Your position on a waiting list may change. If any late applications have a higher priority within the admission oversubscription criteria, they will be placed higher than applications that have been on the list for some time. Your order of preference is very important. If your child is offered a place at a higher preferred school, their name will be removed from any waiting lists for lower preferences. Being on a waiting list does not mean that a place will eventually become available.

If the number of allocated places falls below the published admission number for the school, the County Council will write to offer a place to the applicant at the top of the waiting list.

For Nottinghamshire community and voluntary controlled schools, children's names will only be added to a school's waiting list if they are refused a place.

Please note that the application can only be discussed with the applicant or agreed contact.

Change of address

It is your responsibility to let us know if you move house and when you have moved.

If you move house after you have submitted your application, it may affect how your application is considered against the admission oversubscription criteria.

For exceptional late applications or changes to applications, you must provide evidence of your new address before the dates given on page 21.

If you do not provide this information, we will use the original address given on your application for the purposes of allocating a school place.

As confirmation of the home address, you will need to provide one piece of information from each of the following:

Evidence 1 - child's name and home address

- all pages of child benefit letter (no more than 12 months old) or a universal credit letter/print out
- all pages of child tax credit award notice for the current financial year
- medical letter or prescription that is no more than 3 months old.

Evidence 2 - applicant's name and home address

- tenancy agreement
- current financial year's council tax letter or statement.

Evidence 3 - applicant's name and home address

- bank statement, no more than 3 months old
- driving licence
- utility bill, no more than 3 months old.

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school. 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.

Providing misleading or fraudulent information on an application could also constitute an offence which might result in the County Council starting legal proceedings against the person providing a false statement.

Children of UK service personnel (UK armed forces)

For 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 will require an official letter declaring a relocation date and a Unit postal address or quartering area address in order to consider the application correctly against the admission oversubscription criteria.

This must be provided at the time of application.

If you know that you will be moving house, into or within Nottinghamshire, and need further advice, please contact us 0300 500 80 80.

Late applications and changes of preference after the closing date

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications.

Submitting your application late increases the risk of not getting a place at one of your preferred schools as places will have been allocated, on National Offer Day (16 April 2021), to people who applied on time. If the school you prefer is oversubscribed, your child is more likely to have to travel further to the nearest school with places available and you may be responsible for transport costs.

In **very limited circumstances**, applications received after the closing date and before 10 February 2021 may be considered by Nottinghamshire County Council (in agreement with the relevant admission authority) as on time, if the application meets one of the following:

- 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 at the point of application. In order for us to consider whether the application can be processed as on time, information must be received by **10 February 2021** for children starting school for the first time and for children transferring from infant schools to junior/primary education.

The appropriate designated officers will consider the written evidence provided to determine whether the application can be processed as on time.

Any application or supporting information received after these dates will be considered late and outcomes will not be sent until after 4 May 2021.

A maximum of four preferences can be processed as late on an application at any one time and you must wait for the outcome before making further changes.

Repeat applications

If your application for a Nottinghamshire community or voluntary controlled school has been refused, we will not consider another application for the same school in the same school year unless there have been significant and material changes in your circumstances, or those of the school.

Any applications received after 1 September 2021 will be processed in accordance with the arrangements for in-year admissions, see Admissions to schools: Applying for school places in-year. Information is available at www.nottinghamshire.gov.uk

Supporting information

Any supporting information must be submitted at the same time as your application. This includes any 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.

Home address/moving house

The address you give on your application must be the one at which your child is permanently living at the time of application. 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. This address may need to be verified and we may ask you for proof.

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. It is important that we receive this information as soon as possible so that your application can be processed correctly.

If we do not receive this information, we will use the original address given on your application for the purposes of allocating a school place.

Outcome of late applications

Late applications will start to be processed from 4 May 2021. Applications and changes to preferences received after this date will be processed on a weekly basis and all applicants will be notified by letter posted second class.

If we have been unable to offer a place at any of your preferred schools, your child may be allocated an alternative offer. This may be a place at the next closest Nottinghamshire school where a place is available. This may be further away than the schools you have applied for. An alternative offer does not affect your right to appeal for any school where you have been refused.



General information

Special educational needs and disability

The Integrated Children's Disability Service is responsible for placing children with an Education, Health and Care (EHC) Plan.

The Integrated Children's Disability Service has prepared specific guidance for the parents and carers of children and young people with an EHC Plan. A copy of this will be sent to those parents in August 2020 if your child is due to have a key stage transfer in the 2021-2022 academic year. The guide which explains the process and timelines for key stage transfers is also available online at www.nottshelpyourself.org.uk

What if my child has special education needs (SEN) but does not have an EHC Plan?

