Nottinghamshire County Council

Admissions to schools

Guide for parents

2020-2021

Applying for school places in-year

Apply online at: **nottinghamshire.gov.uk/admissions**

Foreword

Welcome to Nottinghamshire's Admissions to schools: Guide for parents.

This guide contains a wide range of information and advice to help you understand when and how to apply for a school place for your child.

To make it easier for you to find the information relevant to your application, this guide focuses on:

- Applying for school places in-year – if you are applying to move your child during the academic year.

Unlike applications for intake rounds (reception, year 3 transfer to junior, primary to secondary transfer) in-year transfer applications are not all coordinated by the local authority and you do not have to apply through your home local authority. Nottinghamshire County Council has a coordinated in-year admissions scheme for all community and voluntary controlled schools with an option for own admission authorities to join on a voluntary basis. Therefore, it is important to read all the supporting information in this guide and check on our website for information about where to apply.

We continue to build on the past successes of Nottinghamshire's schools in raising attainment and increasing progress for all our pupils. We are determined to ensure that all our children and young people really do have the opportunity to fulfil their potential, whatever their background. We work in partnership with schools, children, young people and their families to help achieve this. We are keen to work with you to ensure that your child's education is a positive and enriching experience.

It is essential that you review the oversubscription criteria for each of your preferred schools carefully to confirm the priority that will be given to your application if there are more applications than places available. Making informed choices will maximise the likelihood that you will be able to secure one of your preferred options.

We strongly recommend that you:

- refer carefully to the oversubscription criteria for your preferred schools
- use all 4 preferences
- include at least one preference for a school where your child will have high priority within the admission oversubscription criteria.

Please take every opportunity to contact or visit schools for more information and to help you decide which 4 schools you and your child would like to apply for.

Further information about schools, the number of places available and how places are allocated is contained in **Admissions to schools: School information**, available at www.nottinghamshire.gov.uk/admissions

Colin Pettigrew
Corporate Director,
Children and Families

Councillor Philip Owen
Chairman,
Children and Young People's Committee

School holidays

	September 2020						October 2020						November 2020					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
T	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

	December 2020						January 2021						February 2021					
M		7	14	21	28			4	11	18	25		1	8	15	22		
T	1	8	15	22	29			5	12	19	26		2	9	16	23		
W	2	9	16	23	30			6	13	20	27		3	10	17	24		
T	3	10	17	24	31			7	14	21	28		4	11	18	25		
F	4	11	18	25			1	8	15	22	29		5	12	19	26		
S	5	12	19	26			2	9	16	23	30		6	13	20	27		
S	6	13	20	27			3	10	17	24	31		7	14	21	28		

	March 2021						April 2021						May 2021					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
T	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	June 2021						July 2021						August 2021					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	31
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
T	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

School holidays Public holidays Administration day

This pattern gives 195 working days for staff, including the administration day on Tuesday 1 September 2020. A total of 4 in-service training days for staff will be taken by each school from the 194 term days given above, leaving 190 term days for pupils.

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In-year admissions

Nottinghamshire County Council has a well-established in-year scheme for application for admission to Nottinghamshire community and voluntary controlled schools, and some own admission authority schools have chossen to join this scheme.

You should only apply through Nottinghamshire County Council for those schools participating in the scheme, full details of schools and where to apply are available at www.nottinghamshire.gov.uk/admissions

If you wish to apply for a school that is not listed in the scheme you should contact the school directly for details on how to apply.

For schools outside of Nottinghamshire, you should contact the relevant local authority who will be able to advise you how to apply for a school place.

Please remember that applications can only be discussed with the applicant or the agreed contact.

For schools participating in Nottinghamshire County Council's in-year coordinated scheme applications can be made up to 6 weeks before the place is required at the preferred school.

Become a school governor

A number of schools across Nottinghamshire are in need of volunteer governors to join their governing bodies. School governors are critical to the effective running of schools. This is an excellent opportunity for you to make an enormous difference to children in your local community.

