



ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS: 2015-2016

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Overview

Coordinated admission arrangements

Nottinghamshire County Council as the local authority is responsible for coordinating admission arrangements for all maintained schools and academies in its area. Coordination establishes a mechanism to ensure that, as far as is possible, every parent of a child living in a local authority area ('the home authority') who has applied to a maintained school or academy is sent one, and only one, offer of a school place by their local authority. Nottinghamshire has also established seven relevant areas which are coterminous with the seven district council areas.

In addition, all community and voluntary controlled schools have a designated catchment area, details of which are available on the public website www.nottinghamshire.gov.uk.

Published admission numbers

All schools are required to have a published admission number. This is the number of pupils each school can admit. For Nottinghamshire community and voluntary controlled schools these are detailed by area in Section 1.

Admission oversubscription criteria

Where there are more applications than places available, the oversubscription criteria are used to determine the priority of applications for school places. These are applied after those pupils with a statement of special educational needs that names the school have first been offered a place. Some schools have a variation to the standard criteria and these are set out in Section 2. The definitions of key terms are also set out in Section 2 before the standard admission oversubscription criteria.

Nottinghamshire County Council's coordinated schemes and timelines are available in Section 3.

Admissions in the normal round

Parents/carers can state up to four preferences for any category of maintained school, either in Nottinghamshire (the home authority) or any other school in another local authority area. Nottinghamshire residents will receive a decision about a place from Nottinghamshire County Council only, irrespective of the school for which they are applying. All offers of school places, including those made on behalf of other admission authorities (academy, foundation, free, studio, trust and voluntary aided schools) within and outside of Nottinghamshire will be made by Nottinghamshire County Council, as the local authority, in its role as coordinator of the admission schemes. If a school is oversubscribed, all preferences will be considered against the admission oversubscription criteria for each named school by the appropriate admission authority on an equal preference basis. If more than one offer can be made, the parent's highest ranked preference, decided in accordance with the admission oversubscription criteria for the individual school, will be offered to the parent.

Admissions outside the normal round (in-year admissions)

For applications outside the normal admission round, applications for admission to other year groups will be considered in relation to the way that the school has been organised following the time the year group was first admitted to the school, subject to infant class size restrictions. Generally, and unless a variation is agreed with the County Council, the PAN which applied when the year group was first admitted to the school will apply. If places are available within the year group, the child will normally be admitted to the school.

SECTION 1: published admission numbers

ASHFIELD AREA			
Published admission numbers 2015-2016			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Hill Primary	30		
Annesley Primary	30		
<i>Annie Holgate Primary*</i>	60		
Bagthorpe Primary	15	15	
<i>Beardall Street Primary</i>	45 (30)		
Brierley Forest Primary	60		
Broomhill Junior		60	
Butler's Hill Infant	60		
Croft Primary	60		
Dalestorth Primary	45		
<i>Edgewood Primary</i>	45 (40)		
Forest Glade Primary	30		
Greenwood Primary	60		
Healdswood Infant	60		
Hillocks Primary	45		
Holly Hill Primary	50		
Jacksdale Primary	25	20	
Jeffries Primary	40		
John Davies Primary	30	35	
Kingsway Primary	45		
<i>Kirkby Woodhouse Primary</i>	60 (50)		
Leen Mills Primary	60		
Mapplewells Primary	30		
Morven Park Primary	60		
<i>Orchard Primary</i>	45 (40)		
Priestsic Primary	60		
St Andrew's CE Primary	45		
Selston High			180
Selston CE Infant	25		
Underwood CE Primary	25		
Westwood Infant	20		

**Annie Holgate Primary – a new community primary following disestablishment of Annie Holgate Infant and Annie Holgate Junior schools.*

Changes are **highlighted**. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

BASSETLAW AREA			
Published admission numbers 2015-2016			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Beckingham Primary	15		
Bracken Lane Primary	30		
Carr Hill Primary	40	50	
Clarborough Primary	20		
Cuckney CE Primary	20		
Dunham CE Primary	15		
East Markham Primary	15		
Elkesley Primary	15		
Everton Primary	15		
Gateford Park Primary	30		
Haggonfields Primary	18		
Hallcroft Infant	40		
Langold Dyscarr Primary	40		
Mattersey Primary	10		
Misson Primary	16		
Misterton Primary	30		
North Wheatley CE Primary	8		
Ordsall Primary	60		
Prospect Hill Infant	60		
Prospect Hill Junior		60	
Rampton Primary	10		
Ramsden Primary	30		
<i>Ranby CE Primary</i>	<i>15 (10)</i>		
Ranskill Primary	20		
Redlands Primary	60		
Ryton Park Primary	75		
Sir Edmund Hillary Primary	60		
St Augustine's Primary	60		
St John's CE Primary	60		
St Matthew's CE Primary	10		
Thrumpton Primary	30		
Walkeringham Primary	8		

Changes are *highlighted*. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

BROXTOWE AREA

Published admission numbers 2015-2016

Primary and secondary community and voluntary controlled schools

	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Albany Infant	60			
Albany Junior		60		
Alderman Pounder Infant	70			
Awsorth Primary	40			
Banks Road Infant	60			
<i>Beeston Fields Primary</i>	<i>50 (40)</i>			
Bispham Drive Junior		60		
<i>Bramcote Hills Primary</i>	<i>60 (50)</i>			
Brinsley Primary	30			
Brookhill Leys Primary	60			
College House Junior		80		
Eastwood Comprehensive			210	20
Eskdale Junior		70		
Gilthill Primary	30			
Greasley Beauvale Primary	50			
Hollywell Primary	30			
Horsendale Primary	30			
John Clifford Primary	60			
Kimberley Primary	20			
Larkfields Infant	60			
Larkfields Junior		60		
Lynncroft Primary	30			
Meadow Lane Infant	70			
Mornington Primary	40			
<i>Round Hill Primary</i>	<i>75 (60)</i>			
Rylands Junior		50		
Springbank Primary	30			
St John's CE Primary	15			
<i>Sunnyside Primary</i>	<i>15 (30)</i>			
Trent Vale Infant	50			
Trowell CE Primary	30			
<i>Wadsworth Fields Primary</i>	<i>50 (60)</i>			
William Lilley Infant	60			

