

2012-2013 - TRANSFER FROM PRIMARY/JUNIOR EDUCATION TO SECONDARY SCHOOL - SEPTEMBER 2012

for children born between
1 September 2000 and
31 August 2001

Important Dates

Closing date: 31 October 2011
Offer date: 1 March 2012
Appeals: July 2012
Waiting list closes: 31 December 2012

Apply on-line at www.nottinghamshire.gov.uk/schooladmissions

You will need your child's UID number which is printed on the enclosed application form. You will need to register the first time you log in. When you have submitted your application you will receive an immediate email acknowledgement.

You must submit an application and any other supporting information before the closing date of 31 October 2011.

On offer day 1 March 2012 you will receive an email detailing the outcome of your preference request(s). You will also be able to accept or decline the place offered on-line.

If you live in Nottinghamshire you **MUST** apply for a school place. The information on our website (www.nottinghamshire.gov.uk) and the Admissions to Schools, Guide for Parents gives more detail about the admissions application process and individual school information. This guide is available on our website, at local schools and Customer Service Points.

Remember that attendance at a linked primary school, living in the catchment area or having a brother or sister attending your preferred school does not guarantee entry to the school at Year 7 and you must still complete an application for a school place.

If you are applying for a place at an own admission authority school (foundation, voluntary aided, trust or academy) you may be required to complete a supplementary form. Also, some voluntary controlled schools may require supporting information from a minister, please check the school's oversubscription criteria for more details. Supplementary information is used by the respective admission authority in considering applications against its own admission criteria. Whilst the supplementary form is not in itself a legal application, it is extremely important that where supplementary forms are part of an oversubscription criteria they are completed in order for own admission authorities to consider your application fully. This information should be provided at the time of completing the common application, you can post or email this to us.

You must notify the School Admissions Team in writing of any change of address – we may need to ask you for proof that you are living at your new address before we are able to update our information.

LAST YEAR, MORE THAN 90% OF PARENTS WHO APPLIED ON TIME WERE OFFERED A PLACE AT THEIR FIRST PREFERENCE SCHOOL.

If you wish to apply on-line but do not have an email account, the information on the following website may help you obtain one (www.go-on.co.uk).

Things to consider when making your application

- Do you know your catchment area school? You can check these on our website (www.nottinghamshire.gov.uk)
- Some own admission authority arrangement definitions may differ from those of Nottinghamshire County Council - it is important therefore that you read their oversubscription criteria carefully (e.g. siblings, home address, etc).
- Have you requested school brochures? It may also be possible to arrange a school visit
- Have you thought about transport and how your child will get to and from school?
- Remember if you live in Nottinghamshire you need to apply to Nottinghamshire even if your preferred school is in another area. We will then send details of your request to the relevant admission authority for consideration against their published admission criteria – remember to check whether you also need to complete a supplementary form
- All your preferences are considered equally so it is important that you name the schools in the order you most prefer them – we will offer you a place at the highest preferred school possible
- We recommend you use all your 4 preferences. If you cannot be offered any of your preferences, the Local Authority may allocate a place at the next nearest community or voluntary controlled school with places available. You will not automatically be offered a place at your catchment area school
- If you make any additional preferences after the closing date, these will be considered late and processed alongside other late applications
- It is very important that you tell us if your child has any special educational need or particular social circumstances that may affect your application, please let us know at the time of your application in order that your preferences can be considered fully, you will need to send us any written supporting information from a professional when making your application
- Tell us about any brothers or sisters who will be attending your preferred school in September 2012
- Read information on performance tables (www.education.gov.uk), OFSTED reports (www.ofsted.gov.uk)

If you are unable to apply online and need help with your application please call 01623 433388/433052. For all other enquiries please call 08449 80 80 80 or email admissions.ed@nottsc.gov.uk

Remember that attending the linked primary school, living in the catchment area, or having a brother or sister attending a school does not guarantee that your application will be successful. It may however give your application higher priority within the oversubscription criteria.

Nottinghamshire Choice Advice is an impartial service that can help parents make an informed and realistic preference for their child and they can support parents with a range of issues relating to the admissions process and help to complete the application. If you are unsuccessful in receiving an offer of a place at one of your preferred schools, they can also provide advice and support about the appeal process. You can contact them at Nottinghamshire Choice Advice on 0115 8533283 or by email to choiceadvice@ppsnotts.org.uk