

ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2019-2020

Document updated 31 July 2018 to clarify the measuring point for a child's home address.

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

There are no changes to the oversubscription criteria for 2019-2020 and these remain the same as those for 2018-2019 which were determined on 20 February 2017.

Section 2 – published admission numbers (PAN)

All schools are required to have a published admission number. This is the number of places that must be offered in each relevant age group. For Nottinghamshire community and voluntary controlled schools, the published admission numbers are detailed by area (Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Rushcliffe). The PAN determined for 2018-2019 is shown in brackets. Own admission authority schools are not included.

Section 3 – qualifying scheme: how we coordinate the arrangements for the admission of pupils to primary and secondary schools in Nottinghamshire.

Coordination means that local authorities exchange information and work together to ensure that, as far as possible, every parent of a child living in a local authority area who has applied for a publicly funded school or academy is sent one, and only one, offer of a school place.

Section 4 – how in-year applications are processed

Nottinghamshire County Council has an in-year coordinated scheme for all community and voluntary controlled schools. Some own admission authorities have also joined this scheme.

Section 1 - overall procedures and practices (including oversubscription criteria)

The admission arrangements for a school must include information about how applications are considered when there are more applications than places available. In the normal admissions round, if a school is undersubscribed, any parent who applies must be offered a place.

1.1 Key terms

Oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to decide the priority of applications for school places. The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place. There are no changes proposed to the oversubscription criteria.

Some community and voluntary controlled schools in Nottinghamshire have a variation to the standard oversubscription criteria.

The criteria for each Nottinghamshire school are shown in the tables in paragraph 1.4.

Education, health and care plan (EHCP) and statement of special educational need (SEN)

All children with an education, health and care plan or statement of special educational need that names the school will be admitted. These documents state the education provision required for an individual child.

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 and provides the following definition:

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 residence 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).

Special consideration

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.

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 (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.

Catchment areas

Nottinghamshire community and voluntary controlled schools have a defined catchment area, details of which are available on the public website

www.nottinghamshire.gov.uk/findmynearest

Catchment areas do not prevent parents who live outside the catchment of a particular school from expressing a preference for the school.

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.

Multiple births (twins, triplets etc)

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

Linked school

In some instances, attending a particular school or having a sibling attending that school, gives an application some priority within the oversubscription criteria for another named school. This is known as a 'linked school' and information about linked schools is available in *Admissions to schools: School information*, available on the County Council's website.

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, NCC will establish where the child lives for the majority of the time.

Distance measurement

Within each of the criteria, priority 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 the local authority's computerised distance measuring software.

Chuter Ede Primary School only

This school is set on two sites – Balderton and Fernwood villages on the southern edge of Newark. Applications can only be made to Chuter Ede Primary School and not to individual school sites. Applications are considered according to the oversubscription criteria for the school but distances are measured as the crow flies (by straight line) to a central point between the two sites.

Tie breaker

All admission arrangements must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated. In the event of two distances being equal, Nottinghamshire County Council measures to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

Waiting lists

For Nottinghamshire community and voluntary controlled schools, children's names will be added to a school's waiting list if they are refused a place. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. If any applications are received that have higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available.

If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school where a higher preference has not been met.

For community and voluntary controlled schools, waiting lists are held for admission to year groups reception to year 5 and are held until the end of the summer term. Waiting lists will close at the end of the summer term and parents would need to make a new application for the next academic year.

Alternative offers

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences. This ensures that no child is left without a school place. Firstly, the Council will check whether a place is available at the school serving the catchment area where the child lives. If there are no places available at the catchment school, Nottinghamshire County Council will allocate a place at the next nearest school with places available.

The next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

For in-year applications, Nottinghamshire County Council will identify Nottinghamshire residents without a school place and an alternative offer will be made in the following circumstances:

- relocation to Nottinghamshire within the last 6 weeks
- moving house within Nottinghamshire within the last 6 weeks and the child's current/previous school is more than 2 miles from the home address for children aged under 8 years of age and 3 miles from the home address for children aged 8 years and over.

Families moving into Nottinghamshire may be required to provide confirmation that they are resident in the County.

Withdrawing an offer of a place

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

Fraudulent or misleading information

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

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The County Council will check the home address on any applications where there are doubts about the information provided.

Infant class sizes

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (that is, a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances.

These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

For late applications for reception processed after 16 April 2019 (offer day) and before 31 August 2019 and for all in-year applications for reception to year 2, Nottinghamshire County Council will also consider whether the limited exceptional circumstances could apply. A child who falls into any of these categories will not automatically be admitted as an excepted child.