Changes are *highlighted*. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

GEDLING AREA				
Published admission numbers 2015-2016				
Primary and secondary community and voluntary controlled schools				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Gates Primary	30			
All Hallows CE Primary	30			
Arnbrook Primary	40			
Arno Vale Junior		60		
Arnold Mill Primary	45			
<i>Arnold View Primary</i>	<i>45 (40)</i>			
Burton Joyce Primary	45			
Carlton Central Infant	45			
Carlton Central Junior		50		
Colonel Frank Seely Comprehensive			180	10
Coppice Farm Primary	30			
Ernehale Infant	70			
Ernehale Junior		60		
Haddon Primary	30			
<i>Hawthorne Primary</i>	<i>30 (25)</i>			
Killisick Junior		50		
Lambley Primary	22			
Manor Park Infant	40			
Mapperley Plains Primary	45			
Netherfield Primary	60			
<i>Newstead Primary</i>	<i>20 (16)</i>			
Parkdale Primary	60			
Phoenix Infant	60			
<i>Pinewood Infant</i>	<i>50 (45)</i>			
Porchester Junior		45		
Priory Junior		60		
Richard Bonington Primary	60			
Robert Mellors Primary	30			
Sir John Sherbrooke Junior		50		
St Wilfrid's CE Primary	30			
Standhill Infant	45			
Stanhope Primary	35			
Westdale Infant	60			
Westdale Junior		60		
Willow Farm Primary	30			
Woodthorpe Infant	60			

Changes are *highlighted*. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

MANSFIELD AREA				
Published admission numbers 2015-2016				
Primary and secondary community and voluntary controlled schools				
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE	Y12 INTAKE (external applicants)
Abbey Primary	60			
Asquith Primary	45			
Berry Hill Primary	60			
Birklands Primary	40			
Church Vale Primary	30			
<i>Crescent Primary</i>	<i>45 (50)</i>			
Eastlands Junior		40		
Farmilo Primary	30			
<i>Forest Town Primary</i>	<i>60 (45)</i>			
Garibaldi College			185	20
Heatherley Primary	30			
Heathlands Primary	25			
Hetts Lane Infant	60			
High Oakham Primary	60			
Holly Primary	40			
Intake Farm Primary	30			
John T Rice Infant	45			
King Edward Primary	60			
Leas Park Junior		70		
Netherfield Infant	40			
Nettleworth Infant	70			
Newlands Junior		45		
Northfield Primary	30			
Oak Tree Primary	40			
Peafield Lane Primary	45			
Robin Hood Primary	30			
Rosebrook Primary	60			
Sherwood Junior		60		
St Edmund's CE Primary	30			
Sutton Road Primary	60			
Wynndale Primary	30			

Changes are **highlighted**. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

NEWARK AREA			
Published admission numbers 2015-2016			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Bishop Alexander Primary	45		
Bleasby CE Primary	20		
Blidworth Oaks Primary	45		
Bowbridge Primary	60		
Chuter Ede Primary	90		
Coddington CE Primary	60		
Crompton View Primary	40		
Dean Hole CE Primary	8		
Forest View Junior		60	
Halam CE Primary	15		
Holy Trinity CE Infant	25		
John Blow Primary	30		
John Hunt Primary	60		
<i>King Edwin Primary</i>	<i>60 (50)</i>		
Kirklington Primary	8		
Kneesall CE Primary	15		
Lake View Primary	30		
Lovers Lane Primary	30		
Lowe's Wong Infant	70		
Lowe's Wong Anglican Methodist Junior		100	
Manners Sutton Primary	8		
Maun Infant	60		
Mount CE Primary	30		
Muskham Primary	30		
North Clifton Primary	8		
Norwell CE Primary	10		
Ollerton Primary	50		
Python Hill Primary	50		
Queen Eleanor Primary	10		
Ravenshead CE Primary	60		
Samuel Barlow Primary	40		
St Peter's CE Primary	30		
Sutton on Trent Primary	20		
Walesby CE Primary	20		
William Gladstone CE Primary	45	30	
Winthorpe Primary	15		

Changes are **highlighted**. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

RUSHCLIFFE AREA			
Published admission numbers 2015-2016			
Primary and secondary community and voluntary controlled schools			
	RECEPTION INTAKE	Y3 INTAKE	Y7 INTAKE
Abbey Road Primary	60		
Brookside Primary	30		
Bunny CE Primary	14		
Carnarvon Primary	70		
Costock CE Primary	10		
Cropwell Bishop Primary	30		
Crossdale Drive Primary	30		
Edwalton Primary	50		
Flintham Primary	15		
Gotham Primary	25		
Greythorn Primary	45		
Heymann Primary	90		
<i>James Peacock Infant</i>	85 (70)		
Jesse Gray Primary	60		
Keyworth Primary	30		
Kinoulton Primary	20		
Lady Bay Primary	60		
Langar CE Primary	15		
Lantern Lane Primary	44		
Normanton on Soar Primary	12		
Orston Primary	20		
Radcliffe on Trent Infant	75		
Radcliffe on Trent Junior		70	
Robert Miles Infant	60		
Robert Miles Junior		60	
St Peter's East Bridgford CE Primary	30		
<i>St Peter's Ruddington CE Junior</i>		85 (60)	
Sutton Bonnington Primary	30		
Tollerton Primary	30		
West Bridgford Infant	81		
West Bridgford Junior		80	
Willoughby Primary	7		
Willowbrook Primary	30		

Changes are **highlighted**. The published admission number (PAN) determined for 2014-2015 is detailed in brackets for information only.