Nottinghamshire's SEN and Inclusion Strategy (available at www.nottinghamshire.gov.uk) describes the way in which support is provided for children with SEN in mainstream schools. Each individual school will also describe the arrangements that it makes to support pupils with special educational needs in its SEN Policy. The SEN Policy should be available electronically on the school's website, to be downloaded and/or in hard copy from the school on request.

If your child does not have an EHC Plan then their school placement will be co-ordinated under the same arrangement as for children who do not have special educational needs. You should therefore ensure you submit an on time application.

What if my child has a physical disability that affects their mobility?

Some schools require adaptations in order to enable pupils with a physical disability to access teaching environments.

Not all schools currently have suitable access and there are some schools where it may not be possible to provide full access for pupils who use a wheelchair or have other specific needs. The County Council is adapting as many mainstream schools as possible.

The schools with a wheelchair symbol, in **Admissions to schools: School information 2021-2022**, have told us that they are at least 75% accessible to children in wheelchairs. You should, however, always visit a school to check that arrangements are suitable for your child.

School premises are constantly being adapted so it may be wise to speak to the headteacher or the Special Educational Needs Coordinator (SENCO) of the school you are considering before you make any final decisions. Details about a school's accessibility should be set out in the school's SEN Policy (or may be a separate plan linked to the SEN Policy).

Your child's mobility difficulties may mean that the catchment school is not suitable. If this is the case and your circumstances meet the criteria within the Home to School Transport Policy, your child may be entitled to transport support. If necessary we will provide free home to school transport or travel assistance to the school we think is the nearest suitable school.

For more information on services and accessible schools for children with physical disabilities, please contact the Fountaindale Physical Disability Specialist Services 01623 792857.

When does my child start in reception?

All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the academic year 2021-2022, or until the term in which the child reaches compulsory school age within this year.

Compulsory school age is the term following the child's fifth birthday.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2021-2022 school year.

Parents must ensure that they apply for a school place before the closing date (15 January 2021) if they want their child to start in the reception class.

Summer born children

The parents of a summer born child (born between 1 April and 31 August) may choose not to send that 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. If the request is refused, the parent must decide whether to apply for a place in the normal age group, or to make an in-year application for admission to year 1 for the September following the child's fifth birthday.

Further information is available at www.nottinghamshire.gov.uk/admissions



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 or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools.

Nottinghamshire residents should submit a request in writing to the admission authority as early as possible. The admission authority will make decisions based on the circumstances of each case and in the best interests of the child concerned. 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 not for being born prematurely. The views of the headteacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the 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 a relevant age group (that is, the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has 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.

Transfer to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to request admission out of the normal age group again when they transfer to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Vaccination (immunisation)

Vaccination is the most effective way of keeping children protected against infectious diseases. Vaccines are available free on the NHS for all eligible children and more information can be found on the NHS Choices website

<https://www.nhs.uk/conditions/vaccinations/childhood-vaccines-timeline/>

If you are unsure whether your child is up to date with their immunisations, please contact your GP practice for advice.

The school aged immunisation team will visit schools annually to administer the flu vaccine to children in reception to year 7 and also to administer HPV vaccinations (to help protect against some cancers) in Year 8 and in Year 9 for booster and meningitis vaccinations. Parents will be contacted with information and asked for consent before their visit.

Please make sure that your child's vaccinations are up to date to protect them and their families and the NHS.

Transport to school

The County Council is committed to reducing the number of car journeys that pupils take travelling to and from school and has developed a sustainable school travel strategy.

Getting to school

The County Council's strategy encourages schools to develop a travel plan which helps to reduce congestion around schools, increase the safety of children on the school journey and promote the use of sustainable travel modes. Sustainable travel means walking, cycling, car-sharing and the use of public transport. Many schools have initiatives in place to help keep congestion to a minimum.

Travel Assistance

Assistance with home to school travel will not be a requirement for most children as they will attend their local school which is within a reasonable walking distance. It is a parent/carer's responsibility to accompany a child on the school journey if they think it necessary.

For full details about eligibility for travel assistance, see the Home to School Transport Policy at www.nottinghamshire.gov.uk/education/travel-to-schools

Applying for school travel assistance

- the quickest way is to make an online application at www.nottinghamshire.gov.uk/education/travel-to-schools
- contact our customer service team on 0300 500 80 80 to make an application over the telephone

If your child is eligible for free travel assistance, they will be provided with a travel pass for either a school bus service or public transport. If neither of these is available, we may provide a grant for you to make your own travel arrangements.

If your child is not eligible for free travel assistance but you would like your child to travel to school by bus, you may be able to buy a season travel pass from us.

For more information please call 0300 500 80 80.

For more information visit

www.nottinghamshire.gov.uk/education/travel-to-schools

Special transport needs

Some pupils with SEN and disabilities may be entitled to special transport arrangements. Wherever possible and appropriate, pupils with SEN and disabilities should be treated in the same way as those without - that is, in general, they should walk to school, travel on public transport or be taken by their parents/carers.

