Nottingham City Council

GOING TO SCHOOL IN NOTTINGHAM 2026/2027

Information about applying for a school place in Nottingham city.





APPLY ONLINE FOR A SCHOOL PLACE



APPLY ONLINE AT: WWW.NOTTINGHAMCITY.GOV.UK/SCHOOLADMISSIONS

APPLY NOW

If your child is starting school, transferring from an infant school to a junior school or transferring from a primary/junior school to a secondary school in the 2025 autumn term you need to apply for a school place.

Closing dates for applying for a school place are:

31 October -

Secondary school place (apply between 18 August 2025 and 31 October 2025)

15 January -

Infant, junior or primary school place (apply between 3rd November 2025 and 15 January 2026)

If we receive your application after the closing date, this will reduce your chances of getting a place at your preferred school, particularly if it is popular.

Applying online is the quickest and most secure way to apply for your child's school place.

If your child is registered at a city school, and lives in Nottingham city, we will send you information about how to apply for a school place. If you have access to an email account you can apply for a school place online.

If you do not have an email account you'll need to set one up.

BENEFITS OF APPLYING ONLINE

- It is quick and easy.
- It is safe and secure.
- You can read the online tutorial before you start, which will guide you through the application.
- Internet access is available at most Nottingham city libraries and children's centres, and some schools may allow you to use their computers to apply.
- The system helps you to fill in your form correctly by giving a selection of options in drop down lists.
- We will send you an email to confirm that we have received your application.
- You can change your application at any time up to the closing date.
- You will receive your decision by email on the national offer day, rather than having to wait for your decision to arrive in the post.



IMPORTANT DATES TO REMEMBER

Moving up to secondary school from primary or junior school	Starting school (reception class) and infant to junior transfers (Year 3 place)	What happens on these dates?
31st October	15th January	Closing date for receipt of all application forms and any supplementary information or supporting information
1st March (or next working day if Bank Holiday or weekend)	16 April (or next working day if Bank Holiday or weekend)	• National offer day. Online applicants receive an email showing the outcome of their application • Letters sent only to parents who applied using a paper application form, by second class post showing the outcome of their application. You will not be able to receive your decision by email or telephone, you will need to wait for the letter • Waiting lists operate from this date for any school that is full • An opportunity for parents to inform us if they no longer require the place offered

The waiting list for primary, infant, junior and secondary schools will operate on the offer day and will be maintained by the local authority up to the end of August. After this date the relevant admission authorities will operate their own waiting list in accordance with the School Admissions Code and their own arrangements.

All admission authorities must maintain a waiting list for the normal year of entry until the end of December. Some admission authorities may continue to hold waiting lists after this date.



WELCOME



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Here you will also find the facility to translate the pages into your language and alternative formats. If you require a Braille copy please contact us by phone on 0115 841 5568.

URDU

یہ معلومات اسکول شروع کرنے والے بچوں کے بارے میں ہے۔ نوٹنگھم میں تعلیمی سال کے دوران جونیئر یا سیکنڈری اسکولوں میں منتقلی یا اسکولوں کو تبدیل کرنا۔ اپنے بچے کے اسکول کی جگہ کے لیے درخواست دینے کے لیے www.nottinghamcity.gov.uk/schooladmissions پر آن لائن درخواست دینا بہتر ے۔
یہاں آپ کو صفحات کو اپنی زبان اور متبادل فارمیٹس میں ترجمہ کرنے کی سہولت بھی ملے گی۔ اگر آپ کو بریل کاپی درکار ہے تو براہ کرم ہم سے بذریعہ فون 0115845568 پر رابطہ کریں۔

PUNJABI

ਇਹ ਜਾਣਕਾਰੀ ਸਕੂਲ ਸ਼ੁਰੂ ਕਰਨ ਵਾਲੇ ਬੱਚਿਆਂ ਬਾਰੇ ਹੈ; ਨੌਟਿੰਘਮ ਵਿੱਚ ਸਕੂਲੀ ਸਾਲ ਦੌਰਾਨ ਜੂਨੀਅਰ ਜਾਂ ਸੈਕੰਡਰੀ ਸਕੂਲਾਂ ਵਿੱਚ ਤਬਦੀਲ ਕਰਨਾ ਜਾਂ ਸਕੂਲ ਬਦਲਣਾ। ਆਪਣੇ ਬੱਚੇ ਦੇ ਸਕੂਲ ਸਥਾਨ ਲਈ ਅਰਜ਼ੀ ਦੇਣ ਲਈ www.nottinghamcity.gov.uk/schooladmissions 'ਤੇ ਔਨਲਾਈਨ ਅਪਲਾਈ ਕਰਨਾ ਸਭ ਤੋਂ ਵਧੀਆ ਹੈ।
ਇੱਥੇ ਤੁਹਾਨੂੰ ਪੰਨਿਆਂ ਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਅਤੇ ਵਿਕਲਪਕ ਫਾਰਮੈਟਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਕਰਨ ਦੀ ਸਹੂਲਤ ਵੀ ਮਿਲੇਗੀ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਬ੍ਰੇਲ ਕਾਪੀ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0115 841 5568 'ਤੇ ਫ਼ੋਨ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ।

ARABIC

هذه المعلومات حول الأطفال الذين بدأوا المدرسة ؛ الانتقال إلى المدارس الإعدادية أو الثانوية أو تغيير المدارس خلال العام الدراسي في نوتنغهام. لتقديم طلب للحصول على مكان في المدرسة لطفلك ، من الأفضل التقديم عبر الإنترنت على www.nottinghamcity.gov.uk/schooladmissions.
ستجد هنا أيضًا وسيلة لترجمة الصفحات إلى لغتك وتنسيقات بديلة. إذا كنت بحاجة إلى نسخة برايل ، فيرجى الاتصال بنا عبر الهاتف على 01158415568.

CHINESE

这些信息是关于孩子上学的；在诺丁汉学年期间转入初中或中学或转学。要申请您孩子的学校，最好在 www.nottinghamcity.gov.uk/schooladmissions 在线申请。在这里，您还可以找到将页面翻译成您的语言和替代格式的工具。如果您需要盲文副本，请致电 0115 841 5568 联系我们。

CZECH

Tyto informace se týkají dětí nastupujících do školy; přechod na nižší nebo střední školy nebo změna školy během školního roku v Nottinghamu. Chcete-li požádat o místo ve škole vašeho dítěte, je nejlepší požádat online na adrese www.nottinghamcity.gov.uk/schooladmissions.
Zde také naleznete možnost přeložit stránky do vašeho jazyka a alternativních formátů. Pokud požadujete kopii Braillova písma, kontaktujte nás telefonicky na čísle 0115 841 5568.



WELCOME



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FRENCH

Ces informations concernent les enfants qui commencent l'école ; transférer dans des écoles primaires ou secondaires ou changer d'école pendant l'année scolaire à Nottingham. Pour postuler à la place d'école de votre enfant, il est préférable de postuler en ligne sur www.nottinghamcity.gov.uk/schooladmissions. Ici, vous trouverez également la possibilité de traduire les pages dans votre langue et dans d'autres formats. Si vous avez besoin d'une copie en braille, veuillez nous contacter par téléphone au 0115 841 5568.

POLISH

Ta informacja dotyczy dzieci rozpoczynających szkołę; przeniesienie do gimnazjum lub gimnazjum lub zmiana szkoły w trakcie roku szkolnego w Nottingham. Aby ubiegać się o miejsce w szkole swojego dziecka, najlepiej złożyć wniosek online na stronie www.nottinghamcity.gov.uk/schooladmissions.
Tutaj znajdziesz również narzędzie do tłumaczenia stron na swój język i alternatywne formaty. Jeśli potrzebujesz kopii w alfabecie Braille'a, skontaktuj się z nami telefonicznie pod numerem 0115 841 5568.

