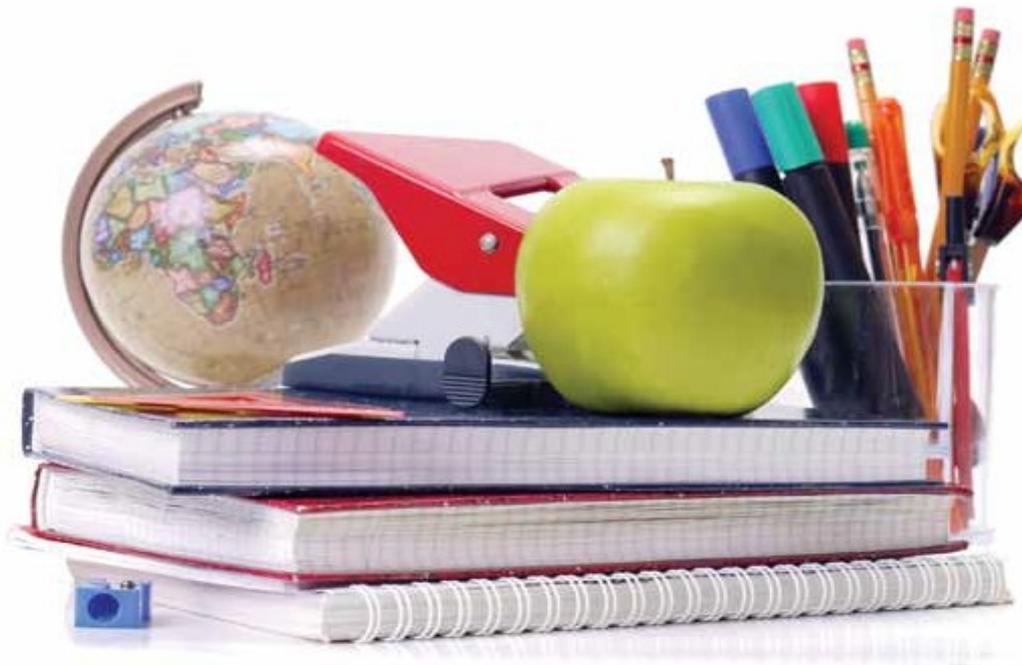


Summary guide to in-year admission arrangements

These admission arrangements apply to those schools listed on the application form / appendix 1.



How to apply for your child's school place for parents/carers considering moving their child to another school other than at the normal time



**Nottingham
City Council**

Summary guide to admission arrangements for parents/carers considering moving their child to another school other than at the normal time

This leaflet will help you apply for your child's school place but it is only a summary. Full information is available in the 'Going to School in Nottingham' booklet which is available at www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/. Reference copies are also available in city schools, libraries and children's centres. To request a copy please contact us (the School Admissions Team) on 0115 841 5568.

Moving your child to another school may affect their education and achievement. You are strongly encouraged to keep your child at their present school unless they can no longer get there (e.g. due to a change of area).

Talking to your child and staff at their present school should avoid the need for your child to transfer school.

If your request to change school is for any of the reasons listed in section 1 below, you should not complete an application form until you have taken the steps indicated in the table. If your request to change school is because you have moved to another area and your child can no longer get to their present school, you do not need to read section 1 and you can move to section 2 (how to apply for a school place).

Section 1: steps you should take before changing your child's school

Possible reasons	Steps you should take
A complaint	<ul style="list-style-type: none"> ✓ Discuss your complaint with staff at the school ✓ If you feel that the complaint has not been dealt with satisfactorily, put your complaint in writing to the school governors
Non-school attendance	<ul style="list-style-type: none"> ✓ Talk to your child about why they are not attending school ✓ Talk to your child's teachers to find out if your child is worried about certain subjects ✓ Contact the Education Welfare Service (☎:0115 876 2965 or email: EducationWelfareService@nottinghamcity.gov.uk) <p><i>Please note that if the Education Welfare Service is taking action as a result of your child's non-school attendance, this action may continue even if your child moves to another city school</i></p>
Unresolved issues	<ul style="list-style-type: none"> ✓ Talk to your child's teachers, tutor or head of year to make sure they are aware of the situation ✓ Make an appointment to speak to the head teacher ✓ Put your concerns in writing to the school governors
To avoid exclusion	<ul style="list-style-type: none"> ✓ Talk to your child's teacher, head of year or the head teacher ✓ Check if your child has a pastoral support plan and/or individual education plan, if they don't, ask the school to set up a plan for your child ✓ If your child already has a pastoral support plan and/or individual education plan, has it been reviewed? <p><i>Please note that all schools have behaviour/code of conduct policies. If your child has been excluded due to misbehaviour, changing schools may not resolve this issue as other schools may also issue an exclusion if this misbehaviour continues</i></p>

Special educational needs	<ul style="list-style-type: none"> ✓ Talk to the teacher in charge of special needs (Special Educational Needs Co-ordinator – SENCo) ✓ Talk to the special educational needs team (☎: 0115 876 4300 or email special.needs@nottinghamcity.gov.uk) ✓ Contact Ask Us (formerly Parent Partnership Service) (☎: 0115 804 1740 or email enquiries@ppsnotts.org.uk)
Bullying or friendship difficulties	<ul style="list-style-type: none"> ✓ All schools should have an anti-bullying policy. Talk to your child's teachers about how these issues can be addressed