If you are interested in finding out more about vacancies please visit www.nottinghamshire.gov.uk or email governors@nottscc.gov.uk

Things to consider before making your application through Nottinghamshire County Council's in-year coordinated scheme

If your child lives in Nottinghamshire you can check if there is a catchment area school for the home address by visiting www.nottinghamshire.gov.uk or by telephoning 0300 500 80 80. Nottinghamshire County Council cannot guarantee that information obtained from other third-party sources will be accurate.
The address you give on your application must be the one at which your child is permanently living. Remember to notify the school admissions team if you move house.
Read the admission oversubscription criteria for your preferred schools to see whether your preferences will receive a high priority.
Check whether you need to complete a supplementary information form or provide additional supporting information, particularly when applying for an academy, foundation, studio, trust, voluntary aided or voluntary controlled school. Supplementary information forms are available at www.nottinghamshire.gov.uk or by visiting individual school websites.
Remember to include details of any brothers or sisters who will be attending your preferred schools and check the admission oversubscription criteria to see whether this gives your preferences a higher priority.
Consider how your child will get to and from your preferred schools and whether you would be eligible to apply for travel assistance.

Making your application

- Use all 4 preferences naming the schools in the order your most prefer.
- Include any additional information with your application.

Where possible your child should continue to attend the current school until an admission date has been agreed.

Making your preferences

Before making your preferences, it is important that you consider carefully which schools you would like your child to go to.

You should check the admission oversubscription criteria for all your preferred schools. **Admissions to schools: School information 2020-2021** gives a summary of the admission oversubscription criteria for all Nottinghamshire schools. If there are more applications than places available, the first criterion will represent the group of children most likely to get a place at that school. The last criterion will represent the group of children least likely to get a place.

The standard admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools can be found at www.nottinghamshire.gov.uk/admissions

We recommend that you **use all 4 preferences** and at least one of the preferences on your application should be for a school where you are sure that your child will meet one of the higher criteria for admission. Once you have decided which 4 schools to apply for, you need to list them in order starting with the one you would most like your child to attend. Your preference order is very important.

Remember:

- living in the catchment area, moving into a catchment area or having a brother or sister attending a school does not guarantee that your application will be successful
- if you have not moved house, you should talk to your child's current headteacher before making an application
- your child should continue to attend their current school until an alternative school place has been offered and an admission date has been agreed
- if you have moved house, you may be required to provide proof of residence so that the County Council can verify the address of your child
- you should tell us if your child will have a brother or sister attending your preferred schools or the linked school
- **tell us if your child is looked after by a local authority or was previously looked after**
- **list the schools in order starting with the one you would most like your child to attend**
- check the school name carefully as some schools have similar names - it is your responsibility to make sure the application is completed correctly
- **check whether you also need to complete a supplementary form or provide additional information**
- **the address you give on your application must be the one at which your child is permanently living.** We will not accept a business address, the home of a relative or a child minder's address, even if your child stays there for all or part of the week. If your child spends time at two different addresses, you should use the main place of residence.

For Nottinghamshire community and voluntary controlled schools distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Nottinghamshire County Council's computerised distance measuring software. Other admission authorities may measure differently.

Remember when considering your preferences that you are responsible for getting your child to school. Information on transport is available on page 19 and at www.nottinghamshire.gov.uk/schooltravel

Requesting special consideration

If you are requesting special consideration, you must provide additional information for your application to be considered fully.

Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or other relevant professional stating why a particular **school is the only school which could cater for the child's particular needs**. The evidence must be presented at the time of application.

If it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority after looked after and previously looked after children. If the school is oversubscribed the application will have priority on the waiting list after the initial allocation of places.

The appropriate designated officers will consider each case and determine the allocation of any such place on the basis of written evidence. Admission under special circumstances will have priority over all but the first numbered criterion.

Taking up a place

Places offered must be taken up as quickly as possible. In all cases the place must be taken up by the start of the next half term, unless the place is offered in the summer term 2021 when the place must be taken up before the end of that term. If places are not taken up within these timelines, the offer of a place may be withdrawn.

Waiting list

For community and voluntary controlled schools in Nottinghamshire, waiting lists are held for year groups reception to year 5. These are held in admission oversubscription criteria order until 31 May 2021. Parents requiring a place for the following academic year must reapply.