SECTION 2: admission oversubscription criteria for Nottinghamshire community and voluntary controlled schools

Definitions of key terms

2.1 – standard reception criteria and variations

2.2 – standard junior/primary criteria and variations

2.3 – standard secondary criteria

2.4 – standard year 12 criteria

KEY TERMS

The following definitions are used for all community and voluntary controlled schools.

Looked after and previously looked after

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 residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence 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. 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).

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 (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 a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

Parents

- the mother of the child
- the father of the child if 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.

In all cases, those with parental responsibility must be in agreement with preferences made.

Siblings (brothers or sisters)

- a brother or sister who shares the same parents
- 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.

Multiple births

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

Special consideration

For applications for all Nottinghamshire community and voluntary controlled schools the following groups of children will be given special consideration in their application for a particular school:

Children whose particular medical needs, mobility support needs, special educational needs or other social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.

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

Distance measurement and tie-breaker

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the school as the crow flies. Distances are measured from the main administrative point at the school campus to a point at the entrance to the child's home using the local authority's computerised distance measuring system.

In the event of two distances being equal, the local authority will measure to the next decimal point. If the measurements remain equal, lots will be drawn and the process will be independently verified.

In the case of mandatory offers, the next nearest school is identified by walking distance using the County Council's computerised distance measuring software.

SECTION 2.1: standard reception criteria and variations

STANDARD RECEPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2015-2016

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
- 5 Other children

VARIATION TO STANDARD RECEPTION CRITERIA: DENOMINATIONAL CRITERION - INFANT AND PRIMARY SCHOOLS 2015-2016

Most Nottinghamshire community and voluntary controlled infant and primary schools use the standard admission oversubscription criteria. However, the following have an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The following criterion comes between the standard criteria 4 and 5:

Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance.

- Cuckney CE Primary School, Cuckney
- Dean Hole CE Primary School, Caunton
- Holy Trinity CE Infant School, Southwell
- Kneesall CE Primary School, Kneesall
- North Wheatley CE Primary School, North Wheatley
- Ranby CE Primary School, Ranby
- St John's CE Primary School, Stapleford
- St Andrew's CE Primary School, Skegby, Sutton in Ashfield
- St Matthew's CE Primary, Normanton on Trent
- St Peter's CE Primary School, East Bridgford
- St Wilfrid's CE Primary School, Calverton

Please refer to key terms for full definitions.

VARIATION TO STANDARD RECEPTION CRITERIA 2015-2016

All Hallows CE Primary School

In the event of oversubscription, the following criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school.

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission and whose parents/carers have regular involvement with the Church*
- 3 Children who live in the catchment area at the closing date for applications and who have a brother or sister attending the school at the time of admission
- 4 Children who live in the catchment area at the closing date for applications and whose parents/carers have regular involvement with the Church*
- 5 Children who live outside the catchment area, have a brother or sister attending the school at the time of admission and whose parents/carers have regular involvement with the Church*
- 6 Children who live outside the catchment area and who have a brother or sister attending the school at the time of admission
- 7 Children who live outside the catchment area whose parents/carers have regular involvement with the Church*
- 8 Other children

*Supporting evidence from the appropriate minister will be required in order to confirm attendance/involvement. Regular involvement means attendance at Church services at least twice a month for a minimum period of one year.

VARIATION TO STANDARD RECEPTION CRITERIA 2015-2016

Trowell CE Primary School

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school
- 5 Children who live outside the catchment area and whose parent is involved with St Helen's Church*
- 6 Children who live outside the catchment area and whose parent is involved with other named Anglican churches or those churches affiliated with Churches Together in England or the Evangelical Alliance*
- 7 Other children

*Supporting information from a minister will be required to confirm involvement with the relevant church. This must be provided by the closing date for applications.

Please refer to key terms for full definitions.

SECTION 2.2: standard junior/primary criteria and variations

STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 ADMISSIONS FROM A LINKED INFANT SCHOOL 2015-2016

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who attend the linked infant school at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 3 Other children who attend the linked infant school at the closing date for applications
- 4 Children who live in the catchment area at the closing date for applications, who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area and who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Other children

VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: DENOMINATIONAL CRITERION YEAR 3 INTAKE 2015-16 Lowe's Wong Junior School, Southwell

Most Nottinghamshire community and voluntary controlled junior and primary schools with an intake at year 3 use the standard admission oversubscription criteria. However, Lowe's Wong Junior School has an additional denominational criterion that requires applicants to provide additional information demonstrating their commitment to the relevant faith.

The additional criterion comes between standard criteria 6 and 7:

Children who live outside the catchment area and whose parent attends the relevant church/churches. Supporting evidence from the appropriate minister will be required in order to confirm attendance.

Please refer to key terms for full definitions.

VARIATION TO STANDARD JUNIOR/PRIMARY CRITERIA: YEAR 3 INTAKE 2015-16

The schools named below have a variation to the standard junior/primary criteria:

- Bagthorpe Primary School, Bagthorpe
- Bispham Drive Junior School, Toton
- St Peter's CE Junior School, Ruddington

For intake at year 3 in 2015-2016 the oversubscription criteria are as follows:

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications **and** attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school **or** the linked infant school
- 3 Other children who live in the catchment area at the closing date for applications **and** attend the linked infant school
- 4 Children who live in the catchment area at the closing date for applications who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 5 Other children who live in the catchment area at the closing date for applications and do not attend the linked infant school
- 6 Children who live outside the catchment area but attend the linked infant school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school
- 7 Children who live outside the catchment area but attend the linked infant school
- 8 Children who live outside the catchment area who do not attend the linked infant school but who, at the time of admission, will have a brother or sister attending the school (or the linked infant school)
- 9 Other children.