Appeals

When an application for a school is refused, the parent has a right to appeal to an independent appeal panel. Parents are informed of this when they receive their outcome.

Repeat applications will not be considered for the same school in the same school year unless there has been a significant and material change in the circumstances of the application or those of the school.

A significant and material change in circumstances is something that alters the decision already made. A house move may not necessarily be considered a substantial change and will not give a further right of appeal.

National offer day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area.

- For secondary pupils, offers are sent out by the home local authority on 1 March.
- For primary pupils, offers are sent out by the home local authority on 16 April.

These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

1.2 Starting school

Admission of children below compulsory school age and deferred entry to school

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

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 school year 2019-2020, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the 2019-2020 school year. For children born before 1 April, parents must ensure that they apply for a school place before the closing date of 15 January 2019 if they want their child to start in the reception class.

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 and may request that the child is admitted out of the normal age group – to reception rather than year 1.

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, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1.

Nottinghamshire County Council considers all requests. 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 for not being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the County Council will process the application as part of the main admissions round.

1.3 Relevant legislation

Nottinghamshire County Council complies with the regulations and legislation set out in the School Admissions Code 2014 and the School Admission Appeals Code, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998

1.4 Oversubscription criteria for Nottinghamshire community and voluntary controlled schools

If there are more applications than places available, the oversubscription criteria will be used to determine how places are allocated. The first criterion represents the group of children most likely to get a place at the school; the last criterion represents the group of children least likely to get a place.

The oversubscription criteria for community and voluntary controlled schools in Nottinghamshire are presented in 10 tables. Each table shows the schools for which those criteria are used.

A	Standard reception criteria for infant and primary schools
B	Variation to standard criteria for infant and primary schools with a faith criterion
C	All Hallows CE Primary School - variation to include faith
D	St Wilfrid's CE Primary School - variation to include faith
E	Trowell CE Primary School - variation to include faith
F	Standard junior/primary criteria – intake at year 3
G	Variation to standard criteria for junior/primary schools with an intake at year 3
H	Lowe's Wong Junior School – variation to include faith

A	STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2019-2020
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
3	Other children who live in the catchment area at the closing date for applications
4	Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
5	Children who live outside the catchment area
Area	School name
Gedling	Abbey Gates Primary, Ravenshead
Ashfield	Abbey Hill Primary, Kirkby in Ashfield
Mansfield	Abbey Primary, Forest Town
Rushcliffe	Abbey Road Primary, West Bridgford
Broxtowe	Albany Infant, Stapleford
Broxtowe	Alderman Pounder Infant, Chilwell, Beeston
Ashfield	Annesley Primary, Kirkby in Ashfield
Gedling	Arnold Mill Primary, Arnold
Gedling	Arnold View Primary, Arnold
Mansfield	Asquith Primary, Mansfield
Broxtowe	Awsorth Primary, Awsorth
Ashfield	Bagthorpe Primary, Selston
Broxtowe	Banks Road Infant, Toton, Beeston
Ashfield	Beardall Fields Primary, Hucknall
Bassetlaw	Beckingham Primary, Beckingham
Mansfield	Berry Hill Primary, Mansfield
Newark	Bleasby CE Primary, Bleasby
Newark	Blidworth Oaks Primary, Blidworth
Broxtowe	Bramcote Hills Primary, Bramcote
Ashfield	Brierley Forest Primary, Sutton in Ashfield
Broxtowe	Brinsley Primary, Brinsley
Broxtowe	Brookhill Leys Primary, Eastwood
Rushcliffe	Brookside Primary, East Leake
Rushcliffe	Bunny CE Primary, Bunny
Ashfield	Butler's Hill Infant, Hucknall
Rushcliffe	Carnarvon Primary, Bingham
Bassetlaw	Carr Hill Primary, Retford
Mansfield	Church Vale Primary, Church Warsop
Newark	Chuter Ede Primary, Balderton