PORTUGESE

Esta informação é sobre crianças que começam a escola; transferir para escolas secundárias ou secundárias ou mudar de escola durante o ano letivo em Nottingham. Para se inscrever na vaga de escola do seu filho, é melhor se inscrever online em www.nottinghamcity.gov.uk/schooladmissions.
Aqui você também encontrará a facilidade de traduzir as páginas para o seu idioma e formatos alternativos. Se você precisar de uma cópia em Braille, entre em contato conosco pelo telefone 0115 841 5568.

ROMANIAN

Aceste informații sunt despre copiii care încep școala; transferul la școlile primare sau gimnaziale sau schimbarea școlilor în timpul anului școlar în Nottingham. Pentru a aplica pentru locul de școală al copilului dvs., cel mai bine este să aplicați online la www.nottinghamcity.gov.uk/schooladmissions.
Aici veți găsi, de asemenea, facilitatea de a traduce paginile în limba dvs. și în formate alternative. Dacă aveți nevoie de o copie în Braille, vă rugăm să ne contactați telefonic la 0115 841 5568.



WELCOME

This information is about children starting school; transferring to junior or secondary schools or changing schools during the school year in Nottingham. To apply for your child's school place it's best to apply online at www.nottinghamcity.gov.uk/schooladmissions.
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TURKISH

Bu bilgiler okula başlayan çocuklar hakkındadır; Nottingham'daki okul yılı boyunca ortaokula veya ortaokula geçiş yapmak veya okul değiştirmek. Çocuğunuzun okul yerine başvurmak için www.nottinghamcity.gov.uk/schooladmissions adresinden çevrimiçi olarak başvurmanız en iyisidir. Burada sayfaları kendi dilinize ve alternatif biçimlere çevirme olanağını da bulacaksınız. Braille kopyasına ihtiyacınız varsa, lütfen 0115 841 5568 numaralı telefondan bizimle iletişime geçin.

FARSI

این مقاله در مورد بچه هایی که به مدرسه شروع می‌کنند معلومات می‌دهد. انتقال به مدرسه های دوره ابتدایی و رفتن به مدرسه های دوره متوسطه در ناتینگهام. بهترین راه مراجعه به مدرسه بچه های ایتان از طریق وب سایت پایانی هست:
www.nottinghamcity.gov.uk/schooladmissions
این وب سایت را به زبان خود نیز می‌توانید ترجمه کنید. اگر این مقاله را به شکل الفبای بریل (الفبای نابینایان) می‌خواهید، با شماره تلفون 0115 841 5568 ارتباط بگیرید.

HINDI

यह जानकारी स्कूल शुरू करने वाले बच्चों के बारे में है; नॉटिंघम में स्कूल वर्ष के दौरान जूनियर या माध्यमिक स्कूलों या बदलते स्कूलों में स्थानांतरित करना। अपने बच्चे के स्कूल के लिए आवेदन करने के लिए www.nottinghamcity.gov.uk/schooladmissions पर ऑनलाइन आवेदन करना सबसे अच्छा है।
यहां आपको अपनी भाषा और वैकल्पिक प्रारूपों में पृष्ठों का अनुवाद करने की सुविधा भी मिलेगी। यदि आपको ब्रेल प्रति की आवश्यकता है तो कृपया 0115 841 5568 पर फोन द्वारा हमसे संपर्क करें।





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INTRODUCTION

Dear parents and carers,

Schools in Nottingham are exciting places where our pupils come to learn and develop. We're proud that we have inspiring teachers and support staff working in modern buildings with state -of-the-art equipment.

But it's your children who are our strongest asset – they will be the ones to shape the future of the city, and further afield, for generations to come.

Here in Nottingham, we treasure and invest in these assets. We strive to ensure that every parent has the option of a good-quality school close to home, and every child receives the best possible education.

Parents and carers remain our best partners. They all want the very best for their child, and so do we.

Our schools are great places for learning, where children and young people are valued, nurtured and encouraged.

Every morning that a child comes into school represents another opportunity to learn something new or experience something different.

In Nottingham we aim to provide the right environment in our classrooms for their creativity to flourish.

We are continually reviewing the demand for places in schools across all parts of the city. Over time the number of places required in different neighbourhoods does change and we are working with all local authority school governing bodies and academy trusts to ensure that the admission numbers for all schools reflect the needs of all communities. This supports our schools to offer the best possible education for pupils.

The increasing number of pupils attending schools rated Good and Outstanding by Ofsted demonstrates they have a strong platform to fulfil their aspirations and full potential. Although the Council doesn't have direct responsibility for academies, we take a keen interest in all schools, work in close partnership with them and champion Nottingham children regardless of the school they attend.



Our pledge is that, working with you, we will offer your children exciting learning experiences and opportunities. We promise to work tirelessly to achieve the best possible outcomes for every single child in Nottingham.

Yours truly,



Cllr Cheryl Barnard
Portfolio Holder for Children, Young People and Schools *



Nicholas Lee
Director of Education Services

*Portfolio holder correct at the time of publication. Subject to change.
Consult www.nottinghamcity.gov.uk for up to date information on office holders.

STEP 1

Understanding the admissions process

The aim of the co-ordinated admissions scheme is to make the process easier by allowing parents and carers to list their preferences in order of priority, on the online or paper application form.

You do not apply direct to any school, unless it is a private or independent school. The scheme also makes sure that every parent or carer living in Nottingham city who has applied for a school place for their child by the closing date receives not more than one offer of a school place by Nottingham City Council on the national offer day. You can apply easily online at www.nottinghamcity.gov.uk/e-admissions. A paper form to fill in yourself is available on request.

If you do not live in Nottingham city, you must contact your home local authority (the local authority for where you live) to apply for a school place, even if you want to apply for a Nottingham city school.

Applications for infant, primary or junior school:

If you live in Nottingham city and your child will be starting infant or primary school or moving up from infant to junior school, you must apply to us for a school place through the coordinated admissions scheme. In order of priority, list up to four school preferences for infant and primary schools, and up to three school preferences for junior schools, including schools in other local authority areas.

Applications for secondary schools:

If your child will be going to secondary school, you must apply for a school place through the co-ordinated admissions scheme. All applications from people living in Nottingham city for places in year 7 at secondary schools in the city or neighbouring authorities such as Nottinghamshire are co-ordinated by the local authority. List up to six school preferences, in order of priority, including schools in other local authority areas.

The Law

You have a legal right to tell us which school you would prefer your child to go to. This is not the same as having a choice and automatically getting a place for your child at that school. However, most children will be offered a place at a school listed as a preference on their application, unless their parent/carer has not used all their preferences.

We provide you with information to help you apply online and, if you need it, individual advice on the admissions process, a guide and a form. We will always offer your child a place at the school you listed highest in your preferences if there is a place available. In some cases, a school receives more applications than it has places available. If that happens, we will offer places according to each school's admissions criteria, which can be found on the schools website or www.nottinghamcity.gov.uk/admissionarrangements.

Understanding the admissions process

Admissions authorities must manage school admissions in line with the School Standards and Framework Act 1998, the Education and Inspections Act 2006 and the School Admissions Code. All parents and carers must fill in an application to ask for a place at the school they would like their child to go to, even if it is the catchment school (the school your child would be most likely to be offered a place at considering your home address).

The way in which school places are offered must be clear and fair. Make sure you read the admissions criteria to understand how they will apply to your child and your application.