Please refer to key terms for full definitions.

SECTION 2.3: standard secondary criteria

STANDARD SECONDARY CRITERIA: YEAR 7 ADMISSIONS 2015-2016

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school
- 3 Other children who live in the catchment area at the closing date for applications
- 4 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 5 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 6 Children who live outside the catchment area but who are attending a linked primary phase school on the closing date for applications
- 7 Other children

Please refer to key terms for full definitions.

SECTION 2.4: standard year 12 criteria

STANDARD SECONDARY CRITERIA: YEAR 12 ADMISSIONS 2015-16

- 1 Children looked after by a local authority and previously looked after children
- 2 Children who live in the catchment area and who at the time of admission will have a brother or sister attending the school
- 3 Other children who live in the catchment area
- 4 Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the preferred secondary school
- 5 Other children

Exact entry requirements may vary from course to course. Details are available in the sixth form prospectus for individual schools

Please refer to key terms for full definitions.

**NOTTINGHAMSHIRE COUNTY COUNCIL'S
COORDINATED SCHEMES 2015-2016**

3.1 – admissions in the normal round

3.2 – admissions outside the normal round (in-year admissions)

SECTION 3.1: admissions in the normal round

Introduction

This scheme outlines how Nottinghamshire County Council coordinates arrangements for admissions to all maintained schools and academies. Coordinated schemes are intended to simplify the admission process for parents/carers whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism to ensure that, as far as is reasonably practicable, every parent/carer of a child living in a local authority area who has applied to a maintained school or academy school is sent one, and only one, offer of a school place by their local authority (the home authority).

Parents/carers who live in Nottinghamshire can state up to four preferences for any maintained school or academy school, either in Nottinghamshire (home authority) or any other school in another local authority area.

Governing bodies of academy, foundation, free, studio, trust and voluntary aided schools are responsible for determining their own admission and appeals arrangements.

Nottinghamshire County Council's coordinated scheme applies to:

- children starting school for the first time (reception intake)
- children transferring from infant schools to junior education (Y3 intake)
- children transferring from primary phase to secondary education (Y7 intake)
- children applying to transfer to studio schools or university technology colleges (UTCs) (Y10 intake).

These are known as 'normal admission rounds'.

In all other cases, applications for admission are known as 'in-year admissions'.

Nottinghamshire County Council will work collaboratively with other neighbouring local authorities and all other own admission authority schools for whom the governing body is the admission authority. Our neighbouring local authorities are: Nottingham City, Derbyshire, Lincolnshire, North Lincolnshire, Leicestershire, Rotherham and Doncaster.

Nottinghamshire residents will only receive a decision about a place from Nottinghamshire County Council.

All offers of a place by the County Council during the normal admission round will be made as detailed in the timelines outlined in this scheme.

Applying for a school place

1. Parents/carers of children who live in Nottinghamshire and make an application for admission to any school must apply to Nottinghamshire County Council. Applications can be made online, by telephone or by completing a paper application form.
2. Applications from parents/carers of children not resident in Nottinghamshire must be made on the appropriate application form available from their own home authority, even if these include a preference for a school in Nottinghamshire.
3. Parents/carers will be invited to state up to **four** preferences in rank order and give reasons for those preferences. Preference order will not be revealed to other admission authorities. Parents/carers should include any additional information the admission authority may need in order to consider the application fully.
4. Applications from parents/carers for a place at an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school may also require additional information (see relevant admissions criteria). This may include completion of a supplementary form or other written evidence, for example, from a minister to demonstrate commitment to religion. Supplementary information is used by the respective admission authority in considering applications against its own admission oversubscription criteria. The supplementary form is not a legal application for admission to a school and it is important that additional or supplementary information is provided at the point of completing the common application form.
5. Parents/carers of children who live in Nottinghamshire must return completed applications to Nottinghamshire County Council.
6. Supplementary forms and additional supporting information should be returned to the relevant admission authority.

Processing applications

Nottinghamshire County Council will collate all applications and exchange information with other admission authorities.

- 1 Nottinghamshire County Council will first exchange information about preferences for schools outside of Nottinghamshire with relevant local authorities.
- 2 Following receipt of information from other local authorities, Nottinghamshire County Council will then send details of the preferences to own admission authority schools within Nottinghamshire.
- 3 Each admission authority will then apply their published admission oversubscription criteria to all preferences to determine whether a place can/cannot be offered.
- 4 Own admission authority schools within Nottinghamshire will notify Nottinghamshire County Council of places that can/cannot be offered.
- 5 For residents of other local authorities, Nottinghamshire County Council will inform the home local authority whether or not a place can be offered at a Nottinghamshire school. Similarly Nottinghamshire County Council will receive notification from other local authorities whether or not any places can be offered to Nottinghamshire residents.

Provisional offers

6. Following exchange of information, Nottinghamshire County Council will identify all those preferences which can be met. Where more than one place can be offered, Nottinghamshire County Council will provisionally allocate the highest preference.
7. Where more than one preference can be met, the highest preference will be allocated and any lower preferences will be withdrawn. This may create vacancies at other schools. The process of information exchange is repeated to ensure that the highest preference possible can be allocated.

