



## **ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2020-2021**

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

The County Council considered a change to the oversubscription criteria for community and voluntary controlled schools from those determined for 2019-2020. The majority of responses to the consultation supported the inclusion of priority for children who have a displaced sibling attending the school. Full details of the oversubscription criteria for 2020-2021 are included in section 1.4.

### **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 2019-2020 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.

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

### **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.

Where a request for special consideration is not approved:

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

### **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

<http://www.nottinghamshire.gov.uk/education/school-admissions/school-catchment-areas>

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.

## **Displaced sibling**

A child is considered to have been displaced if they applied on time for a reception place for their Nottinghamshire community or voluntary controlled catchment area school and they were not allocated as the school was oversubscribed with catchment area children at national offer day. If the older sibling was subsequently offered a place at the community or voluntary controlled catchment area school from the waiting list and this offer was declined, the child will not be considered as displaced and any younger siblings would not be given any additional priority in the oversubscription criteria.

## **Multiple births (twins, triplets etc)**

Where one child of a multiple birth can be admitted through the normal admissions process, 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 31 May. Waiting lists will close on 31 May 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
- moved 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 that have moved into, or within, 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 2020 (offer day) and before 31 August 2020 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 2 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 2020-2021, 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 2020-2021 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 2020 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. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group – to reception rather than year 1.

### **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. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

Nottinghamshire County Council's designated officers will consider requests for admission outside the normal age group and 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 8 tables. Each table shows the schools for which those criteria are used.

<b>1.4A</b>	Standard reception criteria for infant and primary schools
<b>1.4B</b>	Variation to standard criteria for infant and primary schools with a faith criterion
<b>1.4C</b>	All Hallows CE Primary School - variation to include faith
<b>1.4D</b>	St Wilfrid's CE Primary School - variation to include faith
<b>1.4E</b>	Trowell CE Primary School - variation to include faith
<b>1.4F</b>	Standard junior/primary criteria – intake at year 3
<b>1.4G</b>	Variation to standard criteria for junior/primary schools with an intake at year 3
<b>1.4H</b>	Lowe's Wong Junior School – variation to include faith

<b>1.4A</b>	<b>STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2020-2021</b>
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1. Looked after children 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 **and children who do not live in the catchment area at the closing date for application and who, at the time of admission will have a brother or sister attending the school or the linked junior/primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school**
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area who will have a brother or sister attending the school or the linked junior/primary school
5. Children who live outside the catchment area

<b>School names</b>
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Abbey Gates Primary School
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Abbey Hill Primary and Nursery School
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Abbey Primary School
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Abbey Road Primary School
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Albany Infant and Nursery School
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Annesley Primary and Nursery School
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Arnold Mill Primary and Nursery School
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Arnold View Primary School
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Arnold Woodthorpe Infant School
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Asquith Primary School
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Bagthorpe Primary School
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Beardall Fields Primary and Nursery School
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Beckingham Primary School
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Berry Hill Primary School
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Bleasby CofE Primary School
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Blidworth Oaks Primary School
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Bramcote Hills Primary School
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Brierley Forest Primary and Nursery School
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Brinsley Primary and Nursery School
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Brookhill Leys Primary and Nursery School
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Brookside Primary School
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Bunny CofE Primary School
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Butler's Hill Infant and Nursery School
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Carnarvon Primary School
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Carr Hill Primary and Nursery School
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Church Vale Primary School and Foundation Unit
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Chuter Ede Primary School
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Clarborough Primary School
Coddington CofE Primary and Nursery School
Coppice Farm Primary School
Costock CofE Primary School
Crescent Primary School
Croft Primary School
Dalestorth Primary and Nursery School
Dunham-on-Trent CofE Primary School
East Markham Primary School
Edgewood Primary and Nursery School
Elkesley Primary and Nursery School
Everton Primary School
Farmilo Primary School and Nursery
Forest Glade Primary School
Forest Town Primary School
Gateford Park Primary School
Gotham Primary School
Greasley Beauvale Primary School
Haggonfields Primary and Nursery School
Halam CofE Primary School
Hallcroft Infant and Nursery School
Hawthorne Primary and Nursery School
Healdswood Infants and Nursery School
Heatherley Primary School
Heathlands Primary School
Hetts Lane Infant and Nursery School
High Oakham Primary School
Hillocks Primary and Nursery School
Holgate Primary and Nursery School
Holly Hill Primary and Nursery School
Holly Primary School
Intake Farm Primary School
Jacksdale Primary and Nursery School
James Peacock Infant and Nursery School
Jesse Gray Primary School
John Blow Primary School
John Clifford Primary School
John Hunt Primary School
John T Rice Infant and Nursery School