Infant class sizes

There are rules relating to infant class sizes, which say that no infant class may contain more than 30 pupils with a single qualified teacher. We cannot offer your child a place at an infant/primary school if this would mean there would be more than 30 pupils in that class.

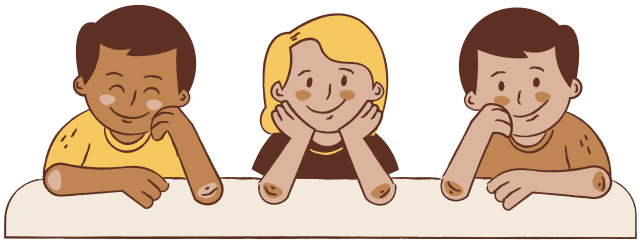
When will children start infant or primary school?

All children whose birthday is between 1 September 2021 and 31 August 2022 will start school in September 2026, even though they may not yet be five years old. You will be able to delay your child starting school if you feel they are not ready for full-time school in September. The law says all children must receive full-time education no later than the start of the term after their fifth birthday. This is known as compulsory school age. Parents and carers can ask the head teacher if they would like their child to go to school part-time until they reach compulsory school age.

If you would like to delay your child starting school until they reach compulsory school age, you should arrange this with the head teacher of the school. You will still need to apply for a school place by the closing date, i.e. 15 January.

However, if your child's fifth birthday falls between 1 April and 31 August, delaying your child starting school until they reach compulsory school age would result in your child starting school in a different admission year and missing out on their reception year. In this case, your child could not be given a reception place at the school during the 2026 - 2027 school year and you would have to apply for a place in year 1 during the summer term 2027. If you are thinking of this option please contact us for advice.

Parents/carers may request admission for their child outside their normal age group – see page 15 for further details.



STEP 2

Decide which schools to apply for

Before you list your school preferences on your application, you should consider which schools you would like your child to go to and whether your child has a realistic chance of getting a place at these schools.

What to consider when deciding about schools

There is no substitute for seeing things yourself. The best way to decide how well a school might suit your child is to go and see it for yourself. That way you are not relying on rumours that are often incorrect and out of date. Most infant, junior and primary schools are happy to arrange a time for you to visit them.

Most secondary schools hold open evenings or sessions, details of which can be found on our website at www.nottinghamcity.gov.uk/schooladmissions. Alternatively you can contact the schools you are interested in to find out details of these sessions. We believe this provides a very good opportunity for you to get the feel of schools and we strongly encourage you to attend. Contact details of all schools can be found by visiting www.get-information-schools.service.gov.uk

• **Get a copy of the schools' prospectuses**, by contacting each individual school. Each prospectus contains information about the values of the school, the curriculum, and details of pupils' achievements. It also contains information about the school's dress code, discipline policy and other general information.

• **If your child has special educational needs and disabilities (SEND)** can these be met at a mainstream school? If not you will need the support of the SEND team (see page 29 for more information).

• **If your child has a physical disability** find out if your preferred school(s) is suitable as not all our school buildings are currently able to provide full access for disabled pupils.

• **Think about how your child will get to and from school -** it is your responsibility to make sure your child can get to and from school. See page 30 for more details on travelling to school.

• The best way to assess your child's chances of getting a place at a school you prefer is to **study that school's admissions criteria** and check which schools were oversubscribed (had more applications for places than they had places available) last year.

• Places in Nottingham city primary community schools will be **offered to applicants who live in the school's catchment area first** (see the admissions criteria on page 27 and 28). You can check your catchment school via our interactive checker on www.geoserver.nottinghamcity.gov.uk/primarycatchment

• If you want to apply for a place at a school that was oversubscribed last year, but you do not live in the catchment area for that particular school, find out how many children who lived outside the catchment area were offered a place last year.

The further away from the school you live, the less likely you are to be offered a place.

Decide which schools to apply for

Some schools have specialist places (for example performing arts or technology) and your child may need to take a test if you are applying for one of these places. Ask yourself whether your child has an aptitude for the subject being tested. If you name a school as a preference and you would like your child to be considered for one of their specialist places, they will have to sit an aptitude test at the academy during October and **you must contact the academy directly by the end of September to arrange this.**

If you do not, your child cannot be considered for a technology place. Pupils who are offered a place under the specialist criterion will still follow the same curriculum as all other pupils in the academy.

What happens next?

If your child sat the aptitude test you will be sent a letter by the academy prior to the closing date for applications to advise you of either the outcome or ranking of your child's test.

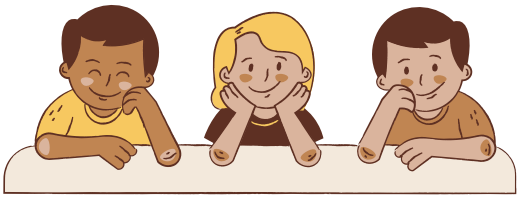
If the outcome of the technology test is that your child has passed the test or has a high ranking, this does not mean they will be offered a technology place at the academy. It means they will be considered for a technology place along with other applicants in this criterion, provided you have named the school in your application and ticked the Specialist Technology box on that application.

We strongly recommend that you use all of your preferences and do not name a school more than once (if you do this it will count as only one preference and you will have lost the opportunity to name other schools). Naming only one school does not increase your chances of getting a place at that school. If you do not use all your school preferences and it is not possible to offer a place at your preferred school(s) your child may be offered a place at a school you do not want.

An alternative offer may be made when it is not possible to offer a place at any of the schools named on the parent's application, so a place is offered at an alternative school that still has places available.

If you are considering applying for a place at Dunkirk Primary or Heathfield Primary, you cannot apply for a particular site. As these schools are run from two sites, if your child is offered a place, the school will use their own allocation process for determining the site for your child. This will be communicated to you by the school following the initial allocation of places.

We recommend that at least one of the schools you list as a preference on your application form should be a school where you are sure that your child will meet one of the higher admissions criteria. This is likely to be your catchment school. Most parents and carers are happy for their child to go to their catchment school, and this is the school where your child will be given priority for a place, so we strongly recommend you consider listing it as one of your preferences. If you do not name your catchment school on your application, there may be no places left at that school if you decide to apply for a place there later.



Decide which schools to apply for

Make sure you fill in your online application or return a common application form (and any supplementary forms you are asked to fill in if you are applying for a church school) by the closing date.

Please consider your preferences for schools very carefully before filling in your application, as it will not be possible to change the order of your preferences at a later date and it may not be possible to offer your child a place at a different school if you change your mind after the closing date.



If your preferences are not realistic, we may not offer be able to offer your child a place at any of your preferred schools and we may offer your child a place at a different school instead.

There is no guarantee of a place at your catchment school as it will depend on the number of applications we receive and the number of places available.





STEP 3

Apply for a school place

You'll need to make a note of your username and password to apply online.

When to apply

The deadlines for applying for a school place are as follows:

31 October -
Secondary school place (apply between 18 August 2025 and 31 October 2025)

15 January -
Infant, junior or primary school place (apply between 3rd November 2025 and 15 January 2026)

If we receive your application after the closing date, this will reduce your chances of getting a place at your preferred school, particularly if it is popular. If your child already goes to a primary school and is in year 2, they will stay at this school until they are 11, and this information does not apply to you.

Requests for admission outside the normal age group

• Parents/carers may request admission for their child outside their normal age group. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances.

• Parents are required to make an application for their child's normal age group at the usual time (i.e. by 31 October for secondary and by 15 January for primary) but should also submit a request for admission out of the normal age group at the same time. Applications will not be considered beyond the offer dates (1st March for secondary and 16th April for primary) without exceptional circumstances (refer to policy for more).