Mandatory offers

8. Where it is not possible to offer a Nottinghamshire resident any of their preferences, Nottinghamshire County Council will allocate a place at a voluntary controlled or community school serving that catchment area, if a place is available. Places will be allocated according to the admission oversubscription criteria.
9. If there are no places available at the voluntary controlled or community catchment area school, Nottinghamshire County Council will allocate a place at the next nearest community or voluntary controlled school with places available. Places will be allocated according to the admission oversubscription criteria.

For mandatory offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

Informing parents/carers

1. Nottinghamshire County Council will inform all Nottinghamshire residents on offer day of the outcome of their application. For those who applied online, an email will be sent on offer day; for those who applied by telephone or by completing a paper application, letters will be posted second class on offer day. Any parent/carer whose child is refused a school place has the right of appeal to an independent panel for any higher preferences than the allocated place.
2. Parents/carers are asked to confirm their acceptance of the allocated place. Allocated places may be withdrawn where a parent/carer does not accept the offer within fourteen days. Parents/carers are advised not to decline any offer of a school place until an alternative allocation has been made.
3. **During a normal admission round** where an application has been refused and the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day:
 - applications are only placed on the waiting list for a school where they have been refused a place and where that school is ranked above a preference that has been allocated
 - priority on the waiting list will be determined by reference to the admission oversubscription criteria and not by the date an application was received.

Waiting lists will be maintained until the end of the autumn term for all voluntary controlled and community schools within Nottinghamshire and in partnership with own admission authority schools. Inclusion on a waiting list does not mean that a place will eventually become available. Places on the waiting list are determined by the published admission oversubscription criteria.

4. **For in-year applications**, Nottinghamshire County Council does not operate waiting lists for voluntary controlled and community schools, though other own admission authority schools may do so. An exception is made for late applications for intake rounds (reception, year 3 junior, year 7 secondary and year 10 for studio and UTCs) where waiting lists are still in place. Applications will be included within waiting list processes albeit managed as in-year applications.

Late applications – normal admission rounds only

1. Applications received from parents/carers after the closing date may be considered by Nottinghamshire County Council as on time, with the agreement of the relevant admission authority, in the following circumstances:

- relocation into the area of Nottinghamshire County Council from another local authority area
- relocation within Nottinghamshire
- exceptional reasons for missing the closing date, for example, family bereavement, hospitalisation or family trauma.

Information outlining why the application was received late, together with evidence of relocation, must be provided by:

- **17 December 2014** for children transferring from primary phase to secondary education and to year 10 in studio schools
- **26 February 2015** for children starting school for the first time and for children transferring from infant school to junior education.

2. Late applications received after the dates outlined in **1.** above but before **31 August 2015** will be considered after offer day in line with the coordinated arrangements irrespective of the individual circumstances.

Any applications received after **1 September 2015** will be processed as in-year applications.

Fraudulent or misleading information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.
2. If an application is made using fraudulent or intentionally misleading information and the child has started at the school, the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

PRIMARY COORDINATED SCHEME 2015-2016
(including children starting school for the first time and infant to junior transfers)
Timetable for coordinated admission arrangements

Stage	Dates	Action
1	By Friday 21 November 2014 [distribution from Monday 3.11.14]	Information distributed to parents/carers
2	Thursday 15 January 2015	Closing date for receipt of application forms
3	By Friday 30 January 2015	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Monday 9 February 2015	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Thursday 26 February 2015	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Monday 2 March 2015	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Monday 9 March 2015	Nottinghamshire County Council will inform other local authorities of provisional offers
8	By Friday 20 March 2015	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
9	By Friday 27 March 2015	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
10	By Tuesday 31 March 2015	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
11	Thursday 16 April 2015	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents/carers who applied online. Letters are posted second class.
12	Appeals	Primary appeals will begin from May 2015 onwards

Primary coordinated scheme 2015-2016

Key dates

	August 2014					September 2014					October 2014					
M		4	11	18	25		1	8	15	22	29		6	13	20	27
T		5	12	19	26		2	9	16	23	30		7	14	21	28
W		6	13	20	27		3	10	17	24	1	8	15	22	29	
Th		7	14	21	28		4	11	18	25	2	9	16	23	30	
F	1	8	15	22	29		5	12	19	26	3	10	17	24	31	
Sa	2	9	16	23	30		6	13	20	27	4	11	18	25		
S	3	10	17	24	31		7	14	21	28	5	12	19	26		

	November 2014					December 2014					January 2015				
M		3	10	17	24	1	8	15	22	29		5	12	19	26
T		4	11	18	25	2	9	16	23	30		6	13	20	27
W		5	12	19	26	3	10	17	24	31		7	14	21	28
Th		6	13	20	27	4	11	18	25	1	8	15	22	29	
F		7	14	21	28	5	12	19	26	2	9	16	23	30	
Sa	1	8	15	22	29	6	13	20	27	3	10	17	24	31	
S	2	9	16	23	30	7	14	21	28	4	11	18	25		

	February 2015					March 2015					April 2015					
M		2	9	16	23		2	9	16	23	30		6	13	20	27
T		3	10	17	24		3	10	17	24	31		7	14	21	28
W		4	11	18	25		4	11	18	25	1	8	15	22	29	
Th		5	12	19	26		5	12	19	26	2	9	16	23	30	
F		6	13	20	27		6	13	20	27	3	10	17	24		
Sa		7	14	21	28		7	14	21	28	4	11	18	25		
S	1	8	15	22		1	8	15	22	29	5	12	19	26		

	May 2015					June 2015					July 2015				
M		4	11	18	25	1	8	15	22	29		6	13	20	27
T		5	12	19	26	2	9	16	23	30		7	14	21	28
W		6	13	20	27	3	10	17	24	1	8	15	22	29	
Th		7	14	21	28	4	11	18	25	2	9	16	23	30	
F	1	8	15	22	29	5	12	19	26	3	10	17	24	31	
Sa	2	9	16	23	30	6	13	20	27	4	11	18	25		
S	3	10	17	24	31	7	14	21	28	5	12	19	26		