If you still feel that a school transfer is the only option, you should complete an application form as detailed below. However, please note that a change of school will be regarded as a parental preference in most circumstances and you are unlikely to be eligible for travel assistance to the new school. For further information contact the Transport Team ☎: 0115 876 5049 or email transport.team@nottinghamcity.gov.uk

Section 2: how to apply for a school place

1. To apply for any of the schools listed on the application form / appendix 1 you must complete a Nottingham City Schools Common Application Form (see point 6 below). We strongly recommend that you complete the common application form online at www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/ to avoid any delay in the application being received. Alternatively, you can complete a paper application form which is available on request from us.

2. For any other school not listed on the enclosed application form / appendix 1, **DO NOT** complete this form, you should contact the school directly to find out how to apply for a place at that school.

If you wish to apply for a nursery or post-16 school place you should apply directly to the school concerned.

3. You may be asked to provide proof of residence documents with your application, if your catchment school is oversubscribed. Any such application for this school will not be treated as being within the catchment area until **all** satisfactory documents have been received. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate.

4. An application will only be valid when all the information requested on the form has been received.

5. Church schools/academies in Nottingham also have supplementary forms to complete. These are used to determine where your child fits into their oversubscription criteria. A supplementary form is **not** a valid application on its own; you **must** also complete an application form. You can obtain this form via our website at www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/ or you can get a paper supplementary form from the church school/academy you are applying for. The completed supplementary form should be returned directly to the church school/academy you are applying for, do not send it to us.

6. You can name up to 4 schools from those listed on the application form. List the schools in order of preference, with your most preferred school listed first. We strongly recommend that one of the schools on your application should be where you are sure that your child will meet

one of the higher criteria for admission. The admission criteria for schools in Nottingham City are set out in the 'Going to School in Nottingham' booklet in Appendix 1 and 2.

7. Your child will only be offered a place at one school as follows:
 - a. if it is possible to offer your child a place at only 1 of the schools you have named, a place will be offered at that school;
 - b. if it is possible to offer your child a place at 2 or more of the schools you have named, a place will be offered at the school you ranked highest from those that could be offered;
 - c. if it is not possible to offer your child a place at any of your preferred schools we will ask you to preference further schools. Therefore if you are applying for a popular school we would recommend that you name more than one school on your application to reduce the chances of your child being refused a place and you having to submit a further application.
8. Paper application forms for the schools listed on the application form / appendix 1 should be returned to us at the address in section 7. Supplementary forms should be returned directly to the church school/academy being applied for as referred to in 5. above.
9. We want the application process to go as smoothly as possible for you so please keep us updated about any changes to your details after you have submitted your application (but before you have received a decision on your application), e.g. a change of address. You must contact us on 0115 841 5568 to let us know of any changes that might affect your application. If you do not notify us of any change this could result in a fraudulent application (see paragraphs 10 and 11 of section 4).

Section 3: things to consider when applying

1. You are advised to visit the school before making an application.
2. Most schools in Nottingham City have a catchment area and children living in the area are given a higher priority when places are offered. Details of the primary catchment area school for your home address are available on our website: www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/. You can email us at schooladmissions@nottinghamcity.gov.uk or ☎: 0115 841 5568 for details of the secondary catchment area school.
3. Parents/carers should note that there are no guaranteed places for any child, even where they move into the school's catchment area or where the pupil has a sibling at the school. **In law there is no automatic right to a place in any particular school.**
4. Before applying you are advised to contact us to check if the school has places in your child's year group (see contact details in section 7). Please note that as school numbers can change daily, availability of places is decided at the time the application has been received and is being considered by the relevant admission authority.
5. The popularity of a school may affect the chances of your child getting a place. The 'Going to School in Nottingham' booklet for parents/carers includes the admission number for each school and an indication of which schools have been oversubscribed in the past (i.e. received more applications than there were places available) which you may find helpful.
6. Consider how your child will get to school as you are responsible for getting them there. Information on school transport is available in the 'Going to School in Nottingham' booklet.

Please note:

- A. Your child MUST continue to attend their present school until they are admitted to another school (unless they can no longer get there due to a change of area). If they do not, a referral may be made to the Education Welfare Service.**
- B. Any application for a community school received after the summer half term will only be considered for transfer in the autumn term (in other words, you may receive an offer of a school place between June and August, but your child will not be able to take up this offer until the autumn term). Other admission authorities may have different arrangements for applications received after the summer half term. You should contact the relevant admission authority for details. Your request for admission in the second half of the summer term may be considered if you have moved house into Nottingham City from another area and your child is unable to get to their present school.**
- C. Applications for children living outside of the UK will only be considered once the date of arrival and an address in the UK has been confirmed.**

Section 4: what happens next?

