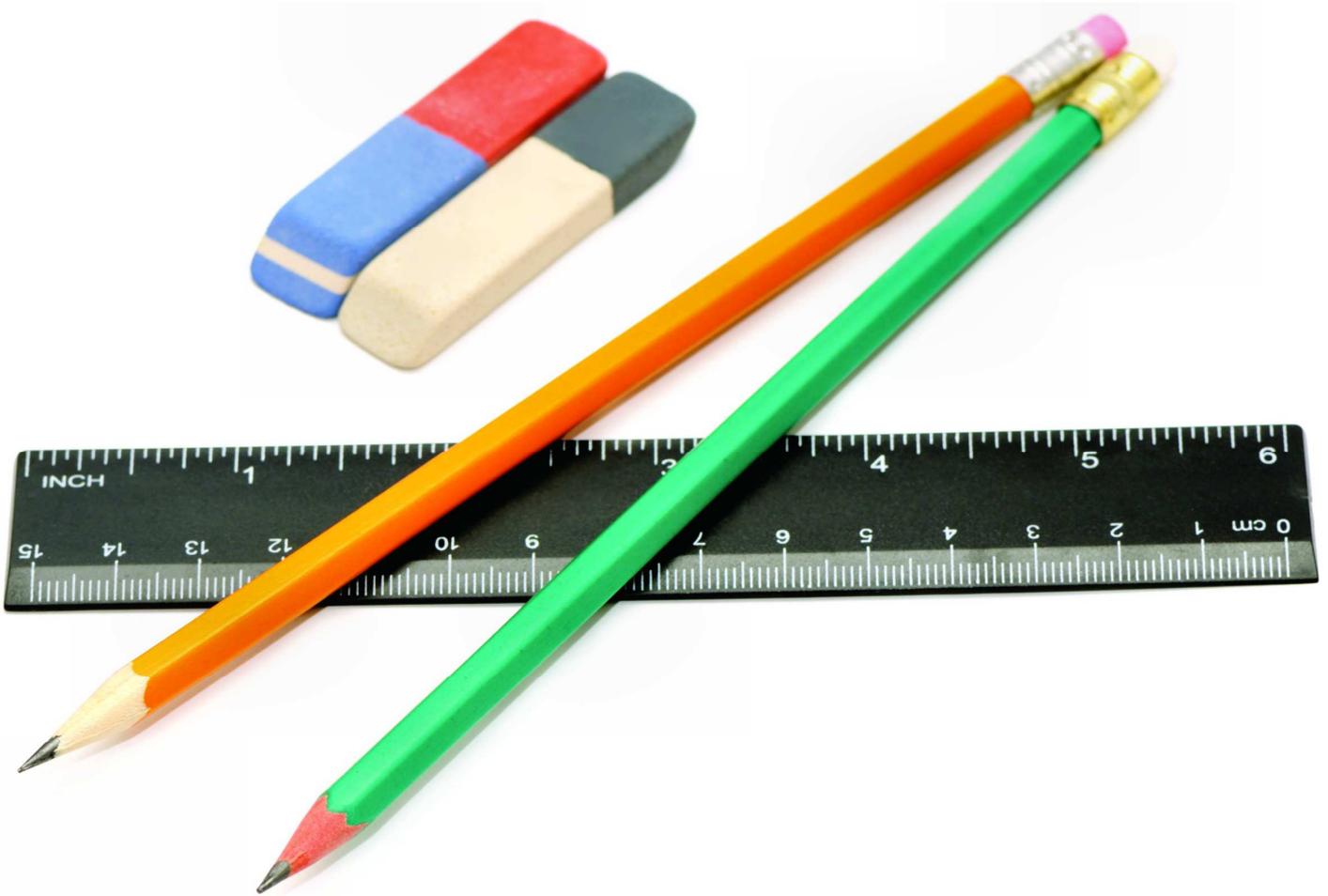


Summary guide for late applicants



How to apply for your child's infant, primary or junior school place 2019/20 after the closing date of 15 January 2019



**Nottingham
City Council**

How to apply for your child's infant, primary or junior school place after the closing date of 15 January 2019

This leaflet will help you apply for your child's place but it is only a summary. Full information is available in the parent/carer guide 'Going to School in Nottingham 2019/20'. You can read the guide at

www.nottinghamcity.gov.uk/schooladmissions or find reference copies in schools, libraries and children's centres. If you want your own copy you can collect one from the School Admissions Team at Loxley House, Station Street, Nottingham or call us on 0115 841 5568.

If your child has a statement of special educational needs or Education, Health and Care Plan contact the City Council's Special Educational Needs Team on 0115 876 4300.

Infant and primary school applications only

If your child lives in Nottingham City and was born between 1 September 2014 and 31 August 2015 you need to apply to Nottingham City Council for an infant or primary school place for them.

If you have already approached a school, or you have put your child's name down at a school, you still need to make an application. Attendance at a particular nursery does not guarantee a place at the linked infant or primary school.