	Key dates for Coordinated admissions		School holiday		Bank holiday		Administration day
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SECONDARY COORDINATED SCHEME 2015-16
(including primary to secondary transfer and transfer to year 10 at a studio school)
Timetable for coordinated admission arrangements

Stage	Dates	Action
1	By Friday 5 September 2014 (distribution from Monday 11.8.14)	Information distributed to parents/carers of year 6 children
2	Friday 31 October 2014	Closing date for receipt of application forms
3	By Friday 14 November 2014	Exchange of information between Nottinghamshire County Council and other local authorities for schools in their area
4	By Friday 28 November 2014	Nottinghamshire County Council sends details of applications to own admission authority schools within Nottinghamshire
5	Wednesday 17 December 2014	Last date for exceptional late applications to be considered by relevant admission authority. Proof of residence to be received.
6	By Thursday 18 December 2014	Nottinghamshire County Council receives lists from own admission authority schools detailing, in admission oversubscription criteria order, who can be offered a place
7	By Friday 16 January 2015	Nottinghamshire County Council determines provisional offers taking into account the ranking of preferences and will inform other local authorities of these provisional offers
8	By Friday 20 February 2015	Nottinghamshire County Council informs own admission authority schools and other local authorities of final allocations
9	By Friday 27 February 2015	Nottinghamshire County Council informs all Nottinghamshire schools of final allocations
10	1 March 2015 <i>(or the next working day – for 2015 it will be Monday 2 March 2015)</i>	Offers communicated to Nottinghamshire parents/carers including offers on behalf of own admission authority schools and schools within other local authorities. Emails sent to Nottinghamshire parents/carers who applied online. Letters are posted second class.
11	Appeals	Secondary appeals will begin from April 2015 onwards

Secondary coordinated scheme 2015-2016

Key dates

August 2014						September 2014						October 2014					
M		4	11	18	25	1	8	15	22	29		6	13	20	27		
T		5	12	19	26	2	9	16	23	30		7	14	21	28		
W		6	13	20	27	3	10	17	24	1	8	15	22	29			
Th		7	14	21	28	4	11	18	25	2	9	16	23	30			
F	1	8	15	22	29	5	12	19	26	3	10	17	24	31			
Sa	2	9	16	23	30	6	13	20	27	4	11	18	25				
S	3	10	17	24	31	7	14	21	28	5	12	19	26				

November 2014						December 2014						January 2015					
M		3	10	17	24	1	8	15	22	29		5	12	19	26		
T		4	11	18	25	2	9	16	23	30		6	13	20	27		
W		5	12	19	26	3	10	17	24	31		7	14	21	28		
Th		6	13	20	27	4	11	18	25	1	8	15	22	29			
F		7	14	21	28	5	12	19	26	2	9	16	23	30			
Sa	1	8	15	22	29	6	13	20	27	3	10	17	24	31			
S	2	9	16	23	30	7	14	21	28	4	11	18	25				

February 2015						March 2015						April 2015					
M		2	9	16	23		2	9	16	23	30		6	13	20	27	
T		3	10	17	24		3	10	17	24	31		7	14	21	28	
W		4	11	18	25		4	11	18	25	1	8	15	22	29		
Th		5	12	19	26		5	12	19	26	2	9	16	23	30		
F		6	13	20	27		6	13	20	27	3	10	17	24			
Sa		7	14	21	28		7	14	21	28	4	11	18	25			
S	1	8	15	22	1	8	15	22	29	5	12	19	26				

May 2015						June 2015						July 2015					
M		4	11	18	25	1	8	15	22	29		6	13	20	27		
T		5	12	19	26	2	9	16	23	30		7	14	21	28		
W		6	13	20	27	3	10	17	24	1	8	15	22	29			
Th		7	14	21	28	4	11	18	25	2	9	16	23	30			
F	1	8	15	22	29	5	12	19	26	3	10	17	24	31			
Sa	2	9	16	23	30	6	13	20	27	4	11	18	25				
S	3	10	17	24	31	7	14	21	28	5	12	19	26				

	Key dates for coordinated admissions		School holiday		Bank holiday		Administration day
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**NOTTINGHAMSHIRE COUNTY COUNCIL'S
COORDINATED SCHEME
FOR IN-YEAR ADMISSIONS
TO NOTTINGHAMSHIRE SCHOOLS**

Introduction

What is an in-year application?

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (starting primary school, moving to junior school, moving to secondary school or transferring to year 10 in a studio school).

The majority of in-year applications for school places in Nottinghamshire will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred to the Fair Access Lead Officer under the Fair Access Protocol, available at www.nottinghamshire.gov.uk.

Fair Access Protocol

Nottinghamshire County Council's Fair Access Protocol works in partnership with schools, parents and carers to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

Nottinghamshire's arrangements for in-year applications to Nottinghamshire schools

Overview

For in-year admissions own admission authority schools and academies (OAAs) are able to manage applications directly to the school without parents having to apply through a local authority. The School Admissions Code 2012 requires that OAAs must, on receipt of an in-year application, notify the local authority of both the application and its outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority must also inform parents of their right to appeal against the refusal of a place.

Nottinghamshire County Council has agreed to continue to operate an in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council has also invited OAAs within Nottinghamshire to join the in-year scheme. Applications for other Nottinghamshire schools should be made directly to the school. For schools outside of Nottinghamshire, parents should contact the relevant local authority. Contact details for neighbouring local authorities can be found in the Admissions to schools: guide for parents available at www.nottinghamshire.gov.uk.