Bassetlaw	Clarborough Primary, Retford
Newark	Coddington CE Primary, Coddington
Gedling	Coppice Farm Primary, Arnold
Rushcliffe	Costock CE Primary, Costock
Mansfield	Crescent Primary, Mansfield
Ashfield	Croft Primary, Sutton in Ashfield
Ashfield	Dalestorth Primary, Sutton in Ashfield
Bassetlaw	Dunham CE Primary, Dunham onTrent
Bassetlaw	East Markham Primary, East Markham
Ashfield	Edgewood Primary, Hucknall
Bassetlaw	Elkesley Primary, Elkesley, Retford
Gedling	Ernehale Infant, Arnold
Bassetlaw	Everton Primary, Everton
Mansfield	Farmilo Primary, Pleasley
Rushcliffe	Flintham Primary, Flintham
Ashfield	Forest Glade Primary, Sutton in Ashfield
Mansfield	Forest Town Primary, Forest Town
Bassetlaw	Gateford Park Primary, Worksop
Broxtowe	Gilthill Primary, Kimberley
Rushcliffe	Gotham Primary, Gotham
Broxtowe	Greasley Beauvale Primary, Newthorpe
Bassetlaw	Haggonfields Primary, Rhodesia, Worksop
Newark	Halam CE Primary, Halam
Bassetlaw	Hallcroft Infant, Retford
Gedling	Hawthorne Primary, Bestwood Village
Ashfield	Healdswood Infant, Skegby, Sutton in Ashfield
Mansfield	Heatherley Primary, Forest Town
Mansfield	Heathlands Primary, Rainworth
Mansfield	Hetts Lane Infant, Warsop
Mansfield	High Oakham Primary, Mansfield
Ashfield	Hillocks Primary, Sutton in Ashfield
Ashfield	Holgate Primary, Hucknall
Ashfield	Holly Hill Primary, Selston
Mansfield	Holly Primary, Forest Town
Broxtowe	Hollywell Primary, Kimberley
Mansfield	Intake Farm Primary, Mansfield
Ashfield	Jacksdale Primary, Jacksdale
Rushcliffe	James Peacock Infant, Ruddington
Rushcliffe	Jesse Gray Primary, West Bridgford

Newark	John Blow Primary, Collingham
Broxtowe	John Clifford Primary, Beeston
Newark	John Hunt Primary, New Balderton
Mansfield	John T Rice Infant, Forest Town
Broxtowe	Kimberley Primary, Kimberley
Mansfield	King Edward Primary, Mansfield
Newark	King Edwin Primary, Edwinstowe
Ashfield	Kingsway Primary, Kirkby in Ashfield
Rushcliffe	Kinoulton Primary, Kinoulton
Newark	Kirklington Primary, Kirklington
Rushcliffe	Lady Bay Primary, West Bridgford
Newark	Lake View Primary, Rainworth
Gedling	Lambley Primary, Lambley
Rushcliffe	Langar CE Primary, Langar
Bassetlaw	Langold Dyscarr Primary, Worksop
Rushcliffe	Lantern Lane Primary, East Leake
Broxtowe	Larkfields Infant, Nuthall
Ashfield	Leen Mills Primary, Hucknall
Newark	Lovers Lane Primary, Newark
Newark	Lowe's Wong Infant, Southwell
Broxtowe	Lynncroft Primary, Lynncroft, Eastwood
Newark	Manners Sutton Primary, Averham
Gedling	Manor Park Infant, Calverton
Gedling	Mapperley Plains Primary, Mapperley
Bassetlaw	Mattersey Primary, Mattersey
Newark	Maun Infant, New Ollerton
Bassetlaw	Misson Primary, Misson
Bassetlaw	Misterton Primary, Misterton
Broxtowe	Mornington Primary, Nuthall
Ashfield	Morven Park Primary, Kirkby in Ashfield
Newark	Mount CE Primary, Newark
Newark	Muskham Primary, North Muskham
Mansfield	Netherfield Infant, Meden Vale
Gedling	Netherfield Primary, Netherfield
Mansfield	Nettleworth Infant, Mansfield Woodhouse
Gedling	Newstead Primary, Newstead Village
Rushcliffe	Normanton on Soar Primary, Normanton on Soar
Newark	North Clifton Primary, North Clifton
Mansfield	Northfield Primary, Mansfield Woodhouse