• The relevant admission authority will be required to make a decision on which age group the child should be admitted to. One admission authority is not required to honour the decision made by another admission authority on admission out of the normal age group.

• If the request is agreed by all admission authorities, the application for the normal age group may be withdrawn before a place is offered. Parents will then need to make a new application for reception/ Foundation 2 as part of the main admissions round for the following year. The application will then be considered alongside other applications received and determined against the admission arrangements.

• If the request to be admitted out of age group is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it.

A copy of the Council's accelerated/delayed school admissions policy can be found under the relevant academic year section, at **www.nottinghamcity.gov.uk/schooladmissions.**

Apply for a school place

How to apply

The quickest and easiest way to apply for a school place is to go online at www.nottinghamcity.gov.uk/schooladmissions and follow the instructions.

You will need a valid email address to apply online. It is completely safe and secure to apply online, you can make changes to your application right up to the time of the closing date and we'll send you an email to confirm that we have received your application.

If you don't have access to the internet, you can use the computers at most Nottingham city libraries and children's centres. Some schools may also allow you to use their computers to apply.

A paper form to fill in yourself is available on request.

Naming your schools

Fill in your application and list up to:

• four infant or primary schools; or

• three junior schools; or

• six secondary schools.

Give us details (including the date of birth) of any brothers or sisters who already go to the schools you have listed as preferences or a linked infant or junior school and who will still be on roll at the schools in September of the admission year.

Having a place at a nursery school does not guarantee your child a place in the linked infant or primary school. You still need to apply for a place at the school on the online or paper application form.

If you are applying for a place at Bluecoat Aspley Academy, please confirm whether you are applying for one of the 'specialist' technology places. You must contact the academy directly by the end of September to arrange for your child to sit the technology test. If you do not, your child cannot be considered for a technology place.

Supplementary forms

If you are applying for a place at a Nottingham city church school/academy, you may also need to fill in a supplementary form.

You can get these forms from the relevant school/academy or at www.nottinghamcity.gov.uk/schooladmissions

Please remember that the supplementary form is not a valid application on its own − you must also fill in an online or paper application.

Send your supplementary form straight to the church school/academy you are applying for, do not send it to us. If you are applying for a voluntary-aided school, trust school, foundation school or academy outside Nottingham city, you need to contact that school to check if you need to fill in a supplementary form.



Apply for a school place

Sending your application to us

When you apply online, make sure you click 'submit' at the end of the application.
If you fill in a paper application, sign and date the form and return it by the closing date to:

School Admissions Team
Loxley House
Station Street
Nottingham
NG2 3NG

Acknowledgement

If you apply online, we will send you an email straight away telling you we have received your application.

If you apply by filling in a paper form, we will send you a reply in writing when we have received it. If you do not hear from us within 10 days, call us on 0115 841 5568.

If you do not get a reply letter it means we have not received your application form or maybe we do not have your correct address. We will only consider your application if we have sent you an acknowledgement, even if you have delivered it by hand or sent it by recorded or special delivery (proof of postage is not proof that we received your form).

If you do not get a reply letter at least one week before the closing date, it is your responsibility to follow this up and call us on 0115 841 5568.

If we have not received your application and you make another application after the closing date, we will consider this to be a late application.

This will reduce your chances of your child being offered a place at your preferred school.

Nursery applications

If you want to apply for a nursery school place, you need to contact the head teacher of the nursery. For more information, please call the Families Information Service on Freephone 0115 876 5910 (calls from mobile phones may be charged at the network provider's standard rate).

Pupil's home address

We consider a 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 and which their parent, carer or guardian owns, leases or rents under a lease or written rental agreement.

If more than one person has parental responsibility for the child and those people live in separate homes, we will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).

If the child lives at two separate homes for an equal length of time, we will ask parent/carers to select the address they wish to be considered before proceeding with an application. If you live or move into the catchment area of a school that you have listed as a preference and which has a history of being oversubscribed, we may need documents from you to prove that you live in the catchment area.

Apply for a school place

Proof of your child's home address

In some circumstances, you may be requested to provide proof of your child's home address. If you are unable to provide it when requested, 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.

If requested, you will need to provide one piece of evidence from each of the three categories listed below as proof of your home address. This is because we give priority to pupils who live within the catchment area and we need to avoid offering places to people who have claimed their child lives in the catchment area of a school when in fact they do not. Please send photocopies of the documents listed below, do not send originals.

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 six months).

Category 3

• A copy of your bank statement dated within the last six months; or

• A copy of a utility bill (gas, water or electricity bill, but not mobile phone bill) dated within the last six months.

We will not accept informal living arrangements with family and friends unless there are exceptional circumstances (in which case we will need to see proof of the exceptional circumstances).

Fraudulent applications

We take the issue of fraudulent applications very seriously. If we receive any information alleging that an application has been made fraudulently we will investigate and will require parents to provide additional proof of address. If we find out that we have offered your child a place based on incorrect, fraudulent or misleading information we will withdraw that offer of a place.

Fernwood Secondary School

When applying for the Fernwood School, you must submit a council tax bill only as proof of residency. Applicants applying from addresses in the catchment will not be considered as such unless a council tax bill, dated within the last 6 months is provided alongside the application.

Late applications

If we receive your application or any changes to your preferences after the closing date, we will deal with your application after national offer day. **This may mean that we cannot offer your child a place at one of your preferred schools.**

Under exceptional circumstances, we (and other admissions authorities) may be willing to accept applications as on time which we receive late.

Examples of exceptional circumstances include if the application is from:

• a family who are returning from living abroad;

• a single parent who has been ill for some time; or

• a family who is moving into Nottingham from another area.

Details of exceptional circumstances must be given in writing and attached to the application when submitted. Each case will be treated on its merits.

Apply for a school place

If you think there are exceptional circumstances which mean we should accept a late application from you, you must attach written details to your application form. We will consider each case individually. Please note that where we do accept a late application under exceptional circumstances, we will still consider your child's home address to be where they were living at the closing date for applications.

If you send us your application before the closing date and you then send in a late application for different schools, because you are still applying for a school place in the same academic year, we will add these to your existing preferences assuming the later submitted preferences are your new higher ranked school amending the order accordingly. For example, if you applied for four primary schools before the closing date and then applied for three different primary schools after the closing date, they would be your new first, second and third preferences. We will deal with these after the national offer date.

Fair access protocol

Under the 2021 School Admissions Code, all local authorities must have a fair access protocol to make sure they offer a school place quickly to children and young people who are vulnerable or considered hard to place in school. The School Admissions Code says that all schools and academies must take part in their local authority's fair access protocol, even if they are already full to make sure that all schools in an area have their fair share of vulnerable and challenging pupils.

Admissions authorities check each application to decide if it should be considered through the fair access protocol. For full details of our fair access protocol and the categories of children it covers, please visit www.nottinghamcity.gov.uk/schooladmissions

Please remember that the fair access protocol does not apply to year 6 pupils moving up to secondary school in September or joining school for the first time in Reception.

Help and advice

If you would like any help or advice about applying for a school place, please call us on 0115 841 5568.

Under the School Admissions Code, all local authorities must have a fair access protocol.



STEP 4

Find out the outcome of your application and what to do next

How we decide which school to offer your child a place at

Each school has a published admission number, which is the number of places it has available in the intake year (reception year for infant and primary schools and year 7 for secondary schools). We show the admission number for each school in the schools directory later in this booklet.