Admission authorities are responsible for setting and applying a school's admission arrangements:

- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
- for academies, the Academy Trust is the admission authority
- for all other schools in Nottinghamshire, the County Council is the admission authority.

All admission authorities must comply with the requirements of the School Admissions Code 2012 and admissions legislation.

Admission authorities should ensure that their processes for admitting children who have been allocated under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

The governing body of a community or voluntary controlled school has no power to refuse to admit a child whose admission has been agreed by the local authority.

Admission authorities cannot refuse admission to a child with challenging behaviour where places are available. Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol. Schools should not request information about a child's history of behaviour unless an application meets fair access protocol requirements.

Nottinghamshire County Council will also share information about pupils who live in neighbouring local authority areas and who apply for a place in one of the schools participating in the scheme.

Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

Applying for a place in a Nottinghamshire school

Parents can make applications up to six weeks before the date when they would like their child to start at the preferred school. School places cannot be reserved and we therefore process and allocate places where possible close to the date the school place is required.

Parents can state up to four preferences on an application for any of the schools participating in the scheme. We recommend that parents use all four preferences, listing them in order starting with the one they would most like their child to attend. The County Council will not reveal the order of preferences to schools.

Parents applying for academy, foundation, studio, trust, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.

Details of oversubscription criteria for Nottinghamshire schools are available on our website www.nottinghamshire.gov.uk.

Moving school during year 10 or year 11

Progress and attainment can be adversely affected when a child moves school. Parents need to consider carefully before moving their child during year 10 and year 11. It may be difficult to find schools that can offer courses compatible with the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

How applications are considered

Applications for school places are considered without delay to ensure that every child of school age accesses an appropriate school place.

Timeline	Nottinghamshire County Council's in-year scheme
Day 0 – 5	There are weekly admission rounds with a cut-off point of 5pm on Wednesdays. Any application received after 5pm will be included in the following week's admission round. Details of applications will be sent to OAA schools participating in the scheme.
Day 5 - 15	OAA's are requested to notify the County Council of their decision
Day 15 – 20	Notification of the outcome of the application will be sent to parents by second class post
Day 20	If a place cannot be identified or there is a delay in getting a response, the application will be referred to the Fair Access Protocol

Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If there are more applications than places available, the admission oversubscription criteria will be used to determine which places will be offered. If applications are refused at any school which is listed higher than the one offered, parents/carers are given the right to appeal.

Nottinghamshire County Council will then identify all those preferences that can be met. When a place can be offered at more than one of the schools listed on an application, the County Council will write to offer a place at the highest preferred school where a place is available.

Nottinghamshire County Council will write to parents detailing the outcome of the application. Letters are posted second class. Parents should confirm their acceptance of the offer of a school place within 14 days of the decision letter otherwise the place may be withdrawn.

Mandatory offers

If a school is oversubscribed and applications are refused, all parents are given the right of appeal.

In addition, for Nottinghamshire residents, if it is not possible to allocate any preferences the County Council will determine whether a mandatory offer of a school place should be made. A mandatory offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools. For mandatory offers, the next nearest school is identified by walking distance measured using the County Council's computerised distance measuring software.

Mandatory offers will be made in the following circumstances:

- relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)
- moving home within Nottinghamshire and the child's current/previous school is in excess of 2 miles for children aged under 8 years of age and 3 miles for children aged 8 years and over

Waiting lists

Waiting lists may be held by schools where the number of applications received is greater than the number of places available in the year group. The order of waiting lists is decided by the admission oversubscription criteria for the school irrespective of the date the application was received and whether parents choose to appeal.

Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, does not hold waiting lists for applications processed as in-year. The one exception to this is where late applications are received between 1 September and 31 December for the intake year (reception, year 3 transfer to junior school, year 7 transfer to secondary school and year 10 transfer to studio or UTCs). In these cases, waiting lists will be maintained until 31 December in the admission year.

Some OAA schools may hold waiting lists for in-year applications. For information on waiting lists for OAAs parents should contact the school directly.

Appeals

Parents have the right to appeal to an independent appeal panel if they are not happy with the outcome of their application. Full details of how to appeal will be provided with the outcome of the application.

Fraudulent or misleading information

Where an offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused.

SECTION 4: catchment area changes

Horsendale Primary School, Broxtowe area

The map below indicates the area of land within the County boundary, north of the A610 and to the east of the A6002. This area is highlighted in orange and now forms part of the catchment area of Horsendale Primary School.

As Horsendale Primary School is linked to The Kimberley School for secondary transfer, this area of land will also be considered as part of the catchment area for The Kimberley School.