King Edward Primary and Nursery School
King Edwin Primary and Nursery School
Kingsway Primary School
Kinoulton Primary School
Kirklington Primary School
Lady Bay Primary School
Lake View Primary and Nursery School
Lambley Primary School
Langar CofE Primary School
Langold Dyscarr Community School
Lantern Lane Primary and Nursery School
Lawrence View Primary and Nursery School
Leen Mills Primary School
Lovers Lane Primary and Nursery School
Lowe's Wong Infant School
Manners Sutton Primary School
Manor Park Infant and Nursery School
Mapperley Plains Primary and Nursery School
Mattersey Primary School
Maun Infant and Nursery School
Misson Primary School
Misterton Primary and Nursery School
Morven Park Primary and Nursery School
Mount CofE Primary and Nursery School
Muskham Primary School
Netherfield Infant School
Nettleworth Infant and Nursery School
Newstead Primary and Nursery School
Normanton-on-Soar Primary School
North Clifton Primary School
Northfield Primary and Nursery School
Norwell CofE Primary School
Orchard Primary School and Nursery
Ordsall Primary School
Orston Primary School
Phoenix Infant and Nursery School
Pinewood Infant and Nursery School
Priestsc Primary and Nursery School
Prospect Hill Infant and Nursery School

Queen Eleanor Primary School
Radcliffe-on-Trent Infant and Nursery School
Rampton Primary School
Ramsden Primary School
Ravenshead CofE Primary School
Redlands Primary and Nursery School
Richard Bonington Primary and Nursery School
Round Hill Primary School
Selston CofE Infant and Nursery School
Sir Edmund Hillary Primary and Nursery School
Springbank Primary School
St Augustine's School
St Edmund's CofE Primary School
Standhill Infants' School
Stanhope Primary and Nursery School
Sutton Bonington Primary School
Sutton-on-Trent Primary and Nursery School
Sutton Road Primary School
The Lanes Primary School
Toton Banks Road Infant and Nursery School
Trent Vale Infant School
Underwood Church of England Primary School
Wadsworth Fields Primary School
Walesby CofE Primary School
Walkeringham Primary School
West Bridgford Infant School
Westdale Infant School, Mapperley
Westwood Infant and Nursery School
William Lilley Infant and Nursery School
Willoughby Primary School
Willow Brook Primary School
Winthorpe Primary School
Woodland View Primary School
Wynndale Primary School

**1.4B VARIATION TO STANDARD RECEPTION CRITERIA:  
INFANT AND PRIMARY SCHOOLS – FAITH CRITERIA**

1. Looked after children 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 **and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school or the linked/junior primary school who was displaced as their Nottinghamshire community catchment area school was oversubscribed at the national offer day for first admission to school**
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment and who, at the time of admission, will have a brother or sister attending the school 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](http://www.cte.org.uk) or [www.eauk.org](http://www.eauk.org))

<b>School name</b>	<b>Relevant church/churches</b>
Caunton Dean Hole CofE Primary School	St Andrew's Church, Caunton
Cuckney CofE Primary School	St Mary's Church, Cuckney or St Winifred's, Holbeck
Holy Trinity CofE Infant School	**
Kneesall CofE Primary School	**
North Wheatley Church of England Primary School	**
Ranby CofE Primary School	All Saints Church, Babworth or St Martin's Church, Ranby
St Andrew's CofE Primary and Nursery School	**
St John's CofE Primary School	**
St Matthew's CofE Primary	**

1.4C	<b>ALL HALLOWS CofE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA</b>
<ol style="list-style-type: none"> <li>1. Looked after children and previously looked after children</li> <li>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</li> <li>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 <b>and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school</b></li> <li>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</li> <li>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</li> <li>6. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school</li> <li>7. Children who live outside the catchment area and whose parent has regular involvement with All Hallows, Gedling or St Paul's, Carlton</li> <li>8. Other children</li> </ol>	
<p>*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.</p>	
1.4D	<b>ST WILFRID'S COFE PRIMARY SCHOOL (GEDLING) - FAITH CRITERIA VARIATION TO STANDARD RECEPTION CRITERIA</b>
<ol style="list-style-type: none"> <li>1. Looked after children and previously looked after children</li> <li>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 <b>and children who do not live in the catchment area at the closing date for application and who, at the time of admission, will have a brother or sister attending the school who was displaced as their Nottinghamshire community catchment school was oversubscribed at the national offer day for first admission to school</b></li> <li>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.</li> <li>4. Other children who live in the catchment area</li> <li>5. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school</li> <li>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.</li> <li>7. Other children who live outside the catchment area</li> </ol>	
<p>* 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.</p>	