After the closing date, we will treat your applications for each of the schools you have listed as separate applications and will consider them all equally. We will process all requests for places at Nottingham city community schools. If you have listed any other city schools as preferences, or schools in another local authority, we will send details of your application to the relevant admissions authority for them to consider against the school's admission criteria.

They will send us their decision. We will not tell the other admissions authorities the order you have ranked your preferences in during the decision-making process.

If a school receives more applications than it has places available, this means the school is oversubscribed and places are offered using the school's admissions criteria. If there are too many applications in a single criterion for city community schools, we will give priority to those who live closest to the school, measured (using a computerised geographical information system) in a straight line from a point in the school grounds to a point in your home (as the crow flies).

We will offer only one school place to your child as follows:

a) If it is possible to offer your child a place at only one of the schools you listed as preferences, we will offer them a place at that school.

b) If it is possible to offer your child a place at two or more of the schools you listed as preferences, we will offer them a place at the school you ranked highest from the schools we could offer them a place at.

c) It is possible that we may not be able to offer your child a place at any of the schools you have named, although this is less likely if you have included your catchment school as one of your preferences.

You do not have to name your catchment school if you do not want your child to go to that school. However, you should remember that if it is not possible for us to offer a place for your child at any of your preferred schools, the only schools with places available at the end of the admissions process may be some distance away from your home and you may be responsible for the cost of getting your child to school (see 'Travelling to school' on page 30).

Find out the outcome of your application and what to do next

If it is not possible to offer your child a place at any of the schools you listed as preferences the local authority will offer your child a place at your catchment community school (if there is one for your child's address) if places are still available. If there are no places available, a place will be offered at the next nearest Nottingham city school or academy where the governing body has authorised the local authority to make offers on their behalf, if this is the nearest school and if places are available.

For secondary school applications, where it's not possible to offer your child a place at any of your preferred schools it may not always be possible to offer your child an alternative school place. Where possible a place may be offered at the next nearest Nottingham city community school or academy as detailed above, however any such offer may not be made until May or June in the application year.

This is why it is important to ensure that at least one of your preferences is for a school where your child meets one of the higher admission criteria for that school.

If you have not applied for a school place we will only offer your child a place after we have offered places to people who have made an application.



Accepting the place we have offered your child

If you have applied online, you will receive an email from us on the offer day (or next working day) to tell you the outcome of your application.

Parents and carers who apply using a paper application form will be sent a letter to tell them the outcome of their applications on the offer day (or next working day).

These letters will arrive in the post 2-3 days after the offer day. Please wait until you receive your decision email or letter - do not phone us for your decision as we cannot give decisions over the phone.

You no longer need to let us know whether or not you want to accept the school place we have offered to your child.

We will automatically assume acceptance of your offer. If for any reason you wish to decline the offer you have received, you will need to contact us.

You can do this online via our Frequently Asked Questions (FAQs) and Contact Form at www.nottinghamcity.gov.uk/schooladmissions.

We will only withdraw a place offered if we are satisfied that the child is going to be in receipt of education. This could be confirmed home education, or through obtaining another school place.

This is a safeguarding measure to prevent children being without a school place.

Your right of appeal

If we turn down your application for a place at a community school, you can appeal to an independent appeal panel. This is dealt with by the School Appeals Team in our Democratic Services Department, who are independent of Education Services. More information is available at www.nottinghamcity.gov.uk/schoolappeals

Appeals against infant class sizes

We may turn down your application for a place in an infant class because the class size would go above 30 if any more pupils were accepted. Appeal panels can only grant a place in very limited circumstances. Your appeal is only likely to be successful if the panel is satisfied that either:

• we would have offered your child a place if we had followed the published admissions arrangements properly; or

• the decision to refuse your child a place was not one which a reasonable admissions authority would have made in the same circumstances.

The refusal letter/email we send you will tell you if we have refused your child a place because of infant class size.

All appeals

If you decide to appeal, you can complete an appeal form online at www.nottinghamcity.gov.uk/schoolappeals, where you will also find information explaining the procedure for appealing and what will happen at the appeal. Alternatively, you can ask for a copy of the information and/or appeal form by phoning 0115 841 5568.

Appeals for applications made on time (by the closing date of 31 October) for places in year 7 are likely to be heard during May and June. Appeals for applications made on time (by the closing date of 15 January) for places in reception year are likely to be heard during June and July.

Appeals for late applications for places in year 7 and reception and for applications into other year groups will be heard within 30 school days of being made.

The full timetable for hearing appeals is published on the aforementioned website.

The School Appeals Team will tell you when the appeal panel will hear your appeal and will send you detailed guidance notes about the appeal hearing.

You can contact the School Appeals Team on 0115 876 4302 or email them at school.appeals@nottinghamcity.gov.uk.

You can also contact the Children's Legal Centre who provide free legal information, advice and representation to children, their families and carers on state education, including admissions appeals. Their website is www.childrenslegalcentre.com

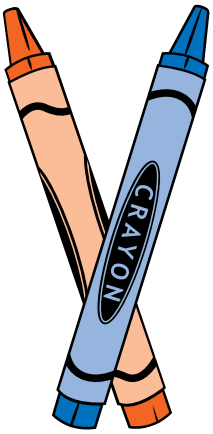
Parents, the local authority and the schools involved must accept the appeal panel's decision as final.

The Director of Education Services or his staff, city councillors or even members of Parliament cannot change the decision.

Repeat applications

If you have applied for, and been refused, a place at a community school, we will not consider another application for this school for a place in the same school year unless there has been a significant change in your circumstances since you made your original application.

Examples of significant changes in your circumstances may include significant medical or social reasons, not simply a change of address. If you believe you have a strong case, please write to us and send us proof of the change in your circumstances. We may be able to reconsider your application.



Waiting lists

We will only put your child's name on a waiting list for each city school that they have been refused a place at if that school is ranked higher (in your list of preferences) than the school they have been offered a place at or, if you have asked us in writing to do this, we will put their name on the waiting list of a school that is ranked lower than the school they have been offered a place at.

Priority on the waiting list will depend on which of the admissions criteria your application meets. Waiting list arrangements should be clear and fair, and must not give priority based simply on the date the application was added to the list.

If late applicants have a higher priority under the admissions criteria, they will be placed higher on the waiting list than those who have been on the list for some time.

Your child's place on the list may move up or down. If we have put your child's name on a waiting list, we advise you not to raise your hopes about the likelihood of your child being offered a place.

If school places become available, we will fill these places from the top of the waiting list.

If we offer your child a place at a higher-ranked school than the one they were originally offered, we will remove their name from the waiting list for lower ranked schools. Putting your child's name on a waiting list does not affect your right to appeal against an unsuccessful application.

Year 7 waiting list - waiting lists must be kept open for year 7 until the end of the Autumn term only (December).

If your child does not have a school place at this point you should contact us as we have details of schools with places available and we will help you decide on another school for your child.

Reception year waiting list – waiting lists must kept open until the end of the Autumn term (December).

For community schools, waiting lists will be kept open until the end of June each year and parents/carers may be contacted periodically to confirm that they wish their child's name to remain on the waiting list.

APPLYING FOR A SCHOOL DURING THE SCHOOL YEAR

This information is about applications to change schools between 1 September and 31 August (these applications are known as in-year transfers).

Nottingham City Council co-ordinates in-year admission requests for all community schools but not for all academies in Nottingham city.

If you wish to apply for a school place part way through the school year at a Nottingham city school or academy, please check our website for details of how to do this.

For details of how to apply for an in-year transfer to schools in Nottinghamshire County Council's area contact the County Council (email admissions.ed@nottscc.gov.uk or telephone 0300 500 8080).