Applying

Online at www.nottinghamshire.gov.uk/admissions

- You will need an email address to register.
- Once you have completed your online application, **remember to submit it**.
- If you make any changes to your application you must also **resubmit** otherwise it may not be processed correctly.

Other ways to apply

- Contact our customer service team on 0300 500 80 80 to make an application over the telephone or to request an application form.
- Download an application form from www.nottinghamshire.gov.uk/admissions

You can make an application up to 6 weeks before the required start date. An application can only be made by a person with parental responsibility. When making your application we recommend that you state up to 4 preferences, starting with the school you most prefer. Please be aware that the application can take up to 20 school days to be processed. Your child should continue to attend their current school until an admission date has been agreed.

You can check which schools participate in Nottinghamshire County Council's in-year coordinated scheme at www.nottinghamshire.gov.uk/admissions For all other schools, you should contact the school directly.

Supporting information

Some schools require additional information such as a letter from a minister, in order to apply their admission oversubscription criteria. Please check the **Admissions to schools: School information 2020-2021**, available at www.nottinghamshire.gov.uk to see whether you need to complete a supplementary form or provide additional information. You must remember to send any supporting information to the correct admission authority at the time of application.

In addition, if you think that your preferred school is **the only** school which could cater for your child's particular needs, you must provide additional supporting evidence with your application for consideration by the designated officers.

This would be written evidence from a doctor, social worker or other relevant professional stating the reasons why this is **the only** school which could meet your child's needs.

If your child has a physical disability that affects their mobility you should speak to the headteacher of the school you prefer before making any final decisions. Alternatively, you can contact the Integrated Children's Disability Service for further advice (0115 804 1275).

Remember you should still make 4 preferences as providing additional information and requesting a place under special circumstances does not guarantee that you will be allocated a place at that school.

Where a school has more applications than places available, it is considered to be oversubscribed. The admission oversubscription criteria are used to decide the order in which places can be allocated.

Home address/moving house

The address you give on your application must be the one at which your child is permanently living at the time of application. We will not accept a business address, the home of a relative or a childminder's address. This address may need to be verified and we may ask you for proof.

It is your responsibility to let us know if you move house. This is very important. If you move house after you have submitted your application it may affect how your application is considered against the school's admission oversubscription criteria. It is important that we receive this information as soon as possible so that your application can be processed correctly.

If we do not receive this information, we will use the original address given on your application for the purposes of allocating a school place.

If you have moved into Nottinghamshire within the last 6 weeks and we have been unable to offer a place at any of your preferred schools, your child may be allocated an alternative offer, if your current school is not within a reasonable distance. This may be a place at your catchment school or next closest Nottinghamshire school where a place is available and may be further away than the schools you have preferred. An alternative offer does not affect your right to appeal for any school where you have been refused.

Next steps

If you apply online an email will be sent notifying you that your outcome is available. You will need to log in to the application service to view the outcome for each of your preferences.

All other applicants will be notified by letter posted second class. You should receive a decision regarding the outcome of your preferences within a maximum of 20 school days of your application being received by the school admissions team.

Fair Access Protocol

Paragraph 3.11 of the School Admissions Code 2014 states that: "all admission authorities must participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol".

Nottinghamshire County Council will continue to work in partnership with schools, parents and carers to ensure fair access arrangements for children and young people in vulnerable circumstances, including those at risk of exclusion or excluded from school (paragraph 3.15 of the School Admissions Code 2014 gives details of the categories).

How places are allocated

All schools have a published admission number (PAN). This is the number of school places that must be offered in each relevant age group in a school.

Applications for in-year admissions will be considered in relation to the PAN which applied when the year group was first admitted to the school, also considering infant class size restrictions where relevant.

Where there are more applications than places available, the admission oversubscription criteria are used to decide how places are allocated.

Admissions to schools: School information 2020-2021 gives details of the PAN for all Nottinghamshire schools and the admission oversubscription criteria that are used to decide how places are allocated when there are more applications than places available.