Newark	Norwell CE Primary, Norwell
Mansfield	Oak Tree Primary, Mansfield
Ashfield	Orchard Primary, Kirkby in Ashfield
Bassetlaw	Ordsall Primary, Retford
Rushcliffe	Orston Primary, Orston
Gedling	Parkdale Primary, Carlton
Gedling	Phoenix Infant, Gedling
Gedling	Pinewood Infant, Arnold
Ashfield	Priestscic Primary, Sutton in Ashfield
Bassetlaw	Prospect Hill Infant, Worksop
Newark	Python Hill Primary, Rainworth
Newark	Queen Eleanor Primary, Harby
Rushcliffe	Radcliffe on Trent Infant, Radcliffe on Trent
Bassetlaw	Rampton Primary, Rampton
Bassetlaw	Ramsden Primary, Carlton in Lindrick
Newark	Ravenshead CE Primary, Ravenshead
Bassetlaw	Redlands Primary, Worksop
Gedling	Richard Bonington Primary, Arnold
Gedling	Robert Mellors Primary, Arnold
Broxtowe	Round Hill Primary, Beeston
Ashfield	Selston CE Infant, Selston
Bassetlaw	Sir Edmund Hillary Primary, Worksop
Broxtowe	Springbank Primary, Eastwood
Bassetlaw	St Augustine's Primary, Worksop
Mansfield	St Edmund's CE Primary, Mansfield Woodhouse
Gedling	Standhill Infant, Carlton
Gedling	Stanhope Primary, Gedling
Rushcliffe	Sutton Bonington Primary, Sutton Bonington
Newark	Sutton on Trent Primary, Sutton on Trent
Mansfield	Sutton Road Primary, Mansfield
Broxtowe	The Lanes Primary, Beeston
Broxtowe	Trent Vale Infant, Beeston
Ashfield	Underwood CE Primary, Underwood
Broxtowe	Wadsworth Fields Primary, Stapleford
Newark	Walesby CE Primary, Walesby
Bassetlaw	Walkeringham Primary, Walkeringham
Rushcliffe	West Bridgford Infant, West Bridgford
Gedling	Westdale Infant, Mapperley
Ashfield	Westwood Infant, Westwood

Broxtowe	William Lilley Infant, Stapleford
Rushcliffe	Willoughby Primary, Willoughby on the Wolds
Rushcliffe	Willowbrook Primary, Keyworth
Newark	Winthorpe Primary, Winthorpe
Ashfield	Woodland View Primary, Huthwaite
Gedling	Woodthorpe Infant, Woodthorpe
Mansfield	Wynndale Primary, Mansfield

B	VARIATION TO STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS WITH FAITH CRITERION 2019-2020
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- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Children who live outside the catchment area and whose parent attends the relevant church/churches*
- 6 Children who live outside the catchment area

*Relevant churches are detailed below. Supporting evidence from the appropriate minister must be provided to confirm attendance. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.

**If a church is not named, supporting information must be provided to confirm regular attendance at church services at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (www.cte.org.uk or www.eauk.org) .

Area	School name	Relevant church/churches
Bassetlaw	Cuckney CE Primary School, Cuckney	St Mary's Church, Cuckney or St Winifred's, Holbeck
Newark	Dean Hole CE Primary School, Caunton	St Andrew's Church, Caunton
Newark	Holy Trinity CE Infant School, Southwell	**
Newark	Kneesall CE Primary School, Kneesall	**
Bassetlaw	North Wheatley CE Primary School, North Wheatley	**
Bassetlaw	Ranby CE Primary School, Ranby	All Saints Church, Babworth or St Martin's Church, Ranby
Broxtowe	St John's CE Primary School, Stapleford	**
Ashfield	St Andrew's CE Primary, Skegby	**
Bassetlaw	St Matthew's CE Primary, Normanton on Trent	**

C VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton
3	Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission
4	Children who live in the catchment area at the closing date for applications and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton
5	Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton
6	Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
7	Children who live outside the catchment area and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton
8	Other children
*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.	
Area	School name
Gedling	All Hallows CE Primary, Gedling

D VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
3	Children who live in the catchment area and have a parent who has attended a church service* on average twice a month during the previous year, or where the child has attended a church service* with an adult member of their immediate family on average twice a month during the previous year.
4	Other children who live in the catchment area
5	Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
6	Children who live outside the catchment area and have a parent who has attended a church service* on average twice a month during the previous year, or where the child has attended a church service* with an adult member of their immediate family on average twice a month during the previous year.
7	Other children who live outside the catchment area
* Church service includes attendance at a) the Church of England or b) a church which is a member of the Churches Together in England. Information from the appropriate minister confirming attendance must be provided with the application.	
Area	School name
Gedling	St Wilfrid's CE Primary, Calverton

E	VARIATION TO STANDARD RECEPTION CRITERIA: FAITH CRITERIA 2019-2020
	<ol style="list-style-type: none"> 1 Children looked after by a local authority and previously looked after children 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school 3 Other children who live in the catchment area at the closing date for applications 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school 5 Children who live outside the catchment area where a parent is involved with St Helen's Church* 6 Children who live outside the catchment area where a parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance* 7 Other children who live outside the catchment area <p>*Supporting information from a minister will be required to confirm involvement with the relevant church. Regular involvement means attendance at church services at least twice a month for a minimum period of one year.</p>
Area	School name
Broxtowe	Trowell CE Primary, Trowell