Junior school applications only

If your child lives in Nottingham City and was born between 1 September 2011 and 31 August 2012 and is attending an infant school, you need to apply to Nottingham City Council for a junior school place for them.

This applies even if your child attends a linked infant school. If you wish to request a place in year 3 at a primary school instead of, or as well as a place at a junior school you may do so. However, you may not receive primary school and junior school decisions at the same time as it will not be possible to confirm an offer of a

primary school place until after the summer half-term 2019 (i.e. June 2019). If they are in year two at primary school, they will stay at this school until they are 11 and this information does not apply to you.

The rest of this summary leaflet relates to infant, primary and junior school applications.

How do I apply?

The closing date for applications was Tuesday 15 January 2019. As you are applying late, i.e. after the closing date, it may reduce your chances of getting a place at your preferred school, particularly if it is popular.

You can no longer apply online as the closing date has passed. You can collect an application form from Loxley House, Station Street, Nottingham NG2 3NG or you can request a form is posted to you by telephoning us on 0115 841 5568.

Fill in your application and name **up to six infant/primary schools or up to three junior schools**. This can include schools outside Nottingham City. List the schools in order of preference, with your most preferred school listed first. **Do not** name the same school more than once. **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 Nottingham City schools are included in the parent/carer guide 'Going to School in Nottingham 2019/20 – Appendix 2'.

We also strongly recommend that you use all your preferences, i.e. that you name 6 infant/primary schools or 3 junior schools on your application. Naming only one school does not increase your chances of getting a place at that school. If you do not name 6 infant/primary schools or 3 junior schools and it is not possible to offer a place at your preferred school(s) your child is likely to be offered a place at a school you do not want (see information in 'What Happens Next' section).

Under exceptional circumstances, we (and other admission authorities) may be willing to accept applications which we receive late but before **5 pm on 11 February 2019** and deal with these at the same time as applications received by the closing date. Examples of exceptional circumstances include if the application is from:

- a family returning from living abroad
- a single parent who has been ill for some time; or
- a family moving into Nottingham from another area after the closing date.

Please note that where we do accept a late application, we consider the pupil's home address to be the residential property where they are living which is their only or main home on the closing date for applications (i.e. 15 January 2019) and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement.

If you are applying between 16 January 2019 and 11 February 2019 and you think there are exceptional circumstances why your application is late, you must attach written details to your application form, along with details of the address you and your child were living at on 15 January 2019. We will consider each case individually. All applications received after 5 pm on 11 February 2019 will be dealt with after the offer date of 16 April 2019.

If you have already applied for an infant/primary or junior school place before the closing date and you then send in a late application for different schools, we will add these to the end of your first list of schools. For example, if you applied for six primary schools before the closing date and then applied for two different primary schools, they would be your seventh and eighth preferences and would be dealt with as late preferences.

It is important that you provide details of any siblings (brothers or sisters) who will be attending any school you name on your application at the proposed time of admission. If this information is not provided the admission authority may not be able to place your application in the correct category. If you are applying for a place at a Nottingham City voluntary aided (church) Academy you may also need to fill out a supplementary form. You can get these forms from www.nottinghamcity.gov.uk/schooladmissions or the school. Check with schools outside Nottingham City to find out if you need to fill in a supplementary form.

Important information about Southwark Primary School – If you live in the catchment area for Southwark Primary School and you are applying for a place there, you will need to provide proof of residence. Please contact the school to find out what documentation is required. This documentation should then be sent directly to Southwark Primary School. **Do not** send the proof of residence documentation to the School Admissions Team.

Fernwood, Middleton and Haydn Primary Schools: If you live in the catchment area for Fernwood, Middleton or Haydn Primary Schools and you are applying for a place there, you will need to provide one piece of evidence from each of the three categories listed below as proof of your residence within the catchment area.

If you do not provide proof of your address with your application, we will be unable to consider your application as being from within the catchment area and it may reduce your child's chance of getting a place at their catchment school.

Category 1

- A copy of a letter from the Child Benefit Agency showing the child's name and home address; or
- A copy of a letter from the Child Tax Credit Agency showing the child's name and home address; or
- A copy of your child's bank statement, showing the child's name and address; or
- An NHS letter showing your child's name and address.

Category 2

- A copy of your tenancy agreement; or
- A copy of a solicitor's letter confirming the completion of a property you have bought; or
- A copy of a council tax bill (we will only accept this if you have lived in the catchment area for over 6 months).

Category 3

- A copy of your bank statement dated within the last 6 months; or
- A copy of a utility bill (gas, water or electricity bill, not a mobile phone bill) dated within the last 6 months.

We will not accept informal living arrangements with family and friends unless there are exceptional circumstances for which proof will also be required.

Looked after children and previously looked after children

All schools must give highest priority within their admission criteria to children looked after by the local authority or children who were previously looked after but immediately after became subject to an adoption, residence/child arrangements, or special guardianship order. You will need to indicate in your application whether the child is 'looked after' or was previously 'looked after'.