If any preferences are for an academy, foundation, free, studio, trust, or voluntary aided school, we will send the details to the correct admission authority for consideration against their published admission oversubscription criteria. Please remember that you can only apply to Nottinghamshire County Council for schools which participate in the in-year coordinated scheme. Details of schools which participate in the scheme are available at www.nottinghamshire.gov.uk/admissions

Preferences are considered against the individual school's admission oversubscription criteria and schools are not told the order of preferences. When a place can be offered at more than one of the schools listed on an application, we will offer a place at the highest preferred school where a place is available. This is for all preferences whether they are for academy, community, foundation, free, studio, trust, voluntary aided or voluntary controlled schools. When any preference is offered, lower preferences will be withdrawn through the coordinated scheme.

Example of how Nottinghamshire County Council's in-year coordinated scheme works

Robin has moved into the ***catchment*** area of a popular school, The Green Primary School.

Robin's parents submitted the following preferences for schools which participate in Nottinghamshire County Council in-year coordinated scheme.

Rank	Preference	Criteria summary	Places available	Application outcome	Waiting list
1	The Blue Academy	Lives out of catchment area	No	No	Yes
2	The Green Primary School	Catchment school	Yes	Yes	N/A
3	The Red VA School	Lives out of catchment area	Yes	N/A	N/A
4	The Orange School	Out of catchment	No	N/A	N/A

Preference 1

There is no place available in the relevant year group at The Blue Academy.

Preference 2

There is a place available in the relevant year group at The Green Primary School.

Preference 3

There is a place available in the relevant year group at The Red VA School.

Preference 4

There is no place available in the relevant year group at The Orange School.

Places could be offered at both The Green Primary School and The Red VA School. The local authority communicates the decision to offer a place at The Green Primary School as Robin's parents ranked this school higher than The Red VA School. Preferences 3 and 4 are withdrawn as a higher preference has been met. Robin is then placed on the waiting list for The Blue Academy and offered the right of appeal.

Next steps

When will I know if my child has a place at one of my preferred schools?

If you apply online an email will be sent notifying you that your outcome is available. You will need to log in to the application service to view the outcome for each of your preferences.

For all other applicants a letter will be sent by second class post.

If you apply by telephone or by completing a paper application, the outcome of your preferences will be sent to you by letter.

All letters are posted second class and no outcomes can be given over the telephone.

All outcomes will give details of who to contact for further information.

Do I need to accept an offer of a place?

You will be asked whether you wish to accept the place offered. We recommend that you always accept the offer of a school place, this will not affect your right of appeal for a place at any school where you have been refused. Some admission authorities may withdraw the offered place if a parent fails to inform the County Council of their acceptance of the offer within 14 days.

What if all my preferred schools are oversubscribed?

Most children are offered a place at one of their preferred schools. If your child is refused a place at your preferred school(s) you have a right to appeal.

If it is not possible to offer any of your preferences, the County Council may make an "alternative offer" of a school place that is further away from your home address.

Parents sometimes think that making only one preference will ensure that a place is allocated at that school, but that is not the case and children are not automatically offered a place at their catchment area school. If there is no place available at your preferred school(s), an alternative offer will be made at the nearest school with places available. If all places at other schools close to your child's home address have been allocated, the alternative offer may be for a school which is a distance away. In the event of schools becoming oversubscribed through this process, places are allocated with reference to the school's admission oversubscription criteria. An alternative offer reduces the likelihood of any child being left without a school place and does not affect your right to appeal for a place at any school where you have been refused.

How do I appeal?

You have the right to appeal to an independent appeal panel if you are not happy with the outcome of your application. If you wish to appeal, please go to www.nottinghamshire.gov.uk or telephone 0300 500 80 80.

Infant class size appeals

Infant classes must not contain more than 30 pupils with a single school teacher. When an infant class has already reached the legal limit of 30, appeal panels can only offer a place in **very limited circumstances**.

Waiting lists

For community and voluntary controlled schools, waiting lists are held for all applications for admission to reception to year 5 where the number of applications received is greater than the number of available places in the relevant year group. Children's names will only be added to a school's waiting list if they are refused a place. Waiting list for all community and voluntary controlled schools within Nottinghamshire are maintained until 31 May 2021.

