



**Nottinghamshire
County Council**



Admissions to schools

Guide for parents

2019-2020

Applying for
a secondary
school place



Apply online at: nottinghamshire.gov.uk/admissions



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:

- Primary to secondary transfer – if your child is transferring from primary school (year 6) to secondary school (year 7) or you are applying to transfer to a 14-19 academy, college or school in year 10

As a parent who is about to apply for a secondary school place for your child, you may be aware that the increased number of children in the primary sector means that there will be an increased demand for places in the secondary phase this year.

Over 97% of parents who applied on time have been offered a place for their child at one of their preferred schools. It is important to check the admission oversubscription criteria for your preferred schools as attending a linked school or living in a particular area may not give you high priority within the admission oversubscription criteria. All secondary schools in Nottinghamshire are now own admission authority schools and have their own oversubscription criteria which can vary from school to school.

It is essential that you review the oversubscription criteria for each of your preferred schools carefully to confirm the priority that will be given to your application if there are more applications than places available. This is particularly important due to the increased demand on secondary school places. Making informed choices will maximise the likelihood that you will be able to secure one of your preferred options.

We cannot stress strongly enough that by applying late or selecting only one or two preferences you may substantially reduce the chances of getting your child into one of your preferred schools. Last year, of those families that were not successful for any of their preferences 69% had expressed only one preference.

We advise you to:

- 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 and to help you decide which 4 schools you and your child would like to apply for.

Further information about schools, the number of places available and how places are allocated is contained in **Admissions to schools: School information**, 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

August 2019							September 2019							October 2019						
M			5	12	19	26		2	9	16	23	30			7	14	21	28		
T			6	13	20	27		3	10	17	24			1	8	15	22	29		
W			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		
F		2	9	16	23	30		6	13	20	27			4	11	18	25			
S		3	10	17	24	31		7	14	21	28			5	12	19	26			
S		4	11	18	25		1	8	15	22	29			6	13	20	27			

November 2019							December 2019							January 2020						
M			4	11	18	25		2	9	16	23	30			6	13	20	27		
T			5	12	19	26		3	10	17	24	31			7	14	21	28		
W			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		
F		1	8	15	22	29		6	13	20	27			3	10	17	24	31		
S		2	9	16	23	30		7	14	21	28			4	11	18	25			
S		3	10	17	24		1	8	15	22	29			5	12	19	26			

February 2020							March 2020							April 2020						
M			3	10	17	24		2	9	16	23	30			6	13	20	27		
T			4	11	18	25		3	10	17	24	31			7	14	21	28		
W			5	12	19	26		4	11	18	25			1	8	15	22	29		
T			6	13	20	27		5	12	19	26			2	9	16	23	30		
F			7	14	21	28		6	13	20	27			3	10	17	24			
S		1	8	15	22	29		7	14	21	28			4	11	18	25			
S		2	9	16	23		1	8	15	22	29			5	12	19	26			

May 2020							June 2020							July 2020						
M			4	11	18	25		1	8	15	22	29			6	13	20	27		
T			5	12	19	26		2	9	16	23	30			7	14	21	28		
W			6	13	20	27		3	10	17	24			1	8	15	22	29		
T			7	14	21	28		4	11	18	25			2	9	16	23	30		
F		1	8	15	22	29		5	12	19	26			3	10	17	24	31		
S		2	9	16	23	30		6	13	20	27			4	11	18	25			
S		3	10	17	24	31		7	14	21	28			5	12	19	26			



School holidays



Public holidays



Administration day

This pattern gives 195 working days for staff, including the administration day on Friday 30 August 2019.

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 2019 you must apply through Nottinghamshire County Council.

This applies to children who are:

- transferring from primary/junior school (year 6) to secondary school (year 7) in September 2019
- applying for a place at a 14-19 school (year 10) in September 2019.

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 page 10 you will find important dates to remember. We have also included a checklist of important things for you to consider when thinking about which 4 schools to apply for.

If your child has a **statement of special educational needs or an education, health and care plan**, different arrangements apply and you should contact the Integrated Children's Disability Service.

Admissions to schools: School information 2019-2020 is available online and in schools. 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 14-19 schools) 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. These 4 preferences include any school in other local authority areas. Parents will receive a single offer of a school place.

The County Council, as the admission authority for community 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 29.

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

The checklist below may be helpful for you to consider before making your application.

