

# NOTTINGHAMSHIRE COUNTY COUNCIL'S In-year admission scheme

**Nottinghamshire County Council has an in-year coordinated scheme for all community and voluntary controlled schools. Some own admission authorities have also joined this scheme.**

Applications for in-year admissions will be considered in relation to the PAN for the relevant age group; also considering infant class size restrictions. Generally, and unless a variation is agreed with the County Council, if places are available within the year group, the child will normally be admitted to the school.

## 1.1 Introduction

### a. What is an in-year application?

An application is an in-year application if it is for the admission of a child to a relevant age group, but it is submitted on or after the first day of the first term of the admission year, or if it is for the admission of a child to an age group other than a relevant age group.

In-year applications can be made for children requiring a school place during the school year, rather than at the usual transfer time to school (for example, starting primary school, moving to junior school, moving to secondary school or transferring to year 9/year 10 in a UTC or 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 Fair Access team under the Fair Access Protocol, available at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

### b. Fair Access Protocol

Nottinghamshire County Council's Fair Access Protocol (FAP) works in partnership with schools, parents and carers to ensure that vulnerable and or/hard to place children are allocated a school place as quickly as possible. Referral to fair access is made when a parent of an eligible child has not secured a school place under in-year admission procedures.

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

- a. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools and some own admission authorities (OAA) have chosen to join this scheme. Details of the schools that have joined this scheme are available on the public website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- b. OAAs are able to manage their own applications directly without parents having to apply through a local authority. The School Admissions Code 2021 requires that OAAs must notify the local authority of every application and its outcome as soon as reasonably practicable, but within two school days.
- c. Local authorities must provide information to prospective parents about the places available in all schools within its area. Admission authorities for all schools must provide the LA with details of the number of places available at their school. The information should be provided no later than 2 school days following receipt of the LAs request.

- d. 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](http://www.nottinghamshire.gov.uk)
- e. Nottinghamshire County Council ensures that the 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.
- f. 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.
- g. Admission authorities cannot refuse to admit 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.
- h. Nottinghamshire County Council may also share information with neighbouring authorities about applicants who live in that local authority area 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.

### **1.3 Applying for a place in a Nottinghamshire school**

- a. Parents can make applications up to six weeks, or during the preceding school half term, before the date when they would like their child to start at the preferred school. School places cannot be reserved, and places are allocated in line with this scheme.
- b. 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. Nottinghamshire County Council will not reveal the order of preferences to schools. Applications can be made online, by telephone or by completing an application form. A maximum of 4 preferences can be processed at any one time and parents must wait for the outcome for these preferences before making further changes.
- c. Parents applying for academy, foundation, free, 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.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

## **Applying for a place in year 10 or year 11**

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.

It may be difficult to find schools that can offer the same courses as the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

### **1.4 Timeline for in-year applications**

- a. Applications for school places are considered without delay to ensure that every child of school age is allocated a school place.

#### **Stage 1 – Application received (0-5 school days)**

Applications are received and processed within weekly admissions rounds with a cut-off point of 12noon on Wednesdays. Any application received after 12noon will be included in the following week's admission round. Details of applications received will be sent to own admission authority schools participating in the scheme for consideration against their oversubscription criteria. For community and voluntary controlled schools, NCC will make a decision on behalf of these schools.

#### **Stage 2 - admission authority considers application (10-15 school days)**

OAs requested to notify the County Council within 10 school days and by a maximum of 15 school days of the outcome of the application.

#### **Stage 3 - notification of outcome of application (10-15 school days)**

Parents notified of the outcome of their decision within 10 school days, and no later than 15 school days. Applicants who have provided an email address as part of their application, will receive an email outcome. All other applications will be sent an outcome by letter, posted second class.

#### **Stage 4 - children without a school place (16+ school days)**

If an offer of a place cannot be met; application may be referred to FAP in line with the requirements of the School Admissions Code 2021.

- b. Admissions will normally be agreed up to the published admission number for the relevant age group. Admission to other age groups cannot be refused on the grounds that the PAN has already been reached. Admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

If there are more applications than places available, the oversubscription criteria will be used to determine which places will be offered. If an application is refused at any school which is listed higher than the one offered, parents are given the right to appeal.

Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round, or at any point in the normal year of entry, except for children who have been permanently excluded from two or more schools.

- c. 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.

- d. Nottinghamshire County Council will communicate the decision:
  - applicants who have provided an email address as part of their application, will receive an email outcome
  - all other applications, notification of the outcome of the application will be sent second class post.
- e. Some admission authorities may withdraw a place where parents do not accept the offer within fourteen days. Parents are advised not to decline any offer of a school place until an alternative allocation has been made.

### **1.5 Admission to school (taking up the allocated in-year place)**

- a. Parents should contact schools directly to arrange a start date and the place must be taken up as quickly as possible, particularly where the child is out of school.
- b. In all cases, places allocated must be taken up by the start of the next half term.
- c. For places allocated in the summer term the child must be on roll at the allocated school before the end of the summer term. If the place is not taken up by the end of the summer term, parents would need to make a new application for the following academic year.
- d. If places are not taken up within these timelines, the offer of a place may be withdrawn.

### **1.6 Waiting lists**

- a. Nottinghamshire County Council, as the admission authority for community and voluntary controlled schools, holds waiting lists for year groups reception to year 6. These are held until 31 May. Arrangements for own admission authority schools may differ and parents should contact the school directly for information.
- b. If a place becomes available, the place will be allocated to the child on the waiting list who has highest priority within the oversubscription criteria at that time. This will include all applications that have been received requesting a place at that school.
- c. If a place is allocated from the waiting list in the summer term, the child must be admitted to the school before the end of the summer term. If the place is not taken up by the end of the summer term parents would need to make a new application for the following academic year.