F	STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2019-2020
1	Children looked after by a local authority and previously looked after children
2	Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
3	Other children who attend the linked infant school at the closing date for applications
4	Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
5	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
6	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7	Children who live outside the catchment area
Area	School name
Broxtowe	Albany Junior, Stapleford
Gedling	Arno Vale Junior, Woodthorpe
Ashfield	Broomhill Junior, Hucknall
Bassetlaw	Carr Hill Primary, Retford
Mansfield	Eastlands Junior, Meden Vale
Broxtowe	Eskdale Junior, Chilwell, Beeston
Ashfield	Jacksdale Primary, Jacksdale
Broxtowe	Larkfields Junior, Nuthall
Mansfield	Leas Park Junior, Mansfield Woodhouse
Mansfield	Newlands Junior, Forest Town
Gedling	Priory Junior, Gedling
Bassetlaw	Prospect Hill Junior, Worksop
Rushcliffe	Radcliffe on Trent Junior, Radcliffe on Trent
Broxtowe	Rylands Junior, Beeston
Mansfield	Sherwood Junior, Warsop
Rushcliffe	West Bridgford Junior, West Bridgford
Ashfield	Woodland View Primary, Huthwaite

G VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2019-2020	
1	Children looked after by a local authority and previously looked after children
2	Children who live in the catchment area at the closing date for applications and attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
3	Other children who live in the catchment area at the closing date for applications and attend the linked infant school
4	Children who live in the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
5	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
6	Children who live outside the catchment area but attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7	Children who live outside the catchment area but attend the linked infant school
8	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
9	Other children
Area	School name
Ashfield	Bagthorpe Primary, Selston
Broxtowe	Bispham Drive Junior, Toton
Rushcliffe	St Peter's CE Junior, Ruddington

H VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: FAITH CRITERION 2019-2020	
1.	Children looked after by a local authority and previously looked after children.
2.	Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
3.	Other children who attend the linked infant school at the closing date for applications.
4.	Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school.
5.	Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school.
6.	Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
7.	Children who live outside the catchment area but whose parent attends the relevant church/churches**.
8.	Children who live outside the catchment area.
<p>**Supporting information must be provided to confirm regular attendance at church services at least twice a month for a minimum period of one year at a Christian church that is a member of Churches Together in England or the Evangelical Alliance (www.cte.org.uk or www.eauk.org) .</p>	
Area	School name
Newark	Lowe's Wong Junior, Southwell

Section 2 – published admission numbers (PAN)

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Nottinghamshire community and voluntary controlled schools, the published admission numbers are listed by area in the following section. Own admission authority schools are not included.

2.1 – Ashfield area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
<i>Abbey Hill Primary</i>	45 (30)	
Annesley Primary	30	
Bagthorpe Primary	15	15
Beardall Fields Primary	60	
Brierley Forest Primary	60	
Broomhill Junior		75
Butler's Hill Infant	75	
Croft Primary	60	
Dalestorth Primary	45	
Edgewood Primary	45	
Forest Glade Primary	30	
Healdswood Infant	60	
Hillocks Primary	45	
Holgate Primary	60	
Holly Hill Primary	50	
Jacksdale Primary	25	20
Kingsway Primary	60	
Leen Mills Primary	60	
Morven Park Primary	60	
Orchard Primary	45	
Priestsic Primary	60	
St Andrew's CE Primary	45	
Selston CE Infant	25	
Underwood CE Primary	25	
Westwood Infant	20	
Woodland View Primary School	30	35