Checklist	
I have checked whether Nottinghamshire is my home local authority, www.nottinghamshire.gov.uk	
I understand that my child will not automatically transfer from a previous school and that I still need to apply for a school place.	
I have checked which is the catchment area school for my 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.	
I understand that the address I give on my application must be the one at which my child is permanently living on the closing date for applications. I agree to notify the school admissions team if I move house.	
I have read the admission oversubscription criteria for my preferred schools to see whether my preferences will receive a high priority.	
I have checked to see whether I need to complete a supplementary information form or provide additional supporting information, particularly when applying for an academy, foundation, studio, trust, voluntary aided school. Supplementary information forms are available at www.nottinghamshire.gov.uk or by visiting individual school websites.	
I have visited www.nottinghamshire.gov.uk to get a wide range of information about Nottinghamshire schools and links to the Office for Standards in Education (Ofsted) and Department for Education (DfE) websites.	
I have remembered to include details of any brothers or sisters who will be attending my preferred schools in September 2019 and have checked the admission oversubscription criteria to see whether this gives my preference a higher priority.	
I have considered how my child will get to and from my preferred schools and whether I would be eligible to apply for travel assistance.	
I have read Admissions to schools: Guide for parents 2019-2020 and Admissions to schools: School information 2019-2020 which give details about the admissions process.	
I have made 4 preferences naming the schools in the order I most prefer.	
I have checked the closing date for my application and understand that all information must be submitted before that date.	
I confirm that I have parental responsibility for this child and understand that my application can only be discussed with the applicant or agreed contact.	

Admissions to schools: School information 2019-2020 gives a summary of the admission oversubscription criteria for all Nottinghamshire schools.

Remember that living in the catchment area, 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.

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. 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.

Summaries of the admission oversubscription criteria (how places are allocated when there are more applications than place available) for schools are in **Admissions to schools: School information 2019-2020**.

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.

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 2019.**
- **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.** We will not accept a business address, the home of a relative or a child minder's address, even if your child stays there for all or part of the week. If your child spends time at two different addresses, you should use the main place of residence.

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.

How to apply

The best way to apply is online at www.nottinghamshire.gov.uk/admissions

Apply online

- 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.
- We recommend that you print a copy of your application for your own records.
- 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 may not be processed correctly.

We will send you an email confirming that we have received your preferences or any change of preference.

You may change your application any time up to the closing date.

You will not be able to apply online after the closing date.

If you do not apply online, you must still complete an application before the closing date.

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 1 March 2019.

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 2019-2020**, 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.

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).

Remember to make a note of your user name and security question as you will need these to change passwords and access the system. If you forget your password you can reset online at www.nottinghamshire.gov.uk

You should still make 4 preferences as providing additional information 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.

Secondary coordinated scheme

Important dates to remember if your child is:

- transferring from primary school (year 6) to secondary school (year 7) – September 2019
- applying to transfer to a 14-19 academy, college or school in year 10 – September 2019

From Monday 6 August 2018	<ul style="list-style-type: none"> • Apply for a school place • Information available to parents
Wednesday 31 October 2018	<ul style="list-style-type: none"> • National closing date for receipt of applications and any supplementary or supporting information
Friday 30 November 2018	<ul style="list-style-type: none"> • Last date for exceptional late applications and changes to preference to be received in order to be considered by the admission authority as on time, refer to page 16
NATIONAL OFFER DAY Friday 1 March 2019	<ul style="list-style-type: none"> • Emails sent to online applicants with the outcome of their application • Letters sent to parents by second class post showing the outcome of their application • Unsuccessful on time applications added to waiting lists for schools with an intake at year 7 and year 10 • Appeals can be lodged
Monday 18 March 2019	<ul style="list-style-type: none"> • 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
May/June 2019	<ul style="list-style-type: none"> • Independent appeals heard
Sunday 1 September 2019	<ul style="list-style-type: none"> • Applications received from this date will be processed in line with in-year arrangements
Tuesday 31 December 2019	<ul style="list-style-type: none"> • Own admission authority schools may continue to hold waiting lists after this date

How places are allocated

All Nottinghamshire 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.

Where there are more applications than places available, the admission oversubscription criteria are used to decide how places are allocated.

If any preferences are for an academy, foundation, free, studio, trust, or voluntary aided school, we will send the details to the correct admission authority 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, studio, 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 Secondary School.

Robin has a **brother** attending The Blue Academy and Robin currently attends The Rainbow Primary School which is a primary 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 primary	Yes	Yes	N/A
3	The Green Secondary 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 primary school.

Preference 3

There are enough places at The Green Secondary 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 Secondary 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 Secondary School. Robin is then placed on the waiting list for the 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 an email will be sent to you on offer day. You can also log in to the online application service to view the outcome for each of your preferences.

If you choose to apply by telephone or by completing a paper application, the outcome of your preferences will be posted to you second class on offer day.

Please do not telephone to find out the outcome of your application as we are unable to give details over the telephone.

Your outcome 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 01623 434993 for minicom users.

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 2019.

The order of places 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.

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.

Please remember that applications can only be discussed with the applicant or the 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 16.

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 an 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. Places will be allocated to people who applied on time. If the school you want is full, 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 30 November 2018 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:

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

Supporting written information 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 **Friday 30 November 2018** for children transferring from primary phase to secondary education and for applications to a 14-19 academy, college or school in year 10.

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.

Repeat applications

If your application 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 2019 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

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. We will not accept a business address, the home of a relative or a childminder's address. 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 Monday 18 March 2019 and all applicants will be notified by a 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 your catchment school or next closest Nottinghamshire school where a place is available and may be further away than the schools you have preferred. An alternative offer does not affect your right to appeal for any school where you have been refused.