The order of places on a waiting list is decided by the admission oversubscription criteria for the school. No reference will be made to the date we receive your application or whether you have chosen to appeal.

Positions on a waiting list may change. If other applications are received that have a higher priority within the admission oversubscription criteria, they will be placed above applications that have been on the list for some time. If a place becomes available, it is offered to the child who is top of the waiting list at that time. It is not possible to predict when (or if) a place will become available for a child at a particular school.

Your order of preference is very important. If your child is offered a place at a higher preferred school, their name will be removed from any waiting lists for lower preferences.

Some own admission authorities that participate in Nottinghamshire County Council's in-year coordinated scheme may hold a waiting list. You will need to contact the school directly for information about their waiting list.

Please remember that applications can only be discussed with the applicant or the agreed contact.

Change of address

It is your responsibility to let us know if you move house and when you have moved.

If you move house after you have submitted your application, it may affect how your application is considered against the admission oversubscription criteria.

As confirmation of the home address, you will need to provide one piece of information from each of the following:

Evidence 1 - child's name and home address
- all pages of child benefit letter (no more than 12 months old) or a universal credit letter/print out
- all pages of child tax credit award notice for the current financial year
- medical letter or prescription that is no more than 3 months old.

Evidence 2 - applicant's name and home address
- tenancy agreement
- current financial year's council tax letter or statement.

Evidence 3 - applicant's name and home address
- bank statement, no more than 3 months old
- driving licence
- utility bill, no more than 3 months old.

If you do not provide this information, we will use the original address given on your application for the purposes of allocating a school place.

Each year a few parents use false information on their application to try to increase their chance of getting a place at their preferred school. We will investigate any applications where there are doubts about the information provided and we undertake random checks to verify that information provided by parents is genuine.

If we receive an application where the address is proven to be fraudulent, any offer based on that address may be withdrawn.

Providing misleading or fraudulent information on an application could also constitute an offence which might result in the County Council starting legal proceedings against the person providing a false statement.

Children of UK service personnel (UK armed forces)

For families of service personnel with a confirmed posting to an area, or crown servants returning from overseas to live in the area, Nottinghamshire County Council will require an official letter declaring a relocation date and a Unit postal address or quartering area address in order to consider the application correctly against the admission oversubscription criteria.

This must be provided at the time of application.

If you know that you will be moving house, into or within Nottinghamshire, and need further advice, please contact us 0300 500 80 80.

General information

Special educational needs and disability

The Integrated Children's Disability Service is responsible for placing children with an Education Health & Care (EHC) Plan.

The Integrated Children's Disability Service has prepared specific guidance for the parents and carers of children and young people with an EHC Plan. A copy of this will be sent those parents in August 2019 if your child is due to have a key stage transfer in the 2020-2021 academic year. The guide which explains the process and timelines for key stage transfers is also available online at www.sendlocaloffer.org.uk

What if my child has special education needs but does not have an EHC Plan?

Nottinghamshire's SEN and Inclusion Strategy (available at www.nottinghamshire.gov.uk) describes the way in which support is provided for children with SEN in mainstream schools. Each individual school will also describe the arrangements that it makes to support pupils with special educational needs in its SEN Policy. The SEN Policy should be available electronically on the school's website, to be downloaded and/or in hard copy from the school on request.

If your child does not have an EHC Plan then their school placement will be co-ordinated under the same arrangement as for children who do not have special educational needs.

What if my child has a physical disability that affects their mobility?

Some schools require adaptations in order to enable pupils with a physical disability to access teaching environments.

Not all schools currently have suitable access and there are some schools where it may not be possible to provide full access for pupils who use a wheelchair or have other specific needs. The County Council is adapting as many mainstream schools as possible.

The schools with a wheelchair symbol, in **Admissions to schools: School information 2020-2021**, have told us that they are at least 75% accessible to children in wheelchairs. You should, however, always visit a school to check that arrangements are suitable for your child.

School premises are constantly being adapted so it may be wise to speak to the head teacher or the Special Educational Needs Coordinator (SENCO) of the school you are considering before you make any final decisions. Details about a school's accessibility should be set out in the school's SEN Policy (or may be a separate plan linked to the SEN Policy).