Moving house

If you move house during the school year, we will be able to tell you which is the catchment school for your new address (if there is a catchment school for your address). This is the school where your child will have a higher priority for a place.

If your catchment school has a history of being oversubscribed and you want to apply for a place at that school, you may be asked to provide documents to prove that you and your child are living in the catchment area

The School Admissions Team can help with information about all our community schools and their oversubscription status. This means that there were more applications than places available in the year group. Please remember that other schools may become oversubscribed at a later date as a result of late applications received after the closing date.

Please remember that moving into the catchment area of a school will not guarantee your child a place at that school if the school is already full.

Moving to a different school

Moving your child to another school may affect their education and achievement. We strongly recommend that you keep your child at the school they are at where possible. Many things that worry parents, carers and children can be settled without the need to move schools. Talking to your child and staff at your child's school should avoid the need for your child to change school.

You should read the 'Summary guide to in-year admission arrangements' before applying for a change of school. You can get a copy of these guidance notes from our website at www.nottinghamcity.gov.uk/schooladmissions, or by contacting us.

If, after discussing the situation with your child's head teacher, you still feel that changing school is the best option for your child, you must fill in an application form to apply for a place in a different school.

How to apply for a place may vary depending on which school or academy you wish to apply for. If you are applying for a Nottingham city community school you can apply online at www.nottinghamcity.gov.uk/schooladmissions or you can get a paper form from us.

Details of how to apply for individual academies can be found on our website at www.nottinghamcity.gov.uk/schooladmissions or by contacting us or the academy directly.

For community schools, usually the last day for transfers to take place will be during the summer half term. If we receive your application for a transfer in the second half of the summer term, we will only consider offering your child a place for September.

If you are applying for a Nottingham city church school or academy, you should also fill in the relevant supplementary form which you can get from the relevant school.

You should return the supplementary form to the church school/academy you are applying for, do not send it to us. Please remember to fill in an application form; a supplementary form on its own is not a valid application. If you are applying for a school outside Nottingham city, you should ask that school whether you need to fill in a supplementary form.

While you are waiting to transfer your child from one school to another, they must continue to go to their current school. If they do not, the school may involve the Education Welfare Service.

In-year waiting lists - community schools

Despite operating a Year 6 waiting list for Nottingham city community schools, we do not encourage pupils in Year 6 to change school because this seriously affects their chances of success in these important years of their education.

If your child is refused a place at any community school, we will put your child's name on a waiting list for each of those community schools that is ranked higher (in your list of preferences) than the school you have been offered a place at or, if you have asked us in writing to do this, for a community school ranked lower than the school they have been offered a place at.

Priority on the waiting list will depend on which of the admissions criteria your appplication meets.

Waiting list arrangements should be clear and fair, and must not give priority based simply on the date the application was added to the list. If later applicants have a higher priority under the admissions criteria, they will be placed higher on the waiting list than those who have been on the list for some time.

Your child's place on the list may move up or down. If we have put your child's name on a waiting list, we advise you not to raise your hopes about the likelihood of your child being offered a place. If school places become available, we will fill these places from the top of the waiting list.

If we offer your child a place at a higher-ranked school than the one they were originally offered, we will remove their name from the waiting list for lower ranked schools.

Putting your child's name on a waiting list does not affect your right to appeal against an unsuccessful application.

For in-year transfer processes, your child's name will stay on the waiting list until the end of June, unless removed during a waiting list cleanse whereby we write to parents/carers to confirm that they wish their child's name to remain on the waiting list.

This does not affect your right of appeal against our decision. Children who are entitled to a school place under our fair access protocol must take priority over those on any waiting list (see page 19).

In-year waiting lists - other schools/academies

Other admissions authorities may hold a waiting list. If they do, it will be in line with their own arrangements. Contact the school or academy concerned for details.

SCHOOL INFORMATION

Types of schools in Nottingham

Different types of schools will have different arrangements for admission. As the local authority, we maintain a number of the schools in the city.

Community schools

We (Nottingham City Council) are the admissions authority for these schools and are responsible for offering or refusing places. Individual schools and head teachers are not allowed to offer or refuse places at these schools. The admissions arrangements set out in this booklet apply mainly to community schools.

Academies

Academies are all-ability schools set up by sponsors from business, faith or voluntary groups working with partners from the local community.

The academy trust is the admissions authority and is responsible for offering or refusing places.

Please note that the local authority does not have accountability for academies. The accountability line for academies is to the Secretary of State via the Regional Schools Commissioner.

Free schools

Free schools are funded by the government but aren't run by the local authority. They have more control over how they do things. They're 'all-ability' schools, so can't use academic selection processes like a grammar school. Free schools can set their own pay and conditions for staff, change the length of school terms and the school day and they don't have to follow the national curriculum.

Single-sex education for girls

The Nottingham Girls' Academy is an academy which provides single-sex education for girls between the ages of 11 and 18. The academy trust is the admissions authority and is responsible for offering or refusing places.

For information about all schools within the city, regardless of school type, you can find it at;

www.get-information-schools.service.gov.uk

This service has all the contact details, website, admission numbers, governor and head teacher details and is a statutory requirement for schools to maintain.

Please visit this link for all the information you require about schools in Nottingham.



ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

The following arrangements apply to all community schools in Nottingham City. All the admissions arrangements for own admission authorities (e.g. academies) can be found at www.nottinghamcity.gov.uk/admissionarrangements .

If a school is oversubscribed (there are more applications than there are places available) and applicants are equal in terms of which criteria they meet, we will offer places to the children who live closest to the school first. This is measured by a computerised geographical information system in a straight line (as the crow flies) from a point on the school site to a point at the pupil's home.
Where two or more pupils are equal in all respects and it is not possible to differentiate between them, we will draw lots to decide who to offer places to (this will be supervised by someone independent of us).

For children who have a Statement of Special Educational Need or an Education, Health and Care (EHC) Plan, we will always offer a place at the school that is named in the child's statement or EHC Plan. This will reduce the number of places available for other children.

Brothers or sisters – sibling connection

For admission purposes, we consider a sibling connection to relate to any of the following:

• A brother or sister (who share both parents)

• A half-brother or half-sister (where two children share one parent)

• A stepbrother or stepsister (where two children are related by a parent's marriage or civil partnership)

• Adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

We do not consider a sibling connection to relate to any of the following:

• Cousins or other family relationships not included above

• Brothers and sisters who will not be on roll pupils at the preferred school on 1 September of the admission year (intake admissions) or who do not have a sibling already on roll at the preferred school during the year (in-year admissions).

• Brothers and sisters on roll in the nursery attached to the school.

Other admissions authorities may use different definitions of a sibling connection.

If we receive applications for twins, triplets and so on, we will try to offer places in the same school, even if this means that a school would have more than the planned admission number. If this is not possible, we will ask you which child (or children) you would like the place (or places) for. You will still have the right to appeal against our decision to refuse one (or more) of your children a place.



ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

We use the admissions criteria set out below to offer places at Nottingham city community primary schools.

1 We will first offer places to pupils Looked After by the local authority or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangements, or special guardianship order including children who were previously in state care outside of England and who ceased to be in state care as a result of being adopted. 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. An adoption order is an order under 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 '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).

2 We will then offer places to children who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who have a sibling already attending the school and whom is expected still to be on roll at the proposed date of admission of the applicant sibling.

3 We will then offer places to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.

4 We will then offer places to children who live outside the catchment area, whose parents have requested a place at the school and who, at the closing date for applications, have a sibling already attending the school and whom is expected still to be on roll at the proposed date of admission of the applicant sibling.