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.2 – Bassetlaw area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Beckingham Primary	15	
<i>Carr Hill Primary</i>	45 (40)	45 (50)
Clarbrough Primary	20	
Cuckney CE Primary	20	
Dunham CE Primary	15	
<i>East Markham Primary</i>	20 (15)	
Elkesley Primary	15	
Everton Primary	15	
Gateford Park Primary	30	
Haggonfields Primary	25	
Hallcroft Infant	45	
Langold Dyscarr Primary	40	
Mattersey Primary	10	
<i>Misson Primary</i>	20 (16)	
Misterton Primary	30	
<i>North Wheatley CE Primary</i>	20 (12)	
<i>Ordsall Primary</i>	90 (60)	
Prospect Hill Infant	60	
Prospect Hill Junior		60
Rampton Primary	15	
Ramsden Primary	30	
Ranby CE Primary	15	
Redlands Primary	60	
Sir Edmund Hillary Primary	60	
St Augustine's Primary	75	
St Matthew's CE Primary	10	
Walkeringham Primary	8	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.3 – Broxtowe area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Albany Infant	60	
Albany Junior		60
Alderman Pounder Infant	70	
Awsworth Primary	50	
Banks Road Infant	60	
Bispham Drive Junior		60
Bramcote Hills Primary	60	
Brinsley Primary	30	
Brookhill Leys Primary	60	
Eskdale Junior		70
Gilthill Primary	30	
Greasley Beauvale Primary	55	
Hollywell Primary	30	
John Clifford Primary	60	
Kimberley Primary	30	
Larkfields Infant	60	
Larkfields Junior		60
Lynncroft Primary	30	
Mornington Primary	40	
Round Hill Primary	75	
Rylands Junior		50
Springbank Primary	30	
St John's CE Primary	15	
The Lanes Primary	90	
Trent Vale Infant	50	
Trowell CE Primary	30	
Wadsworth Fields Primary	50	
William Lilley Infant	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.4 – Gedling area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Abbey Gates Primary	30	
All Hallows CE Primary	30	
Arno Vale Junior		60
Arnold Mill Primary	45	
Arnold View Primary	45	
Coppice Farm Primary	30	
Ernehale Infant	70	
Hawthorne Primary	30	
<i>Lambley Primary</i>	<i>25 (22)</i>	
Manor Park Infant	60	
Mapperley Plains Primary	45	
Netherfield Primary	60	
Newstead Primary	20	
Parkdale Primary	60	
Phoenix Infant	60	
Pinewood Infant	60	
Priory Junior		60
Richard Bonington Primary	60	
Robert Mellors Primary	45	
St Wilfrid's CE Primary	30	
Standhill Infant	45	
Stanhope Primary	60	
Westdale Infant	60	
Woodthorpe Infant	60	

Published admission number changes are *highlighted*. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.5 – Mansfield area

Published admission numbers 2019-2020

Primary community and voluntary controlled schools

(Note: own admission authority schools are not included – refer to individual school website for information)

	RECEPTION INTAKE	Y3 INTAKE
Abbey Primary	60	
Asquith Primary	45	
Berry Hill Primary	60	
Church Vale Primary	30	
Crescent Primary	60	
Eastlands Junior		40
Farmilo Primary	45	
Forest Town Primary	60	
Heatherley Primary	45	
Heathlands Primary	25	
Hetts Lane Infant	60	
High Oakham Primary	60	
Holly Primary	40	
Intake Farm Primary	30	
<i>John T Rice Infant</i>	<i>50 (45)</i>	
King Edward Primary	90	
Leas Park Junior		70
Netherfield Infant	40	
Nettleworth Infant	70	
<i>Newlands Junior</i>		<i>50 (45)</i>
Northfield Primary	60	
Oak Tree Primary	40	
Sherwood Junior		60
St Edmund's CE Primary	30	
Sutton Road Primary	90	
Wynndale Primary	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.6 – Newark area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Bleasby CE Primary	20	
Blidworth Oaks Primary	45	
Chuter Ede Primary	90	
Coddington CE Primary	60	
Dean Hole CE Primary	10	
Halam CE Primary	15	
Holy Trinity CE Infant	25	
John Blow Primary	30	
John Hunt Primary	60	
King Edwin Primary	60	
<i>Kirklington Primary</i>	<i>15 (8)</i>	
Kneesall CE Primary	15	
Lake View Primary	30	
Lovers Lane Primary	30	
Lowe's Wong Infant	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary	8	
Maun Infant	60	
Mount CE Primary	30	
Muskham Primary	30	
North Clifton Primary	8	
Norwell CE Primary	10	
Python Hill Primary	50	
Queen Eleanor Primary	10	
Ravenshead CE Primary	60	
Sutton on Trent Primary	20	
Walesby CE Primary	20	
Winthorpe Primary	15	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

2.7 – Rushcliffe area

Published admission numbers 2019-2020 Primary community and voluntary controlled schools (Note: own admission authority schools are not included – refer to individual school website for information)		
	RECEPTION INTAKE	Y3 INTAKE
Abbey Road Primary	60	
<i>Brookside Primary</i>	<i>45 (30)</i>	
<i>Bunny CE Primary</i>	<i>15 (14)</i>	
Carnarvon Primary	70	
Costock CE Primary	15	
Flintham Primary	15	
Gotham Primary	30	
James Peacock Infant	90	
Jesse Gray Primary	60	
Kinoulton Primary	20	
Lady Bay Primary	60	
Langar CE Primary	15	
<i>Lantern Lane Primary</i>	<i>60 (44)</i>	
<i>Normanton on Soar Primary</i>	<i>15 (12)</i>	
Orston Primary	25	
<i>Radcliffe on Trent Infant</i>	<i>90 (75)</i>	
Radcliffe on Trent Junior		70
St Peter's Ruddington CE Junior		90
Sutton Bonington Primary	30	
West Bridgford Infant	81	
West Bridgford Junior		85
Willoughby Primary	7	
Willowbrook Primary	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2018-2019 is in brackets.