If the child is '**looked after**', in your application you will need to name the local authority responsible for the child and provide a letter from the social worker confirming the child's legal status. The letter should also provide the reasons for the preferences for the schools listed.

If the child was previously 'looked after' but is no longer looked after because they were adopted (or became subject to a residence/child arrangements order or special

guardianship order) you **must** provide a copy of the adoption order*, residence/child arrangements order* or special guardianship order* with your application and the name of the local authority who were previously responsible for the care of the child.

*An adoption order is an order under section 46 of the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'residence/child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 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).

Things to consider when applying

If you consider that your child has special educational, medical or social need that can only be met at a specific school you must indicate this on your application form and provide a written statement from a doctor, social worker or other relevant professional, to support your application. Each case will be looked at on its merits.

We are trying to adapt as many of our mainstream schools as possible to meet the needs of disabled pupils. However, not all of our school buildings are currently suitable and there are some schools where it will not be possible to provide full access for disabled pupils.

Most schools in Nottingham City have catchment area criteria and children living in the catchment area are given a higher priority when places are offered. Details of the catchment area school for your home address are available online.

The popularity of a school may affect the chances of your child getting a place. The 'Going to School in Nottingham 2019/20' booklet includes the number of places available at each school and a breakdown of the categories of children offered places last year, which you may find helpful.

Consider how your child will get to school as you are responsible for getting them there. Information on school transport is available at www.nottinghamcity.gov.uk/schooladmissions in the guide for parents/carers.

If you are considering applying for Dunkirk Primary School or Heathfield Primary School, you should be aware that these schools operate on two sites. The decision of which site the pupil will be accommodated at will be made by the head teacher. The allocation of a place at either site does not form part of the admission arrangements and there is no right of appeal against the allocation of a particular site.

If you are considering applying for a place at Djanogly Northgate Academy or Djanogly Sherwood Academy you must specify which academy you are applying for as these are now separate schools.

What happens next?

We process all the applications, dealing with those received by the closing date first and decision letters are posted to those parents/carers on Tuesday 16 April 2019. Applications received after the closing date will not be considered until after 16 April 2019. If your application is received between 16 January 2019 and 31 May 2019, you are likely to receive your decision letter in June 2019. If you apply after 31 May 2019 you are likely to receive your decision letter within 3 weeks of your application being received.

If there are more applications for a school than places available, places are offered according to the school's oversubscription criteria given in the 'Going to School in Nottingham 2019/20' booklet and the separate Appendix 2.

Where we cannot offer a place for your child at any of your chosen schools you will need to apply for up to three more different schools. We will advise you which schools have spaces where you will have the best chance of securing a place ready for the autumn term.

You need to let us know whether or not you want to accept the place we have offered to your child. If you do not accept the place within 14 days we may withdraw it and offer the place to another child.

Most parents choose for their child to start school full time in the autumn term. If you want a different arrangement you must agree this with the school first.

What happens if I am not offered the school I want?

Your child will automatically go on a waiting list for any Nottingham City school you listed as a higher preference than the one you were offered. You may write to us to request your child is placed on the waiting list for a Nottingham City school/academy you ranked lower than the one you were offered. Waiting lists for Nottingham City community schools will be kept open until the end of the summer half term (i.e. May 2020).

Check the admission arrangements of other schools for details of their waiting lists.

You can appeal against the decision. Information on how to appeal is included in your decision email/letter.

Accuracy of applications

We want the application process to go as smoothly as possible for you so please keep us updated about any changes to your details which may affect your application.

Parents/carers may be required to provide proof to confirm their child's home address. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate. If a place is offered on the basis of false information it may be withdrawn and offered to a child who has higher priority under the admissions criteria.

Further information

If you have any questions call us on 0115 841 5568 or email schooladmissions@nottinghamcity.gov.uk . More information can be found at www.nottinghamcity.gov.uk/schooladmissions

For independent advice on the application or appeals process contact the choice adviser through the Families Information Service on 0800 458 4114 or email fis@nottinghamcity.gov.uk

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

Checklist

This checklist sets out all the steps you need to take for your child to be offered a school place.

- Check which is the catchment school for your home address online at www.nottinghamcity.gov.uk/schooladmissions
- Find out about your catchment school and visit the school.
- Request details of other schools and arrange a visit.
- Read the admissions criteria in the parent/carer guide 'Going to School in Nottingham 2019/20' booklet and separate Appendix 2. This will help you decide whether your application will receive a high priority.
- Check which schools were oversubscribed in 2018/19 in the parent/carer guide 'Going to School in Nottingham 2019/20'.
- Think about how your child will get to and from school.
- Find out if you can get help with travel costs; see the parent/carer guide 'Going to School in Nottingham 2019/20'.
- Remember to include details of any older brothers or sisters already at the school you name on your application form and who are still expected to be attending the school in September 2019.
- Remember to send proof of residence with your application if you live in the catchment area of Fernwood, Haydn or Middleton Primary schools and are applying for a place at that school.
- Send your completed form to the School Admissions Team.