5 We will then offer places to other pupils who live outside the catchment area whose parents have requested a place at the school.

***** Applications in the category below must be supported by a written statement from a doctor, social worker or other relevant professional. This is necessary because you will be asking us to assess your child as having a stronger case than other children. Each case will be considered on its merits by Nottingham City Council.

We may decide to override numbers 2 to 5 of the above criteria and give priority to a child who has special educational needs that can only be met at a specific school (for example, where the school has specialist provision); or has medical, mobility or social needs that can only be met at a specific school.

Please remember that going to a school's nursery does not guarantee your child a place at the main primary school. If the school has more applications than places available, we will follow the admissions criteria set out on this page.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

How are special needs identified?

Some children's special educational needs and disabilities are identified at a very early age. Health professionals, early years settings and education support services will work together to share information and provide support for these children.

When children start to receive a formal education, the staff working with them (SENDCO, teachers and teaching assistants) are responsible for identifying any children with special educational needs and disabilities. They will also make arrangements to meet those needs.

By the time children approach the move to secondary school, information about their special educational needs and disabilities is generally well known and understood and the relevant schools make robust transition arrangements in preparation for the move.

However, if your child has special educational needs and disabilities, the move from primary to secondary school should always be supported by the Special educational needs and disabilities co-ordinator (SENDCO) or another member of staff at your child's junior or primary school and the SENDCO at the secondary school working together to ensure that the transition goes ahead smoothly.

What is the local authority policy?

Nottingham City Council's local policies follow national policies and guidelines in the great majority of cases, children with special educational needs and disabilities (SEND) will have their needs effectively met in mainstream schools. Only a very small minority will require a special school.

In a number of mainstream schools, resources are in place to meet certain types of special educational needs. This is called **focus provision.**

Special schools cater for children with very severe and complicated needs. Children who go to special schools have an Education, Health and Care Plan (EHC). Their parents or carers will have chosen for them to go to a special school rather than a mainstream school and this will have been agreed by the SEN Service.

Our special schools are developing new ways of linking with mainstream schools.

What should you do if your child has a physical disability?

If your child has a physical disability, needs help moving around school, or needs some other physical support, it is helpful to think at an early stage about the schools your child is likely to go to.

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

You can get more information from the Special Educational Needs Service on their webpage, by phone on 0115 876 4300 or email; special.needs@nottinghamcity.gov.uk

Alternatively you can contact the Ask Us Service (formerly Parent Partnership) on **0800 121 7772.**

The Ask Us Service works with parents and carers of all pre-school and school-aged children, and with young people up to the age of 25 with special educational needs and disabilities. There are more contact details for the Ask Us Service on page 34, and you can find more information on their website at **www.askusnotts.org.uk.**

TRAVELLING TO SCHOOL

We would prefer all children to walk or cycle from home to school to encourage exercise and promote children's health and well-being. We do not guarantee to provide free travel to school and you should take this into account when choosing your school. Please see the conditions below for free travel to school.

• If a pupil's address does not have a catchment school, then under the Home to School Transport Policy the nearest school to the pupil's address will be classed as their designated catchment school for school transport purposes.

• A walking distance measurement carried out by the School Transport team is a measurement taken from the pupil's home address to their place of education using any walkable public right of way or access.

Infant, junior and primary schools

Most children who go to their catchment primary school will live well within walking distance and so do not qualify for help with transport costs.

You are responsible for making sure your children can get to and from school and for paying any transport costs involved.

However, help with travel costs may be available to eligible pupils who go to their catchment school or a nearer available school and live further away from the school than the maximum walking distance.

The maximum walking distances (measured using computerised software) for children at primary school are as follows:

• Two miles for pupils aged 5 to 7

• Three miles for pupils aged 8 to 11

• Two miles for pupils aged 8 to 11 from low-income families

If we refuse your child a place at their catchment school and they go to the next nearest school, this becomes their catchment school for the purpose of assessing whether they qualify for help with transport costs.

Pupils from families on a low income (those families that are entitled to free school meals or receive the maximum level of Working Tax Credit) may be entitled to help with travel costs to and from school, if they go to their catchment school or the nearest available primary school to their home, and this school is at least two miles away from their home (walking distance). You will need to provide evidence to show that you are entitled to help.

If your child qualifies for free transport because you are on a low income, they will only receive free transport for this school year.

You must apply again for future school years. If there is a change in personal circumstances that means you are no longer considered to be on a low income, we may withdraw your child's entitlement to free transport for the following school year.



TRAVELLING TO SCHOOL

Younger children do not usually travel to school on their own and so would not normally be eligible for help with travel costs unless they have significant special educational needs. If we agree that your child has a special transport need, we may provide help with travel in one of a variety of ways, for example, Independent Travel Training, a bus pass, a mileage allowance, minibus or in exceptional cases a taxi.

If we provide help with travel and your child usually travels on their own, we may ask you to travel with them. Another form of travel assistance is Independent Travel Training where your child would be supported by an Independent Travel Trainer or their school to learn to travel independently to and from school and would be provided with a bus pass to enable them to do so.

If there is a group of children travelling together, we may provide someone to travel with them dependent on age and need. If you decide to send your child to a school that is further away than the nearest appropriate school with available places, we will not provide help with travel.

We will continue to review your child's special transport needs and any help we provide is likely to change over time, for example, as your child gets older we may help them to learn independent travel skills and provide training and support so they can use public transport and travel independently.

If you think your child may have a special transport need, please contact the Special Educational Needs and Disabilities Team on 0115 876 4300 or email special.needs@nottinghamcity.gov.uk.





EXTRA HELP FOR CHILDREN AND FAMILIES

School attendance

A full-time education will give your child the best possible start in life. By law, you must make sure your child receives an appropriate education. Most children receive their education by going to school regularly.

The Education Welfare Service works with schools and academies to promote attendance and reduce absence by supporting pupil's regular attendance. Parents/carers who fail to ensure regular attendance at school are referred to the Education Welfare Service and may be at risk of being prosecuted in the Magistrates Court. Education Welfare Officers are able to provide help, support and guidance to children, young people and families with all aspects of school attendance.

For help with and advice on all school attendance matters, contact your child's school or The Education Welfare & EOTAS Service (phone 0115 876 2965 or email educationwelfareservices@nottinghamcity.gov.uk).

Free school meals and milk

Midday meals are available in all schools. Your child may qualify for either a free two-course meal or, where the school has a cafeteria service, items up to the price of a school meal, if you receive qualifying benefits or status.

All children receive free school milk up to their fifth birthday. Children who are eligible for free school meals may be entitled to receive free milk up to the end of the term in which they reach their seventh birthday. If you would like to apply for free school meals for your child (or children) and they will be going to a city school, you should contact the Pupil Benefits Team on 0115 915 4084 or email pupil.benefits@nottinghamcity.gov.uk. For more information, please contact the Pupil Benefits Team. Phone: 0115 915 4084 between 8.30am and 1.30pm Monday to Friday.

Universal infant free school meals

Since September 2014 all children in reception year, year 1 and year 2 at statefunded schools in England have been eligible for free school meals, as part of the national Universal Free Infant School Meals scheme.

It is important, however, that all parents who qualify register for free school meals as this will enable your child's school to claim "pupil premium allocation". The pupil premium is additional funding given to publicly funded schools in England to raise attainment. This additional funding for schools can help to buy new equipment and resources.

If your child will be attending a school within the Nottinghamshire County Council boundary, you should contact Nottinghamshire County Council.

