

APPLICATION FOR IN-YEAR SCHOOL PLACES

**THIS APPLICATION SHOULD
ONLY BE COMPLETED IF YOUR
CHILD LIVES IN
NOTTINGHAMSHIRE - YOU
SHOULD RETAIN THIS LEAFLET
FOR YOUR INFORMATION**

You will need to complete a different application form if your child is starting school for the first time, transferring from infant to junior school or transferring from primary to secondary education in September.

For further advice on when to apply for these school places, please visit our website,
www.nottinghamshire.gov.uk
or contact us on 0844 980 8080

From September 2010, Nottinghamshire County Council coordinates all in year admission requests. This means if you live in Nottinghamshire you **MUST** apply to Nottinghamshire County Council for a school place, irrespective of the school you wish to apply for. The information on our website (www.nottinghamshire.gov.uk) and the Admissions to Schools booklet, Guide for Parents gives more detail about the admissions application process together with individual school information. This guide is available on our website, at local schools and County Contact Points.

You can state up to 4 preferences for any category of maintained school, either in Nottinghamshire or in another local area (excluding private or independent schools). Governing bodies of voluntary aided, foundation, trust and academy schools are responsible for determining their own admission arrangements and applying their oversubscription criteria. Local authorities are responsible for determining admission to voluntary controlled and community schools within their area.

In all cases, Nottinghamshire residents will receive a decision on their application from Nottinghamshire County Council.

Your preference order will not be revealed to other admission authorities within Nottinghamshire. If you have made a preference for a school in another local authority, your preference order will be revealed to determine the highest preference in cases where a child is eligible for a place at more than one school in that local authority area.

You may be requested to provide proof of residence in order that we can verify the address of pupils living in the catchment area of a school. However, if you are moving house, into or within Nottinghamshire, you must provide copies of two documents showing proof that you and your child are living at your new address. You must send this with your application, e.g. council tax, tenancy agreement, Solicitor's letter confirming completion date, driving licence, child tax credit letter and/or child's medical card. Your new address will not be used for application purposes until you are resident at that address.

The majority of applications for school places will be dealt with through normal admission procedures. However, some children in vulnerable groups may find it difficult to secure a school place. All local authorities must have a Fair Access Protocol. In Nottinghamshire the Fair Access Protocol applies to all maintained schools and ensures that access to education is secured quickly for all children who have no school place. This Protocol will work as a fail safe for a minority of children who, for whatever reason, may find it difficult to secure a school place.

Remember, your child should continue to attend their current school until an alternative offer has been made and an admission date agreed

Things to consider when making your application

- Check that all those with parental responsibility are in agreement with this request
- We recommend you discuss your request with your child's current head teacher (this is particularly important for children in years 10 and 11)
- Have you considered how your child will get to and from school?
- Have you thought about transport costs?
- Have you thought about associated costs for new school uniforms?
- Have you visited local schools and requested school brochures?
- Do you know your catchment area school? You can check this on our website (www.nottinghamshire.gov.uk). Remember, living in a catchment area does not guarantee that your application will be successful. It may, however, give you higher priority within the oversubscription criteria
- Have you made 4 preferences?
- List your schools in the order you most prefer them. We will offer the highest preferred school possible
- Remember to tell us about any special educational needs or particular social circumstances that may affect your application. It is important you 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
- Give us as much information as possible to support your request, using a separate sheet if necessary
- Remember, some own admission authority arrangement definitions may differ from those of Nottinghamshire County Council - it is important therefore that you read individual schools' oversubscription criteria carefully (eg siblings, home address etc)
- Remember to check whether you need a supplementary form, particularly, if you are applying for a place at an own admission authority school (foundation, voluntary aided, trust or academy). Some voluntary controlled schools may also require supporting information from a minister. Please check the school's oversubscription criteria carefully. Whilst the supplementary form is not in itself a legal application, it is extremely important that, where supplementary forms are part of oversubscription criteria, they are completed in order for own admission authorities to consider your application fully.

Processing applications

You should receive a decision regarding the outcome of your request within a maximum of 20 school days of your application being received by the School Admissions Team (In-Year), your application will therefore not be acknowledged. If you have not heard from us in 20 school days, please contact us on 01623 433006

- Your application will be logged within 5 school days of receipt and forwarded to own admission authority schools (where relevant). At this stage, it may be necessary to request additional information from your child's current/previous school
- Your application will be considered against the oversubscription criteria for each of your preferences
- Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be refused
- Waiting lists are not maintained for voluntary controlled and community schools within Nottinghamshire
- If it is not possible to allocate a place at any of your preferences and your child is without a school place, Nottinghamshire County Council may allocate a place at either a voluntary controlled or community school serving your catchment area, or the next nearest voluntary controlled or community school with a place available (subject to infant class size restrictions)
- Nottinghamshire County Council will write to you with a decision and you will be required to confirm your acceptance of the place offered within 14 days. Letters are posted second class
- Allocated places may be withdrawn where a parent/carer does not accept the offer within 14 days
- Any parent/carer whose child is refused a place at a school for which they have applied has the right of appeal to an independent appeal panel. Except where the child has been permanently excluded from two or more schools and where at least one of these exclusions took place after 1 September 1997 (this applies to a twice excluded pupil for a period for two years beginning with the date the last exclusion took place).



APPLICATION FORM FOR IN YEAR ADMISSION TO SCHOOL

The Admissions to Schools, Guide for Parents gives full details of the admission process together with information on individual Nottinghamshire schools this is available on our website www.nottinghamshire.gov.uk, in all schools and County Contact Points.