Section 3 - qualifying scheme: how we coordinate the arrangements for the admission of pupils to primary and secondary schools in Nottinghamshire

The scheme is for admission at the normal time, for example starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school.

3.1 Introduction

- a. This section outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination helps to ensure that, as far as is reasonably practicable, every parent of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by the local authority where they live (the home authority).
- b. Children do not automatically transfer to reception from early years provision or nursery and parents must apply for a school place. Similarly children attending an infant school do not automatically transfer to the junior/primary phase of education and parents must make an application.
- c. Parents who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.
- d. Nottinghamshire County Council's coordinated scheme is relevant for:
 - children starting school for the first time (reception intake)
 - children transferring from infant school to junior education (Y3 intake)
 - children transferring from primary phase to secondary education (Y7 intake)
 - children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake).

These are known as 'normal admissions rounds'.

- e. In all other cases, applications for admission are known as 'in-year admissions' and these are described in section 4.
- f. Nottinghamshire County Council will work with other local authorities and all other own admission authority schools. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.
- g. Nottinghamshire residents will receive a decision about a place only from Nottinghamshire County Council.
- h. All offers of a place by the County Council during the normal admissions round will be made as shown in the timetables outlined in this scheme.

3.2 Applying for a school place

- a. Parents of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Parents can apply online, by telephone or by completing a paper application form.
- b. All other applicants must apply to their home local authority (the area where they live).
- c. Parents will be invited to state up to **four** preferences in the order they most prefer and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents should include any additional information the admission authority may need in order to consider the application fully.
- d. Some academy, foundation, free, studio, trust, voluntary aided or voluntary controlled schools require additional information (see relevant admissions criteria) in order to apply their oversubscription criteria. This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion.
- e. The supplementary form is not a legal application for admission to a school and parents must complete the home local authority application.
- f. Supplementary forms and additional supporting information should be returned to the relevant admission authority before the closing date.

3.3 How applications are processed

- a. Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.
- b. Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- c. Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to other own admission authority schools within Nottinghamshire.
- d. Each admission authority will then apply the published admission oversubscription criteria to all preferences to rank in priority order.
- e. Own admission authority schools within Nottinghamshire will return all preferences in rank order of priority.
- f. Nottinghamshire County Council will identify whether or not a place can be offered at a Nottinghamshire school based on the preference and the oversubscription criteria (rank order). Nottinghamshire County Council will inform other local authorities about decisions for their residents and will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

3.4 Provisional offers

- a. Following exchange of offer information with other local authorities, Nottinghamshire County Council will identify all those preferences which can be met.
- b. Where more than one place can be offered for a particular child, Nottinghamshire County Council will provisionally allocate the highest preference and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange with other local authorities is repeated to ensure the highest preference possible can be allocated for each child.
- c. Nottinghamshire County Council will inform other local authorities about final decisions for their residents and will receive notification from other local authorities about final decisions for Nottinghamshire residents.

3.5 Final offer process

Nottinghamshire County Council will identify an alternative offer for Nottinghamshire residents if it is not possible to meet any of their preferences.

3.6 Informing parents

- a. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. Parents who applied online can access their outcome on offer day and an email will be sent. For parents who applied by telephone or by completing a paper application, letters will be posted second class on offer day and no outcomes can be given over the telephone. Any parent whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
- b. Allocated places may be withdrawn where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made. For Nottinghamshire residents, Nottinghamshire County Council will not process rejections of school places unless a school place has been secured at an alternative school.

3.7 Waiting lists

- a. **During a normal admissions round** where an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day.
- b. Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated.
- c. Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.
- d. All admission authorities must maintain a waiting list until at least 31 December, as required by the School Admissions Code. For all community and voluntary controlled schools within Nottinghamshire, waiting lists are maintained until the end of the academic year in partnership with own admission authority schools. Being on a waiting list does not mean that a place will eventually become available.

3.8 Late applications – normal admissions rounds only

- a. Applications received from parents after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority and only in the following circumstances:
- relocation into the area of Nottinghamshire County Council from another local authority area
 - relocation within Nottinghamshire
 - exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

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

- **30 November 2018** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **11 February 2019** for children starting school for the first time and for children transferring from infant school to junior education.

- b. Late applications received after the dates outlined above but before **31 August 2019** will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents.

Any applications received after **1 September 2019** will be processed as in-year applications (see section 4).

3.9 PRIMARY COORDINATED SCHEME 2019-2020

This scheme is relevant for children who will be starting primary school for the first time (reception) or transferring from infant (year 2) to junior/primary school (year 3).