1.4E

**TROWELL COFE PRIMARY SCHOOL (BROXTOWE) - FAITH CRITERIA  
VARIATION TO STANDARD RECEPTION CRITERIA**

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

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

**1.4F****STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2020-2021**

1. Looked after children 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

<b>Area</b>	<b>School name</b>
Broxtowe	Albany Junior School
Gedling	Arno Vale Junior School
Broxtowe	Beeston Rylands Junior School
Ashfield	Broomhill Junior School
Bassetlaw	Carr Hill Primary and Nursery School
Mansfield	Eastlands Junior School (Welbeck Federation of Schools)
Broxtowe	Eskdale Junior School
Ashfield	Jacksdale Primary and Nursery School
Mansfield	Leas Park Junior School
Mansfield	Newlands Junior School
Gedling	Priory Junior School
Bassetlaw	Prospect Hill Junior School
Rushcliffe	Radcliffe-on-Trent Junior School
Mansfield	Sherwood Junior School
Rushcliffe	West Bridford Junior School
Ashfield	Woodland View Primary School

<b>1.4G</b>	<b>VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2020-2021</b>
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1. Looked after children 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 School
Rushcliffe	St Peter's CofE Junior School
Broxtowe	Toton Bispham Drive Junior School

<b>1.4H</b>	<b>LOWE'S WONG ANGLICAN METHODIST JUNIOR SCHOOL (NEWARK) - FAITH CRITERION 2020-2021 VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA</b>
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1. Looked after children 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.

\*\*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](http://www.cte.org.uk) or [www.eauk.org](http://www.eauk.org)) .

## 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 2020-2021 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 Hill Primary and Nursery School	45	
Annesley Primary and Nursery School	30	
Bagthorpe Primary School	15	15
Beardall Fields Primary and Nursery School	60	
Brierley Forest Primary and Nursery School	60	
Broomhill Junior School		75
Butler's Hill Infant and Nursery School	75	
Croft Primary School	60	
Dalestorth Primary and Nursery School	45	
Edgewood Primary and Nursery School	45	
Forest Glade Primary School	30	
Healdswood Infants' and Nursery School	60	
Hillocks Primary and Nursery School	45	
Holgate Primary and Nursery School	60	
Holly Hill Primary and Nursery School	50	
Jacksdale Primary and Nursery School	25	20
Kingsway Primary School	60	
Leen Mills Primary School	60	
Morven Park Primary and Nursery School	60	
Orchard Primary School and Nursery	45	
Priestsic Primary and Nursery School	60	
Selston CofE Infant and Nursery School	25	
St Andrew's CofE Primary and Nursery School	45	
Underwood Church of England Primary School	25	
Westwood Infant and Nursery School	20	
Woodland View Primary School	30	35

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.2 – Bassetlaw area

Published admission numbers 2020-2021 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 School	15	
Carr Hill Primary and Nursery School	45	45
Clarborough Primary School	20	
Cuckney CofE Primary School	20	
Dunham-on-Trent CofE Primary School	15	
<i>East Markham Primary School</i>	<b>30 (20)</b>	
Elkesley Primary and Nursery School	15	
Everton Primary School	15	
Gateford Park Primary School	30	
Haggonfields Primary and Nursery School	25	
Hallcroft Infant and Nursery School	45	
Langold Dyscarr Primary Community School	40	
Mattersey Primary School	10	
Misson Primary School	20	
Misterton Primary and Nursery School	30	
North Wheatley Church of England Primary School	20	
Ordsall Primary School	90	
Prospect Hill Infant and Nursery School	60	
Prospect Hill Junior School		60
Rampton Primary School	15	
Ramsden Primary School	30	
Ranby CofE Primary School	15	
Redlands Primary and Nursery School	60	
Sir Edmund Hillary Primary and Nursery School	60	
St Augustine's School	75	
St Matthew's CofE Primary	10	
Walkeringham Primary School	8	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.3 – Broxtowe area