Your child's mobility difficulties may mean that the catchment school is not suitable. If this is the case and your circumstances meet the criteria within the Home to School Transport Policy, your child may be entitled to transport support. If necessary we will provide free home to school transport or travel assistance to the school we think is the nearest suitable school.

For more information on services and accessible schools for children with physical disabilities, please contact the Fountaindale Physical Disability Specialist Services 01623 792857.

Admission of children outside the normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools.

Nottinghamshire residents should submit a request in writing to the admission authority as early as possible. The admission authority will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of: the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (that is, the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of the normal age group it is the parent's responsibility to request admission out of the normal age group again when they transfer to junior or secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Vaccination (immunisation)

Vaccination is the most effective way of keeping children protected against infectious diseases. Vaccines are available free on the NHS for all eligible children via the school immunisation team. Further information is available on the NHS choices website https://www.nhs.uk/conditions/vaccinations/childhood-vaccines-timeline/

If you are unsure whether your child is up to date with their immunisations, please contact your GP practice.

Transport to school

The County Council is committed to reducing the number of car journeys that pupils take travelling to and from school and has developed a sustainable school travel strategy.

Getting to school

The County Council's strategy encourages schools to develop a travel plan which helps to reduce congestion around schools, increase the safety of children on the school journey and promote the use of sustainable travel modes. Sustainable travel means walking, cycling, car-sharing and the use of public transport.

Many schools have initiatives in place to help keep congestion to a minimum. Check with the school whether there is a car-sharing scheme, 'walking bus', 'park and stride' or other initiative to help with the school journey.

Home to school transport

Many parents want their child to go to a local school which is within reasonable walking distance. It is your responsibility to accompany your child on the school journey if you deem it necessary.

For full details about eligibility for travel assistance, see the Home to School Transport Policy Statement at www.nottinghamshire.gov.uk/schooltravel/

Applying for school travel assistance

- the quickest way is to make an online application at http://www.nottinghamshire.gov.uk/education/travel-to-schools/under-16-school-travel-assistance/apply-for-under-16-travel-assistance
- contact our customer service team on 0300 500 80 80 to make an application over the telephone.

If your child is eligible for free travel assistance they will be provided with a travel pass for either a school bus service or public transport. If neither of these is available we may provide a grant for you to make your own travel arrangements.

If your child is not eligible for free travel assistance but you would like your child to travel to school by bus, you may be able to buy a season travel pass from us. For more information please call 0300 500 80 80.

For more information visit www.nottinghamshire.gov.uk/schooltravel

Special transport needs

Some pupils with SEN and disabilities may be entitled to special transport arrangements. Wherever possible and appropriate, pupils with SEN and disabilities should be treated in the same way as those without - that is, in general, they should walk to school, travel on public transport or be taken by their parents/carers.

A special transport need may arise where your child:

- lives within the walking distance but can not walk/ travel safely to school even if accompanied by a parent/carer
- is unable to use public transport when accompanied by a parent/carer.

If you think your child has a special transport need, please go to www.nottinghamshire.gov.uk/education/travel-to-schools/special-transport-needs

It is your responsibility for getting your child to school and applying for transport if you think you are eligible.

Specialist support

The achievement and equality team

The service provides specialist support, advice and guidance to schools to enable them to meet the needs of the following pupils and their families: black and minority ethnic pupils, bilingual learners, Gypsy Roma and Traveller pupils.

The team provides guidance to schools around the management of prejudice-based incidents, including those which are based on race, religion, disability, gender reassignment and sexual orientation. Training around race equality and cultural diversity is available on request from schools. The team works with many partners, including the local authority anti-bullying coordinator to support schools to be more inclusive.

Staff work with schools and agencies across Children's Services to ensure that children and young people from black and minority ethnic (BAME) backgrounds are able to access their entitlement to the full range of educational opportunities on offer and make the most of their potential.

The team also provides support to school staff in relation to the needs of:

- refugee and asylum seekers
- pupils new to English and systems of the UK
- advanced bilingual learners
- specific individuals/groups of BAME pupils at greater risk of underachieving or at greater risk of exclusion than other groups
- housed and highly mobile Travellers.