USEFUL INFORMATION AND CONTACTS

Nottingham City Council Children & Adults
Loxley House
Station Street
Nottingham
NG2 3NG
Tel: Main switchboard 0115 915 5555

Useful Websites:

Nottingham City School Admissions:
www.nottinghamcity.gov.uk/schooladmissions

Information about schools:
www.get-information-schools.service.gov.uk

Interactive Catchment Area Checker:
www.geoserver.nottinghamcity.gov.uk/primarycatchment

Nottingham Schools Trust:
www.nottinghamschoolstrust.org.uk

Nottingham City School Appeals Team:
www.nottinghamcity.gov.uk/schoolappeals



The School Admissions Team
LH Box 14
Tel: 0115 841 5568
www.nottinghamcity.gov.uk/schooladmissions

Children & Families Information Service:
Tel: 0115 8765910
Email: fis@nottinghamcity.gov.uk
Website: www.asklion.co.uk

Special Educational Needs and Disabilities Team
Tel: 0115 876 4300
Email: special.needs@nottinghamcity.gov.uk

The School Transport Team
Tel: 0115 876 5049
Email:transport.team@nottinghamcity.gov.uk

Education Welfare & EOTAS Service:
Tel: 0115 876 2965
Email: educationwelfareservices@nottinghamcity.gov.uk

To apply online and get general information about the school admissions application process visit **www.nottinghamcity.gov.uk/schooladmissions**

Choice Advisors
Choice Advice aims to help and support parents, carers and children to make the best and most realistic preference of school. The Choice Advice Service offers impartial, independent advice about schools as well as helping parents/carers to complete the admissions application form. Although Choice Advisors can give advice, they do not make any decisions for parents/carers and they cannot guarantee a place at any school. Choice Advisors in Nottingham are based within the Families Information Service. The service works across the city offering information, advice and help to parents and carers about a wide range of childcare and family support issues. The Families Information Service is part of Nottingham City Council. For more information or to contact The Families Information Service, please call 0115 8765910.

Elective Home Education
In England, the law states that the responsibility for a child's education, whilst they are within the age of compulsory education (currently 5-16), rests with their parents. Nottingham City Council respects that some parents legally choose to educate their children outside school. When parents decide to electively home educate, they take on any costs involved and provide resources themselves. Nottingham City Council does not provide tutors, work for children to do, or financial assistance. We will, however, advise you on educational matters if requested and signpost you to universal services, e.g. Health and Futures.
We also give information about finding other local home-educating families, for group activities and parent-to-parent informal support. For more information about school attendance and EHE contact the Education Welfare & EOTAS Service on details above.

USEFUL INFORMATION AND CONTACTS

Nottingham City School Appeals
If you have been refused a place for your child at a city community school and you would like to appeal, further details can be found on our website at;
www.nottinghamcity.gov.uk/schoolappeals

To check that your appeal form has been received and when the appeal will be held, contact:

School Appeals Team
LH Box 28
Loxley House
Station Street
Nottingham
NG2 3NG
Tel: 0115 876 4302
Email:
school.appeals@nottinghamcity.gov.uk

If you have been refused a place for your child at a non-community city school and would like to appeal, please contact the school/academy directly to check that your appeal form has been received and when the appeal hearing will be held.

Nottingham & Nottinghamshire Refugee Forum
Tel: 0115 960 1230
Email:
info@nottsrefugeeforum.org.uk
Website:
www.nottsrefugeeforum.org.uk

Pupil Benefits
Information about meals, clothing or footwear:
Loxley House
Station Street
Nottingham
NG2 3NG
Tel: 0115 915 4084
Email: pupil.benefits@nottinghamcity.gov.uk

Ask Us (formerly Parent Partnership)
Information about education for all preschool and school-aged children, and with young people up to the age of 25, with special needs and disabilities:
Tel: 0800 121 7772
Website: www.askusnotts.org.uk

Diocesan Education Service
Information about admission to Catholic schools:
The Diocesan Centre
Mornington Crescent
Mackworth
Derby
DE22 4BD
https://www.dioceseofnottingham.uk/

Southwell & Nottingham Diocesan
Information about admission to Church of England schools:
Board of Education
Jubilee House
8 Westgate
Southwell
Nottinghamshire
NG25 0JH
Tel: 01636 814 331
Email: reception@southwell.anglican.org
Website: www.southwell.anglican.org/education/

Information on membership of Churches Together in England
Website: www.cte.org.uk

Child Law Advice - part of the Coram Group
Providing free legal information, advice and representation to children, their families and carers on state education, including admissions appeals. You can contact them by calling 0300 330 5485, or by visiting their website at www.childlawadvice.org.uk

USEFUL INFORMATION AND CONTACTS

Information about schools in Nottinghamshire County
(outside the city boundary)

Applications for admission to these schools are considered by Nottinghamshire County Council.

If you wish to make a telephone application call 0300 500 8080. For other admissions enquiries, their contact details are:
Nottinghamshire County Council Admissions Group
Children and Young People's Services
School Admissions Team
Meadow House
Littleworth
Mansfield
Nottinghamshire
NG18 2TA
Tel: 0300 500 8080
Website: www.nottinghamshire.gov.uk

Department for Education
Information on school performance in city schools:
Email: online.publications@prolog.uk.com
Website: www.gov.uk/government/organisations/department-for-education
View the latest Ofsted report for schools
Website: www.reports.ofsted.gov.uk/
Search for schools/academies: www.compare-school-performance.service.gov.uk
Website: www.get-information-schools.service.gov.uk

The National Careers Service
Tel: 0800 100 900
Text: 07766 413 219
Website: www.nationalcareers.service.gov.uk

Education and Skills Funding Agency (ESFA)
How to complain about an academy.
Website: www.gov.uk/government/organisations/education-funding-agency



Futures
For expert careers advice if you're:
• 16-18 and NOT in education, employment or training
• 18+ and unemployed
• looking for help with choices, next steps, job hunting and exam results advice
Contact Futures at:
57 Maid Marian Way
Nottingham
NG1 6GE
Tel: 0800 085 8520
Drop in service: 10am - 3pm Mon - Fri
Website: www.futuresadvice.co.uk
Email: info@futuresadvice.co.uk

CHECKLIST

This checklist sets out all the steps you need to take for your child to be offered a school place, whether they are starting school for the first time or changing from one school to another.

Our website provides full information on everything you need to know about applying for a school place. An interactive map shows the primary catchment school for your address along with other schools.

- ➜ Check which is the catchment school for your home address either online at www.nottinghamcity.gov.uk/schooladmissions or by telephone 0115 841 5568. ☐
- ➜ Find out about your catchment school and visit the school. ☐
- ➜ Request details of other schools and arrange a visit. ☐
- ➜ Read the admissions criteria in this booklet and at www.nottinghamcity.gov.uk/admissionsarrangements. This will help you decide whether your application will receive a high priority. ☐
- ➜ Check which schools were oversubscribed ☐
- ➜ Think about how your child will get to and from school. ☐
- ➜ Find out if you can get help with travel costs, see pages 30 to 31. ☐
- ➜ Apply online at www.nottinghamcity.gov.uk/schooladmissions and remember to include details of any older brothers or sisters already at the school you name on your application form and the school(s) they attend. ☐
- ➜ Attach proof of address if required, see page 18. ☐
- ➜ Submit your online application or send your completed form by the closing date. ☐

School Admissions Team
Loxley House, Station Street, Nottingham NG2 3NG

Tel: 0115 841 5586

If you are viewing the information in a printed format, it was right at the time of publication. Please do not assume that there will be no changes to this information throughout the academic year. Please keep up to date via our website.

Nottingham City Council