Published admission numbers 2020-2021 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 and Nursery School	60	
Albany Junior School		60
Beeston Rylands Junior School		50
Bramcote Hills Primary School	60	
Brinsley Primary and Nursery School	30	
Brookhill Leys Primary and Nursery School	60	
Eskdale Junior School		70
Greasley Beauvale Primary School	55	
John Clifford Primary School	60	
Lawrence View Primary and Nursery School	30	
Round Hill Primary School	75	
Springbank Primary School	30	
St John's CofE Primary School	15	
The Lanes Primary School	90	
Toton Banks Road Infant and Nursery School	60	
Toton Bispham Drive Junior School		60
Trent Vale Infant School	50	
Trowell CofE Primary School	30	
Wadsworth Fields Primary School	50	
William Lilley Infant and Nursery School	60	

Published admission number changes are *highlighted*. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.4 – Gedling area

Published admission numbers 2020-2021 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 School	30	
All Hallows CofE Primary School	30	
Arno Vale Junior School		60
Arnold Mill Primary and Nursery School	45	
Arnold View Primary School	45	
Arnold Woodthorpe Infant School	60	
Coppice Farm Primary School	30	
Hawthorne Primary and Nursery School	30	
<i>Lambley Primary School</i>	30 (25)	
Manor Park Infant and Nursery School	60	
Mapperley Plains Primary and Nursery School	45	
Newstead Primary and Nursery School	20	
Phoenix Infant and Nursery School	60	
Pinewood Infant and Nursery School	60	
Priory Junior School		60
Richard Bonington Primary and Nursery School	60	
St Wilfrid's CofE Primary School	30	
Standhill Infants' School	45	
Stanhope Primary and Nursery School	60	
Westdale Infant School	60	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.5 – Mansfield area

Published admission numbers 2020-2021 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 School	60	
Asquith Primary School	45	
Berry Hill Primary School	60	
Church Vale Primary School and Foundation Unit	30	
Crescent Primary School	60	
Eastlands Junior School (Welbeck Federation of Schools)		40
Farmilo Primary School and Nursery	45	
Forest Town Primary School	60	
Heatherley Primary School	45	
Heathlands Primary School	25	
Hetts Lane Infant and Nursery School	60	
High Oakham Primary School	60	
Holly Primary School	40	
Intake Farm Primary School	30	
John T Rice Infant and Nursery School	50	
King Edward Primary and Nursery School	90	
Leas Park Junior School		70
Netherfield Infant School	40	
Nettleworth Infant and Nursery School	70	
<i>Newlands Junior School</i>		60 (50)
Northfield Primary and Nursery School	60	
Sherwood Junior School		60
St Edmund's CofE Primary School	30	
Sutton Road Primary School	90	
Wynndale Primary School	30	

Published admission number changes are *highlighted*. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.6 – Newark area

Published admission numbers 2020-2021 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 CofE Primary School	20	
Blidworth Oaks Primary School	45	
Caunton Dean Hole CofE Primary School	10	
Chuter Ede Primary School	90	
Coddington CofE Primary and Nursery School	60	
Halam CofE Primary School	15	
Holy Trinity CofE Infant School	25	
John Blow Primary School	30	
John Hunt Primary School	60	
King Edwin Primary and Nursery School	60	
Kirklington Primary School	15	
Kneesall CofE Primary School	15	
Lake View Primary and Nursery School	30	
Lovers Lane Primary and Nursery School	30	
Lowe's Wong Infant School	70	
Lowe's Wong Anglican Methodist Junior		100
Manners Sutton Primary School	8	
Maun Infant and Nursery School	60	
Mount CofE Primary and Nursery School	30	
Muskham Primary School	30	
North Clifton Primary School	8	
Norwell CofE Primary School	10	
Queen Eleanor Primary	10	
Ravenshead CofE Primary School	60	
Sutton-on-Trent Primary and Nursery School	20	
Walesby CofE Primary School	20	
Winthorpe Primary School	15	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 is in brackets.

## 2.7 – Rushcliffe area

Published admission numbers 2020-2021 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 School	60	
Brookside Primary School	45	
Bunny CofE Primary School	15	
Carnarvon Primary School	70	
Costock CofE Primary School	15	
Gotham Primary School	30	
James Peacock Infant and Nursery School	90	
Jesse Gray Primary School	60	
Kinoulton Primary School	20	
Lady Bay Primary School	60	
Langar CofE Primary School	15	
Lantern Lane Primary and Nursery School	60	
Normanton-on-Soar Primary School	12	
Orston Primary School	25	
Radcliffe-on-Trent Infant and Nursery School	90	
Radcliffe-on-Trent Junior School		70
St Peter's CofE Junior School		90
Sutton Bonington Primary School	30	
West Bridgford Infant School	81	
West Bridgford Junior School		85
Willoughby Primary School	7	
Willow Brook Primary School	30	

Published admission number changes are **highlighted**. The published admission number (PAN) determined for 2019-2020 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, transferring to a University Technical College (UTC) in year 9 and children transferring to a 14-19 academy, college or studio school in year 10.**

### **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 children attending a junior/primary school do not automatically transfer to secondary phase of education. In all cases 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 a University Technical College in year 9 or a 14-19 academy, college or studio school in year 10.