1. When we have received your application form for a school we will send you an acknowledgement letter. If you do not receive an acknowledgement letter this means that we have not received your application and it is your responsibility to follow this up. If you apply using our online application form, you will receive an email acknowledging receipt of your application.
2. We will contact your child's most recently attended school to get information. After a decision has been made on your application, this information is passed on to the school your child has been offered a place at to enable the school to plan for your child's admission.
3. If the previous school information indicates that your child meets the criteria for the head teachers' fair access protocol, your application will be considered by head teachers at a fair access panel meeting to determine the most appropriate educational provision for your child. The timescales listed in section 6 do not apply to applications considered by the panel. Full details of the fair access protocol can be found at www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/nottingham-city-admission-arrangements-2020-to-2021/ . Alternatively, you can request a copy of the protocol from us.
4. If you are requesting a place at a Nottingham City community school, we will make a decision on your application.
5. If you are requesting a place at an academy listed on the application form, we will forward details of your application to the relevant admission authority for them to make a decision. The order of your preferences will not be revealed to an admission authority prior to the decision-making process.
6. All preferences will be treated as equal by admission authorities in applying their own admissions policies. The relevant admission authority will let us know if they can offer your child a place. The ranking of your preferences is only taken into account when more than one school can offer a place, in order to decide which school place should be offered (as referred to in paragraph 7 of section 2).
7. If there are more applications for a school than places available in the relevant year group, places are offered according to the school's oversubscription criteria given in the 'Going to School in Nottingham' booklet.

8. When it has been determined whether your child can be offered a place at one of the schools you have named, we will notify you of that decision by letter. If your child is offered a school place, you may be given an anticipated start date. Timescales are detailed in section 6. Where your child has been given an anticipated start date we will notify the head teacher of the school where your child has been offered a place of the date that your child should be admitted to the school.
9. Within 10 days of you being notified that a school place has been offered to your child, you must let us know if you wish to accept that place. If you do not, it may be withdrawn and offered to another child.
10. Where it is found that a pupil has been offered a school place based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place will be withdrawn.
11. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

Section 5: what happens if you are not offered the school you want?

1. You will be offered a right of appeal for any school your child has been refused a place at, details of how to appeal will be included in your decision letter.
2. We keep waiting lists for all city community schools for all year groups (*except year 6) where the number of applications received is more than the number of available places in the year group, or the infant class size limit has been reached. If your child has been refused a place at a city community school which you ranked higher than the school at which your child has been offered a place, or where you have been refused a place at all the schools you have named on your application, your child's name will be added to the waiting list for those city community schools.
3. If you would like your child's name to be added to the waiting list for a city community school you ranked lower than the school at which your child has been offered a place, you must send a written request to us.

Primary schools only - We keep the waiting list open until the end of the summer half term (i.e. May). We will contact you every half term to confirm that you want your child's name to stay on the waiting list. If you do not respond your child's name will be taken off the waiting list.

*We do not operate a waiting list for year 6. We do not encourage the movement of students at years 6, 10 and 11 because this seriously impacts on their chances of success in these key years of their education.

4. Other admission authorities may operate a waiting list. If they do operate a waiting list it will be in accordance with their own admission arrangements. Contact the school concerned for details.
5. Being on a waiting list does not mean that your child will be offered a place in the future. Pupils will be ranked on the waiting list in the same order as the published oversubscription criteria. If pupils' names added to the waiting list at a later date have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.
6. Pupils who are allocated a school place under this Local Authority's fair access protocol must take precedence over those on any waiting list.

Section 6: timescales

Timeline	School Admissions Team
Day 0-5	We will operate weekly admission rounds, with a cut off point of 12 noon on Fridays. Any application received after 12 noon will be included in the following week's admission round. We will send to other admission authorities listed on the application form details of applications for their schools named on the application. These details will be sent on a weekly basis (within 5 days** of the completed application and full supporting documentation being received).
Day 5-15	We request other admission authorities on the application form to notify us of their decision within 10 days** of the application being forwarded to them.
Day 15-20	Parents/carers should receive a decision on their application within 20 school days**(approximately 4 weeks) of their completed application being received. The letter should be posted to parents/carers by day 20, which they should receive by day 21 or 22.

** Please note that all 'days' mentioned above refer to working days and the timings above are based on all schools/academies being open and responding to us within the timescales indicated. School holidays and inset days will impact on the exchange of information and extend the processing times.

This timetable does not apply to applications that meet the criteria for Nottingham City Council's fair access protocol (see paragraph 3 in section 4).

Section 7: further information and contact details

You can get further information from our website: www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/ and in the 'Going to School in Nottingham' booklet which you can view on the website. You can request a copy of the booklet from us if you prefer:

School Admissions Team
Children and Adults
Nottingham City Council
LH Box14
Loxley House
Station Street
Nottingham
NG2 3NG

Website: www.nottinghamcity.gov.uk/schooladmissions

Email: schooladmissions@nottinghamcity.gov.uk

Telephone: 0115 841 5568

The School Admissions Team can be contacted between 9.30 am and 4.00 pm, Tuesday to Friday, and 9.30 am to 1.00 pm on Monday. The Team is closed on Monday afternoons for staff meetings and training.

For information in an alternative language or format about applying for a school place visit our website. For Braille please call 0115 841 5568.

June 2019