A special transport need may arise where your child:

- lives within the walking distance but can not walk/travel safely to school even if accompanied by a parent/carer
- is unable to use public transport when accompanied by a parent/carer.

If you think your child has a special transport need, please go to www.nottinghamshire.gov.uk/education/travel-to-schools

It is your responsibility for getting your child to school and applying for transport if you think you are eligible.



Specialist support

The Achievement and Equality team

The team provides specialist support, advice and training to Early Years settings and schools to enable them to meet the needs of the following pupils and their families: black and minority ethnic pupils, children learning through English as an additional language, Gypsy Roma and Traveller pupils.

The team provides guidance to schools around the management of prejudice-based incidents, including those which are based on race, religion, disability, gender reassignment and sexual orientation. Training around race equality and cultural diversity is available on request from schools via www.em-edsupport.org.uk

Achievement and Equality consultants work with schools and partners across Children's Services to ensure that children and young people from Black, Asian and Minority Ethnic (BAME) backgrounds can access their entitlement to the full range of educational opportunities on offer and make the most of their potential.

The team also provides support and training to school staff in relation to the needs of:

- refugee and asylum seekers
- pupils new to English and systems of the UK
- advanced bilingual learners
- specific individuals/groups of BAME pupils at greater risk of underachieving or at greater risk of exclusion than other groups
- housed and highly mobile Travellers.

For help and advice on any of the Achievement and Equality support services, please contact www.em-edsupport.org.uk

Elective home education

This is considered by some parents as an alternative to sending their child to a school. Any parent wishing to undertake this must ensure that their child receives an efficient full-time education suitable to age, ability and aptitude and to any special educational needs.

Elective home education advisers work in partnership with parents to ensure that children are being suitably educated under the provision of section 7 of the 1996 Education Act. The County Council has outlined the responsibilities associated with this aspect of educational provision in 'Elective Home Education in Nottinghamshire. Guidance Notes for Parents' available at www.nottinghamshire.gov.uk. Alternatively, you can contact the Elective Home Education team on 0115 977 2573 or by email ehe@nottsccl.gov.uk

Private foster carers

There is a legal requirement to notify Nottinghamshire County Council of private fostering arrangements in order to ensure the safety of Nottinghamshire children. If you have not already done so please contact MASH and speak to an advisor who will be able to provide you with more information. Telephone 0300 500 80 80 or email mash.safeguarding@nottsccl.gov.uk

Extra help for families

Universal infant school meals

There is a statutory requirement for state-funded schools in England to provide free school meals to all pupils in reception, year 1 and year 2.

Free school milk

The eligibility criteria for free milk entitlement is exactly the same as for free school meals. Where LAs or schools provide milk, it must be free to children whose parents are in receipt of the same support payments as for free school meals.

Free school meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

For information about how to apply visit www.nottinghamshire.gov.uk or contact us on 0300 500 80 80.

Transitional protection

Children eligible for free school meals who are transferring between schools that use Nottinghamshire County Council's eligibility assessment service do not need to reapply. Children will continue to receive free school meals until the end of transitional protection. If your child is transferring to a school that does not use Nottinghamshire County Council's eligibility assessment service you should contact the school directly for information about how to apply for free school meals.

Additional funding for your child's school

It is important that all parents who receive one of the benefits listed above register for free school meals as this will enable the child's school to claim pupil premium allocation. The pupil premium is additional funding given to publicly funded schools in England to raise attainment.

In the 2020-2021 financial year, schools will receive:

- £1,345 for each eligible primary-aged pupil
- £955 for each eligible secondary-aged pupil.

We may be able to assist with transport to your allocated school

Children aged 8-11 from low income families are entitled to free transport if they live 2** miles or more from their nearest qualifying (catchment area) school. Free transport to a preferred school is only available if that school is 2 miles or more from home and closer than the catchment school.

This could include cross-border schools and any other Nottinghamshire school, within that distance range.

Children aged 5-11 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2 and 20 miles from their home address.

**distance is measured by using the shortest available walking route.

***distance is measured using the shortest vehicular route.

Low income is defined as being eligible for free school meals (see qualifying criteria) or in receipt of the maximum level of working tax credit.

For help and advice on any of these services please telephone 0300 500 80 80 or visit www.nottinghamshire.gov.uk

School uniform

Each school decides whether to have a school uniform and what items or colours children should wear. You will find details in the school's prospectus or on the school's website. The school will also tell you what games kit your child will need. The County Council does not have a scheme to assist parents in purchasing uniform or clothing, other than in exceptional circumstances.