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 31 May 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:

- **29 November 2019** for children transferring from primary phase to secondary education and to year 9/10 in studio schools
- **10 February 2020** for children starting school for the first time and for children transferring from infant school to junior education.

b. Late applications and changes to preference order received after the dates outlined above but before **31 August 2020** will be considered after national offer day. This will be after all on time applications have been processed and decisions have been sent to parents. A maximum of 4 preferences can be processed as late on an application at any one time and parents must wait for the outcome for these preferences before making further changes.

Any applications received after **1 September 2020** will be processed as in-year applications (see section 4).

### 3.9 PRIMARY COORDINATED SCHEME 2020-2021

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).

<b>Timetable for coordinated admission arrangements</b>		
<b>Stage</b>	<b>Dates</b>	<b>Action</b>
1	From Monday 4 November 2019	Information about applying for a school place available to parents
2	Wednesday 15 January 2020	Closing date for applications and any supplementary or supporting information, including any special circumstances
3	By Friday 31 January 2020	Exchange of application information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 10 February 2020	Nottinghamshire County Council sends application information to own admission authority schools within Nottinghamshire
5	Monday 10 February 2020	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 Monday 9 March 2020	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Friday 13 March 2020 and Friday 3 April 2020	Nottinghamshire County Council makes provisional decisions taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Monday 6 April 2020	Nottinghamshire County Council informs other local authorities of final allocations
9	By Tuesday 7 April 2020	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 Tuesday 14 April 2020	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Thursday 16 April 2020	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 2020 onwards

### 3.10 SECONDARY COORDINATED SCHEME 2020-2021

This scheme is relevant for children transferring from primary school (year 6) to secondary school (year 7) and children transferring to a University Technical College (UTC) in year 9 and children transferring to a 14-19 academy, college or school in year 10.

<b>Timetable for coordinated admission arrangements</b>		
<b>Stage</b>	<b>Dates</b>	<b>Action</b>
1	From Monday 5 August 2019	Information about applying for a school place available to parents
2	Thursday 31 October 2019	<b>Closing date</b> for applications and any supplementary or supporting information, including any special circumstances
3	By Monday 11 November 2019	<b>Exchange of application information</b> between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 29 November 2019	Nottinghamshire County Council <b>sends application information</b> to own admission authority schools within Nottinghamshire
5	Friday 29 November 2019	<b>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.</b> Proof of address to be received where relevant.
6	By Monday 13 January 2020	Own admission authority schools return all preferences in rank order of priority to Nottinghamshire County Council
7	Between Monday 13 January 2020 and Friday 21 February 2020	Nottinghamshire County Council <b>makes provisional decisions</b> taking into account the ranking of preferences and informs other local authorities of these provisional decisions
8	By Friday 21 February 2020	Nottinghamshire County Council <b>informs other local authorities of final allocations</b>
9	By Friday 21 February 2020	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 Friday 28 February 2020	Nottinghamshire County Council <b>informs all Nottinghamshire schools of final allocations</b>
11	Monday 2 March 2020	<b>Offers communicated to Nottinghamshire parents</b> 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	<b>Secondary appeals</b> will begin from April 2020 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 9 in a University Technical College or year 10 in a 14-19 academy, college or 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](http://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 (OAAs) 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](http://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. 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](http://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 places are allocated in line with this scheme.
- 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 online, 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](http://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.

<b>Timeline</b>	<b>Nottinghamshire County Council's in-year scheme</b>
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	For parents who have applied online notification of the outcome of their preferences will be made available on line. For all other applications notification of the outcome of the application will be sent second class post.
Day 20	If a place cannot be identified or there is a delay in getting a response from the preferred school(s), 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 communicate the decision:
- for parents who have applied online notification of the outcome of their preferences will be made available online;
  - for all other applications notification of the outcome of the application will be sent second class post.
- 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. If the place is not taken up (i.e. child on roll) by the end of the summer term parents would need to make a new application for the following academic year.
- 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 31 May.
- 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. If the place is not taken up (i.e. child on roll) by the end of the summer term parents would need to make a new application for the following academic year.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.