SECTION A - YOUR CHILD

Full legal name, current address and postcode:

Current school

Date of birth

If your child is known by another name please give details:

Please tick

Girl

Boy

SECTION B - PARTICULAR CIRCUMSTANCES - please refer to our website or the Admissions to Schools booklet, Guide for Parents for more detailed information and definitions

Is your child looked after by the local authority? (As defined by Children Act 1989)
(Please refer to our booklet for full definition)*

Yes

No

If yes, please name the local authority - for example, Nottinghamshire

Does your child have a Statement of Special Educational Needs?
(Please refer to our booklet for further information)*

Yes

No

If yes, please name the local authority - for example, Nottinghamshire

SECTION C - YOUR PREFERRED SCHOOLS IN PRIORITY ORDER

1 List your preferred schools in priority order - making up to 4 preferences

2 Reasons for preference (you may wish to give information about educational, medical, social, religious or philosophical reasons). Remember to include any written supporting information from a professional.

3 Siblings* (brothers or sisters) attending your preferred school - for infant or junior schools you should also include siblings attending the linked infant/junior school

1	<input type="text"/>	<input type="text"/>	Sibling name	DOB
2	<input type="text"/>	<input type="text"/>	Sibling name	DOB
3	<input type="text"/>	<input type="text"/>	Sibling name	DOB
4	<input type="text"/>	<input type="text"/>	Sibling name	DOB

SECTION D - PREFERRED SCHOOLS (continued)

Please give additional reasons why you want your child to move schools. It is important you give as much information as possible. Remember to send any additional supporting information from a professional (e.g. doctor, medical professional) with your application.

SECTION E - ADDITIONAL INFORMATION AND SUPPLEMENTARY FORMS

If applying for a voluntary controlled, voluntary aided, foundation, trust or academy school you may need to:

- Provide written evidence from a minister to demonstrate your commitment to religion
- Complete a supplementary form - available from individual schools, our website (www.nottinghamshire.gov.uk) or by contacting our in-year admissions team.

Remember, some own admission authority definitions may differ from those of Nottinghamshire County Council. It is important therefore that you read individual oversubscription criteria carefully (eg siblings, home address etc).

It is very important that you send any additional information to us with your application including any proof of new address.

Have you enclosed additional information with this application?
(Please tick as appropriate)

Yes No

SECTION F - SCHOOL HISTORY

Previous school: Date of leaving:

Reason for leaving:

Previous school: Date of leaving:

Reason for leaving:

Previous school: Date of leaving:

Reason for leaving:

It would also be helpful if you could indicate whether any of the statements below apply to your child. This information will not be used to determine whether a place is available but is useful when planning for transition to a new school.

Category	Yes	No
Does your child attend a learning centre and need help reintegrating back into mainstream education?		
Has your child been out of education for longer than one school term? (This includes non-attenders, those returning from elective home education and pupils out of school)		
Have you moved into the area and been unable to find a school place, because of a shortage of places?		
Have you withdrawn your child from school, following fixed term exclusions and are now unable to find a school place?		
Do you consider your family to be refugee or asylum seeker status?		
Are you homeless?		
Do you need help and support in getting your child a school place?		
Is your child known to the police or other agencies?		
Is your child without a school place and do they have a history of school attendance problems?		
Are you a Traveller family?		
Is your child also a carer?		
Does your child have special educational needs (but without a statement)?		
Does your child have any disabilities or medical conditions?		
Is your child returning from the criminal justice system?		
Are you, as the child's parent/carer, UK Service personnel or other Crown Servant?		

SECTION G - MOVING HOUSE

If you are moving house, please give details of your new address together with the date of your anticipated move. Remember, if you are moving within Nottinghamshire, your new address will not be considered for admission purposes until you and your child have moved in.

New address (including postcode):

Date of Move:

Remember to enclose two copies of proof of residence of your new address (example: council tax information, child tax credit letter, child's medical card)

SECTION H - PARENT/CARER DETAILS AND DECLARATION

Title : (Please tick)

Parent/carer's Full name

MR	MRS	MS	MISS	OTHER - please state (i.e. Dr/Rev)
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Do you have parental responsibility for this child? (Please tick)

Yes

No

Relationship to child: (Please tick)

Mother

Father

Other

Step-parent

Relative

Social Worker

Other family member

Your contact details:

Telephone numbers:

Home

Work

Mobile

E-mail address:

By providing your e-mail address you consent (under the Education Act 1996 (Electronic Communications) Order 2004) to us communicating with you electronically including, where possible, notification of your school place offers via email.

If you or the sibling (brother or sister) live at a different address from the child, please give reasons here:

If you live at a different address from the child, you should also include a letter from all those with parental responsibility confirming their agreement to enable Nottinghamshire County Council to process this application without delay.

Applicant's address (only to be completed if different from child's address)

Declaration:

Nottinghamshire County Council undertakes random checks and home visits to verify that addresses provided by parents are genuine. If we receive an application where the address is fraudulent, any offer of a place based on that address, may be withdrawn. Such an application could also constitute an offence which may result in the authority commencing legal proceedings against the person providing the false statement.

I have read the Nottinghamshire 'Admissions to schools' booklet, Guide for Parents and certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.

I have checked that all those with parental responsibility are in agreement with the preferences expressed.

If you are in receipt of benefits and are applying for a Nottinghamshire School, would you like a form to apply for free school meals? (Please delete as necessary)

Yes

No

Parent/Carer's signature:

Date:

Please return this application to the School Admissions Team (In-year), Meadow House, Littleworth, Mansfield, Nottinghamshire NG18 2TA.

Remember to include any additional information and proof of residency.

Legislation

Nottinghamshire County Council abides by the Data Protection Act 1998 and associated primary legislation and Regulations relevant to school admissions, together with the provision of the School Admissions Code. The information you have provided about yourself and your child/children will be stored on our database so that we can process your application and manage school admissions. Information will only be shared with other admission authorities where it is necessary to do so to process your application.