General information

Leaving school

All young people reaching age 17 in England are required to continue in education or training; this increased to age 18 from 2015.

Young people will be able to choose:

- full-time education, such as school or college
- work-based learning, such as an apprenticeship
- part-time education or training, if they are employed or volunteering for more than 20 hours a week.

Special educational needs and disability

New legislation (The Children and Families Act 2014) came into force in England from 1 September 2014. Statements of special educational needs (SEN) are being replaced by Education, Health and Care (EHC) Plans. Some children and young people will continue to have a statement, whilst arrangements are made for these to be transferred to EHC Plans. New statutory assessments will result in an EHC Plan rather than a statement being issued. The guidance below applies where the child or young person has a statement or EHC Plan.

The Integrated Children's Disability Service is responsible for placing children with a statement or EHC Plan.

Integrated Children's Disability Service has prepared specific guidance for the parents and carers of children and young people with an EHC Plan or statement. A copy of this will be sent to those parents in August 2018 if your child is due to have a key stage transfer in the 2019-2020 academic year. The guide which explains the process and timelines for key stage transfers is also available online at www.sendlocaloffer.org.uk

What if my child has special education needs but does not have a statement or 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 a statement or 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 2019-2020**, 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.



Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council's school admissions team as early as possible. Designated officers 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 again request admission out of the normal age group 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.

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. Check with the school whether there is a car-sharing scheme, 'walking bus', 'park and stride' or other initiative to help with the school journey.

Home to school transport

Many parents want their child to go to a local school which is within reasonable walking distance. It is your responsibility to accompany your child on the school journey if you think it necessary.

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

Applying for school travel assistance

- the quickest way is to make an online application at <http://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-school-travel-assistance/apply-for-under-16-travel-assistance>
- contact our customer service team on 0300 500 80 80.
- download an application from www.nottinghamshire.gov.uk/schooltravel

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/schooltravel

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/schooltravel and follow the link to the special transport needs page.

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 service provides specialist support, advice and guidance to schools to enable them to meet the needs of the following pupils and their families: black and minority ethnic pupils, bilingual learners, 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, as support to tackle homophobic, biphobic and transphobic bullying. The team has a developing expertise in relation to gender and disability-related prejudice, and works with many partners including the local authority anti-bullying coordinator to support schools to be more inclusive.

Staff work with schools and agencies across Children's Services to ensure that children and young people from black and minority ethnic (BME) backgrounds are able to access their entitlement to the full range of educational opportunities on offer and make the most of their potential.

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

- refugee/asylum seekers
- pupils new to English and systems of the UK
- advanced bilingual learners
- specific individuals/groups of BME 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 email: ecas@nottscc.gov.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@nottscc.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@nottscc.gsx.gov.uk

Extra help for families

Free school meals

Children may qualify for free school meals if they attend a Nottinghamshire County Council School and the parent/carer receives one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part 6 of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Children who receive income support or income related employment support allowance in their own right are also eligible to receive free school meals (this situation often applies to post-16 pupils in special schools).

You can register online by visiting the public website. The information needed to register includes:

- your personal details (including national insurance number and date of birth)
- your child's details in full including their date of birth and the school they attend

If you are unable to apply online please contact us on 0300 500 80 80.

Transitional protection

Children eligible for free school meals who are transferring between Nottinghamshire schools do not need to reapply. Children will continue to receive free school meals and milk while parents are receiving the qualifying benefit or until the end of transitional protection (31 March 2022).

If your child is transferring to a school outside of Nottinghamshire you need to contact the relevant local authority.

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 2018-2019 financial year, schools will receive:

- £1,320 for each eligible primary-aged pupil
- £935 for each eligible secondary-aged pupil.

Nottinghamshire County Council will authorise free school meals for eligible children who attend Nottinghamshire maintained schools full time. If you wish to register for free school meals, information is available at www.nottinghamshire.gov.uk

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.

Children aged 11-16 from low income families are entitled to free home to school transport to one of their three nearest qualifying (catchment or preferred) schools between 2 and 6 miles*** from their home address.

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.

Children aged 11-16 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 25*** 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 vacancies please visit www.nottinghamshire.gov.uk/schoolgovernors or contact Jane Mansell, jane.mansell@nottscg.gov.uk (07860 597832).

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:

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 a child's place of residence is permanent may also be sought and this should prove that a 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.

Looked after and previously looked after 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). 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).

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.

Siblings (brothers or sisters)

- brothers and/or sisters who share the same parents(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.

Multiple births

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

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.

Minicom: 01623 434993

Email: enquiries@nottsccl.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, Attercliffe, Sheffield, S9 3WU.

Telephone: 0114 2566440

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: customer.services@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/school-colleges-and-academies/school-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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E enquiries@nottsc.gov.uk

T 0300 500 80 80

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