For help and advice on any of the achievement and equality support services, please email: ecas@nottscc.gov.uk

Elective home education

This is considered by some parents as an alternative to sending their child to a school. Any parent wishing to undertake this must ensure that their child receives an efficient full-time education suitable to age, ability and aptitude and to any special educational needs.

Elective home education advisers work in partnership with parents to ensure that children are being suitably educated under the provision of section 7 of the 1996 Education Act. The County Council has outlined the responsibilities associated with this aspect of educational provision in Elective Home Education in Nottinghamshire Guidance Notes for Parents available at www.nottinghamshire.gov.uk Alternatively, you can contact the Elective Home Education team on 0115 977 2573 or by email ehe@nottscc.gov.uk

Private foster carers

There is a legal requirement to notify Nottinghamshire County Council of private fostering arrangements in order to ensure the safety of Nottinghamshire children. If you have not already done so please contact MASH and speak to an advisor who will be able to provide you with more information. Telephone 0300 500 80 80 or email mash.safeguarding@nottscc.gsx.gov.uk

Extra help for families

Universal infant school meals

There is a statutory requirement for state-funded schools in England to provide free school meals to all pupils in reception, year 1 and year 2.

Free school milk

The eligibility criteria for free milk entitlement is exactly the same as for free school meals. Where LAs or schools provide milk, it must be free to children whose parents are in receipt of the same support payments as for free school meals.

Free school meals

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earning from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on (paid for the four weeks after the person stops qualifying for Working Tax Credit)

For information about how to apply visit www.nottinghamshire.gov.uk or contact us on 0300 500 80 80.

Transitional protection

Children eligible for free school meals who are transferring between schools do not need to reapply. Children will continue to receive free school meals until the end of transitional protection. If your child is transferring to a school outside of Nottinghamshire you need to contact the relevant local authority.

Additional funding for your child's school

It is important that all parents who receive one of the benefits listed above register for free school meals as this will enable the child's school to claim pupil premium allocation. The pupil premium is additional funding given to publicly funded schools in England to raise attainment.

In the 2019-2020 financial year, schools will receive:

- £1,320 for each eligible primary-aged pupil
- £935 for each eligible secondary-aged pupil.

We may be able to assist with transport to your allocated school

Children aged 8-11 from low income families are entitled to free transport if they live 2** miles or more from their nearest qualifying (catchment area) school. Free transport to a preferred school is only available if that school is 2 miles or more from home and closer than the catchment school.

Children aged 11-16 from low income families are entitled to free home to school transport to one of their three nearest qualifying (catchment or preferred) schools between 2 and 6 miles*** from their home address.

This could include cross-border schools and any other Nottinghamshire school, within that distance range.

Children aged 5-11 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2 and 20 miles from their home address.

Children aged 11-16 from low income families are entitled to free home to school travel to the nearest suitable school preferred on grounds of religion or belief, where the school is between 2** and 25*** miles from their home address.

**distance is measured by using the shortest available walking route.
***distance is measured using the shortest vehicular route.

Low income is defined as being eligible for free school meals (see qualifying criteria) or in receipt of the maximum level of working tax credit.

For help and advice on any of these services please telephone 0300 500 80 80 or visit www.nottinghamshire.gov.uk

School uniform

Each school decides whether to have a school uniform and what items or colours children should wear. You will find details in the school's prospectus or on the school's website. The school will also tell you what games kit your child will need. The County Council does not have a scheme to assist parents in purchasing uniform or clothing, other than in exceptional circumstances.

Definitions

Some admission authorities use definitions that are different from those of Nottinghamshire County Council. It is important, therefore, that you read the relevant determined admission arrangements for individual schools carefully.

Nottinghamshire County Council, as an admissions authority, uses the following definitions for all community and voluntary controlled schools.

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, Nottinghamshire County Council will accept a Unit postal address or quartering area address for a service child.

Looked after and previously looked after children

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes:

- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Children who were previously in state care outside of England (looked after by a public authority, religious organisation or another provider of care whose sole purpose is to benefit society, such as orphanages or other settings).