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 5 November 2018	Information about applying for a school place available to parents
2	Tuesday 15 January 2019	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 1 February 2019	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 11 February 2019	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Monday 11 February 2019	Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.
6	By Friday 8 March 2019	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 15 March 2019 and Tuesday 2 April 2019	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Tuesday 2 April 2019	Nottinghamshire County Council informs other local authorities of final allocations
9	By Tuesday 2 April 2019	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	By Monday 15 April 2019	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Tuesday 16 April 2019	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	Appeals	Primary appeals will begin from May 2019 onwards

3.10 SECONDARY COORDINATED SCHEME 2019-2020

This scheme is relevant for children transferring from primary school (year 6) to secondary school (year 7) and children transferring to a 14-19 academy, college or school in year 10.

Timetable for coordinated admission arrangements		
Stage	Dates	Action
1	From Monday 6 August 2018	Information about applying for a school place available to parents
2	Wednesday 31 October 2018	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Monday 12 November 2018	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 30 November 2018	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Friday 30 November 2018	Last date for exceptional late applications and changes to preference to be received by Nottinghamshire County Council in order for a decision to be made whether the application can be considered as on time. Proof of address to be received where relevant.
6	By Friday 11 January 2019	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 18 January 2019 and Wednesday 20 February 2019	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Wednesday 20 February 2019	Nottinghamshire County Council informs other local authorities of final allocations
9	By Friday 22 February 2019	Nottinghamshire County Council identifies any Nottinghamshire resident requiring an alternative offer (applicants who applied on time where none of their preferences could be met)
10	By Thursday 28 February 2019	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Friday 1 March 2019	Offers communicated to Nottinghamshire parents including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents who applied online. Letters are posted second class.
12	Appeals	Secondary appeals will begin from April 2019 onwards

Section 4 – how in-year applications are processed

Nottinghamshire County Council has an in-year coordinated scheme for all community and voluntary controlled schools. Some own admission authorities have also joined this scheme.

Applications for in-year admissions will be considered in relation to the PAN which applied when the year group was first admitted to the school, also considering infant class size restrictions where relevant. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

4.1 Introduction

a. What is an in-year application?

An in-year application is for children requiring a school place during the school year, rather than at the usual transfer time to school (for example, starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Lead Officer for Fair Access under the Fair Access Protocol, available at www.nottinghamshire.gov.uk.

b. Fair Access Protocol

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that children in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. Referral to fair access is made when a parent of an eligible child has not secured a school place under in-year admission procedures.

4.2 Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

- a. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools, and some own admission authority schools have chosen to join this scheme. Details of the schools that have joined this scheme are available on the public website www.nottinghamshire.gov.uk
- b. Applications for Nottinghamshire community and voluntary controlled schools, and schools that have joined the scheme, must be made to Nottinghamshire County Council.
- c. Own admission authorities (OAAs) are able to manage their own applications directly without parents having to apply through a local authority. The School Admissions Code 2014 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.
- d. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the *Admissions to schools: Guide for parents* available at www.nottinghamshire.gov.uk

- e. Nottinghamshire County Council ensures that the processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.
- f. The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.
- g. Admission authorities cannot refuse to admit a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.
- h. Nottinghamshire County Council may also share information with neighbouring authorities about applicants who live in that local authority area and who apply for a place in one of the schools participating in the scheme. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

4.3 Applying for a place in a Nottinghamshire school

- a. Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.
- b. Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools. Applications can be made by telephone or by completing an application form.
- c. Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website www.nottinghamshire.gov.uk
- e. Applying for a place in year 10 or year 11
Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.

It may be difficult to find schools that can offer the same courses as the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

4.4 Timeline for in-year applications

- a. Applications for school places are considered without delay to ensure that every child of school age is allocated a school place.

Timeline	Nottinghamshire County Council's in-year scheme
Day 0 – 5	There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.
Day 5 - 15	OAA's are requested to notify the County Council of their decision
Day 15 – 20	Notification of the outcome of the application will be sent to parents by second class post
Day 20	If a place cannot be identified or there is a delay in getting a response, the application will be referred to fair access

- b. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.
- c. Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.
- d. Nottinghamshire County Council will write to parents with the outcome of the application. Letters are posted second class.
- e. Allocated places may be withdrawn where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.

4.5 Admission to school (taking up the allocated in-year place)

- a. Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible.
- b. In all cases, places allocated must be taken up by the start of the next half term.
- c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

4.6 Waiting lists

- a. Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.
- b. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time. This will include all applications that have been received requesting a place at that school.
- c. If a place is allocated from the waiting list in the summer term, the child must be admitted to the school before the end of the summer term.