Become a school governor

A number of schools across Nottinghamshire are in need of volunteer governors to join their governing bodies. School governors are critical to the effective running of schools. This is an excellent opportunity for you to make an enormous difference to children in your local community.

If you are interested in finding out more about being a school governor, please visit www.nottinghamshire.gov.uk or email governors@nottsc.gov.uk

Definitions

Some admission authorities use definitions that are different from those of Nottinghamshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

Nottinghamshire County Council, as an admissions authority, uses the following definitions for all community and voluntary controlled schools:

Home address

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 the foster parent 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 and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For 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 will accept a Unit postal address or quartering area address for a service child provided the application is accompanied by an official letter that declares a relocation date.

Looked after and previously looked after children

The School Admissions Code 2014 states that all admission authorities must give highest priority to this group of children:

- 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.
- 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. This includes:
 - Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
 - 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).

In addition, Nottinghamshire County Council gives second highest priority to:

- Children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted (that is, children looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).

Parent

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. 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 agreement is not reached the address held by the child's current provision will be used.

Sibling (brother or sister)

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- 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.

Displaced sibling

A child is considered to have been displaced if they applied on time for a reception place for their Nottinghamshire community or 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 or voluntary controlled catchment area 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.

Remember that if you are applying for an infant or junior school place and you have another child attending the linked infant or junior school in September 2021, you must include them as a sibling on your application if this will give you higher priority in the admission oversubscription criteria. For the purposes of admissions, attending the school means being on roll at the time of admission.

Multiple births (twins, triplets etc)

Where one child of a multiple birth can be admitted through the normal admission process, the other child/children will also be admitted.

Infant class size

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher.

The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2014 (section 2.15) sets out these exceptions. A child who falls into one of these categories will not automatically be admitted as an excepted child.

This information is also available at www.dfe.gov.uk



Contact us

You can get in touch with us Monday to Friday, 8am to 6pm in the following ways:

Telephone: 0300 500 80 80 calls cost no more than calls to standard geographic numbers (01 or 02) and will also be included in inclusive minutes and discount schemes.

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) 01623 434 993

Email: enquiries@nottscs.gov.uk

Or you can write to School Admissions Team, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TA.

If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.

Ask us gives impartial advice, information and support about education issues to parents and carers of children with special educational needs and disabilities living in the area. For full details visit www.nottshelpyourself.org.uk

Other contacts

Dioceses

Hallam (Catholic schools in Retford, Worksop, Harworth)

Education Officer, Diocesan School Department, Diocese of Hallam Pastoral Centre, St Charles Street, Sheffield, South Yorkshire, S9 3WU.

Telephone: 0114 256 6401

www.hallam-diocese.com/schools

Nottingham (other Catholic schools in Nottinghamshire)

Diocesan Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD.

Telephone: 01332 293833

www.nottingham-diocesan-centre.org.uk

Southwell (Church of England schools in Nottingham & Nottinghamshire)

Diocese of Southwell and Nottingham, Jubilee House, Westgate, Southwell, Nottinghamshire, NG25 0JH.

Telephone: 01636 817235

www.southwell.anglican.org/education

Neighbouring local authorities

City of Nottingham:

The Schools Admissions Team, LH Box 14, Loxley House, Station Street, Nottingham, NG2 3NG.

www.nottinghamcity.gov.uk

Email: schooladmissions@nottinghamcity.gov.uk

Telephone: 0115 841 5568

Derbyshire:

Admissions and Transport Team, School Road, Whittington Moor, Chesterfield, S41 8LJ.

www.derbyshire.gov.uk

Email: admissions.transport@derbyshire.gov.uk

Telephone: 01629 537479

Doncaster:

Civic Office, Waterdale, Doncaster, DN1 3BU

www.doncaster.gov.uk

Email: admissions@doncaster.gov.uk

Telephone: 01302 736000

Leicestershire:

School Admissions, Room 100B, Pen Lloyd Building, Children and Family Services, County Hall, Glenfield, Leics, LE3 8RF.

www.leicestershire.gov.uk/admissions

Email: admissions@leics.gov.uk

Telephone: 0116 305 6684

Lincolnshire:

The School Admissions Team, County Offices, Newland, Lincoln, LN1 1YL.

www.lincolnshire.gov.uk/parents/schools/school-admissions

Email: schooladmissions@lincolnshire.gov.uk

Telephone: 01522 782030

North Lincolnshire:

The School Admissions Team, People Directorate, Hewson House, PO Box 35, Station Road, Brigg, DN20 8XJ.

www.northlincs.gov.uk

Email: admissionstoschool@northlincs.gov.uk

Telephone: 01724 297133 or 01724 297134

Rotherham:

Riverside House, Main Street, Rotherham, S60 1AE.

www.rotherham.gov.uk/schools

Email: admissions.enquiries@rotherham.gov.uk

Telephone: 01709 823777



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