Parent

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility.

If those with parental responsibility are unable to agree on the preferences received by Nottinghamshire County Council, it may be necessary for parents to obtain further legal advice. Nottinghamshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Nottinghamshire County Council will establish where the child lives for the majority of the time.

Sibling (brother or sister)

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Remember that if you are applying for an infant or junior school place and you have another child attending the linked infant or junior school, you must include them as a sibling on your application if this will give you higher priority in the admission oversubscription criteria. For the purposes of admissions, attending the school means being on roll at the time of admission.

Multiple births (twins, triplets etc)

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

Infant class size

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher.

The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2014 (section 2.15) sets out these exceptions.

This information is also available at www.dfe.gov.uk

Contact us

You can get in touch with us Monday to Friday, 8am to 6pm in the following ways:

Telephone: 0300 500 80 80 calls cost no more than calls to standard geographic numbers (01 or 02) and will also be included in inclusive minutes and discount schemes.

Minicom: 01623 434993

Email: enquiries@nottscc.gov.uk

Or you can write to School Admissions Team, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TA.

If you require this information in an alternative language, large font, braille, audio tape or text only version, please call 0300 500 80 80.

Ask us gives impartial advice, information and support about education issues to parents and carers of children with special educational needs and disabilities living in the area. For full details visit www.nottshelpyourself.org.uk

Other contacts

Dioceses

Hallam (Catholic schools in Retford, Worksop, Harworth)
Education Officer, Diocesan School Department, Diocese of Hallam Pastoral Centre, St Charles Street, Attercliffe, Sheffield, S9 3WU.
Telephone: 0114 256 6401
www.hallam-diocese.com/schools

Nottingham (other Catholic schools in Nottinghamshire)
Diocesan Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD.
Telephone: 01332 293833
www.nottingham-diocesan-centre.org.uk

Southwell (Church of England schools in Nottingham & Nottinghamshire)
Diocese of Southwell and Nottingham, Jubilee House, Westgate, Southwell, Nottinghamshire, NG25 0JH.
Telephone: 01636 817235
www.southwell.anglican.org/education

Neighbouring local authorities

City of Nottingham:
The Schools Admissions Team, LH Box 14, Loxley House, Station Street,
Nottingham, NG2 3NG.
www.nottinghamcity.gov.uk
Email: schooladmissions@nottinghamcity.gov.uk
Telephone: 0115 841 5568

Derbyshire:
Admissions and Transport Team, School Road, Whittington Moor, Chesterfield, S41 8LJ.
www.derbyshire.gov.uk
Email: admissions.transport@derbyshire.gov.uk
Telephone: 01629 537479

Doncaster:
Civic Office, Waterdale, Doncaster, DN1 3BU
www.doncaster.gov.uk
Email: customer.services@doncaster.gov.uk
Telephone: 01302 736000

Leicestershire:
School Admissions, Room 100B, Pen Lloyd Building, Children and Family Services, County Hall,
Glenfield, Leics, LE3 8RF.
www.leicestershire.gov.uk/school-colleges-and-academies/school-admissions
Email: admissions@leics.gov.uk
Telephone: 0116 305 6684

Lincolnshire:
The School Admissions Team, County Offices, Newland, Lincoln, LN1 1YL.
www.lincolnshire.gov.uk/parents/schools/school-admissions
Email: schooladmissions@lincolnshire.gov.uk
Telephone: 01522 782030

North Lincolnshire:
The School Admissions Team, People Directorate, Hewson House, PO Box 35, Station Road,
Brigg, DN20 8XJ.
www.northlincs.gov.uk
Email: admissionstoschool@northlincs.gov.uk
Telephone: 01724 297133 or 01724 297134

Rotherham:
Riverside House, Main Street, Rotherham, S60 1AE.
www.rotherham.gov.uk/schools
Email: admissions.enquiries@rotherham.gov.uk
Telephone: 01709 823777

Nottinghamshire County Council

W nottinghamshire.gov.uk
E enquiries@nottscc.gov.uk
T 0300 500 80 80

School Admissions Team, Meadow House,
Littleworth, Mansfield, Nottinghamshire NG18 2TA

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