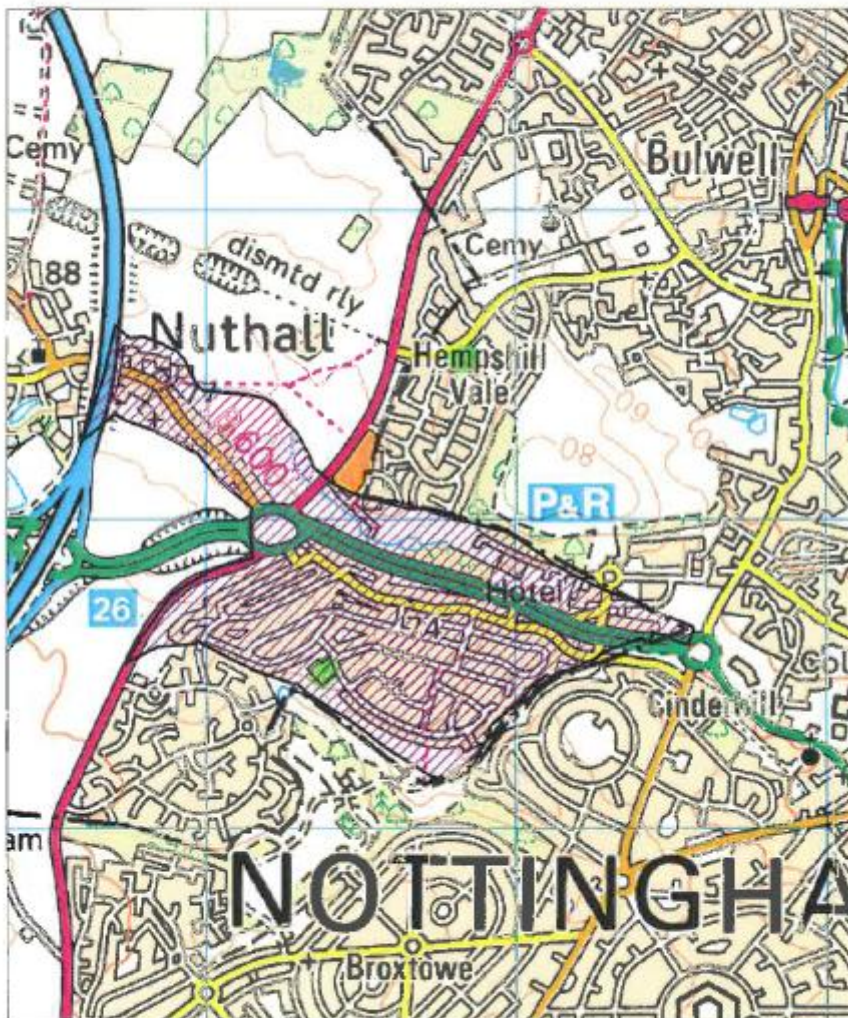
No existing primary school catchment area boundary is changed by this proposal.



Nottinghamshire County Council
Schools' Property and Development
Education Support Services

Land and Property Support Services

Catchment Plan for Horsendale Primary



Scale 1:15000

200 0 200 Metres



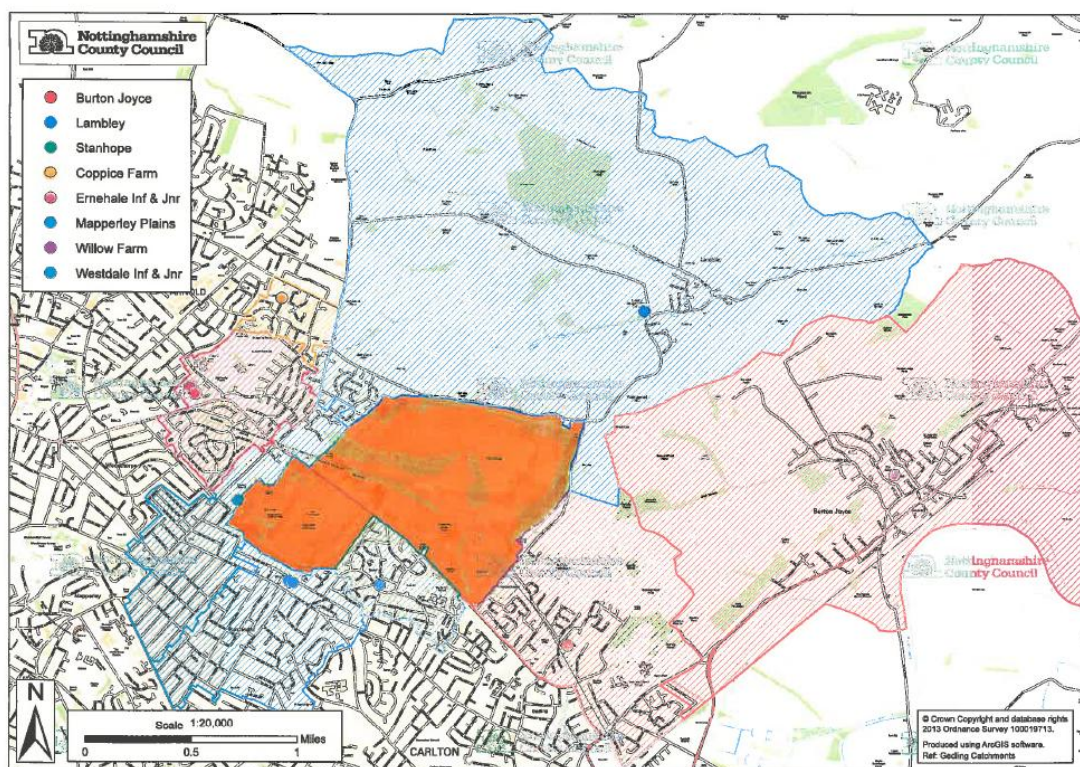
Plan Produced by: TCB
Data plan produced: 29/05/2005
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Nottinghamshire County Council
0151 566410. 00001713.0005
Produced using ArcView Software

Lambley Primary School, Gedling area

The map below indicates the area of land, south of Spring Lane and extending to Arnold Lane and Lambley Lane, that has been assigned to Lambley Primary School.

The area of land is currently allocated to the catchment of area of Sherwood E-Act Academy at secondary level. As Lambley Primary School is linked to both Colonel Frank Seely School and Sherwood E-Act Academy, this catchment area will also be considered as part of the catchment area for Colonel Frank Seely School.

No other primary school catchment area boundaries are changed.



St Edmund's CE Primary School catchment area (Portland Place development)

The majority of the new development, Portland Place, at the rear of Crookes Avenue and Poplar Street, falls within the catchment area of St Edmund's CE Primary School. This new development, Portland Place, will be allocated to the catchment area of St Edmund's CE Primary School. The map below indicates the minor change to the existing catchment boundary for St Edmund's CE Primary School and Nettleworth Infant School.

