

Summary guide for late applicants



How to apply for your child's secondary school place 2017-18 after the closing date of 31 October 2016



**Nottingham
City Council**

How to apply for your child's secondary school place 2017-18 after the closing date of 31 October 2016

If your child lives in Nottingham City and was born between 1 September 2005 and 31 August 2006 you need to apply to Nottingham City Council for a secondary school place for them.

This leaflet will help you apply for your child's school place but it is only a summary. Full information is available in the parent/carer guide 'Going to School in Nottingham 2017/18'. You can read the guide at

www.nottinghamcity.gov.uk/schooladmissions or find reference copies in schools, libraries and children's centres. If you want your own copy you can collect one from the School Admissions Team at Loxley House, Station Street, Nottingham or call us on 0115 841 5568.

If your child has a statement of special educational needs or Education, Health and Care Plan contact the City Council's Special Educational Needs Team on 0115 876 4300.

How do I apply?

The closing date for applications was 31 October 2016. As you are applying late, i.e. after the closing date, it may reduce your chances of getting a place at your preferred school – particularly if it is popular.

You can no longer apply online as the closing date has passed. You can collect an application form from Loxley House, Station Street, Nottingham NG2 3NG or you can request a form is posted to you by telephoning us on 0115 841 5568.

Fill in your application and name **up to four schools**. This can include schools outside Nottingham City. List the schools in order of preference, with your most preferred school listed first. **Do not** name the same school more than once. **We strongly recommend** that one of the schools on your application should be where you are sure that your child will meet one of the higher criteria for admission.

The admission criteria for Nottingham City schools are included in the parent/carer guide 'Going to School in Nottingham 2017/18' – Appendix 1.

We also strongly recommend that you use all your 4 preferences, i.e. that you name 4 secondary schools on your application. Naming only one school does not increase your chances of getting a place at that school. If you do not name 4 schools and it is not possible to offer a place at your preferred school(s) your child is likely to be offered a place at a school you do not want (see information in 'What Happens Next' section).

It is important that you provide details of any siblings (brothers or sisters) who will be attending any school you name on your application at the proposed time of admission. If this information is not provided the admission authority may not be able to place your application in the correct category.

For applications for September 2016, of those parents who were not offered one of their preferred schools, 50% had used only one of their four preferences.

If you are applying for a place at a Nottingham City voluntary aided (church) Academy you may also need to fill out a supplementary form. You can get these forms from www.nottinghamcity.gov.uk/schooladmissions or the school. Check with schools outside Nottingham City to see if you need to fill in a supplementary form.

Under exceptional circumstances, we (and other admission authorities) may be willing to accept applications which we receive late but before **5.00pm on 6 January 2017** and deal with these at the same time as applications received by the closing date. Examples of exceptional circumstances include if the application is from:

- a family returning from living abroad;
- a single parent who has been ill for some time; or
- a family moving into Nottingham from another area after the closing date.

If you are applying between 1 November 2016 and 6 January 2017 and you think there are exceptional circumstances why your application is late, you must attach written details to your application form. We will consider each case individually. All

applications received after 6 January 2017 will be dealt with after the national offer date of 1 March 2017.

If you have already applied for a secondary school place before the closing date and you then send in a late application for different schools after you have received your decision letter, we will add these to the end of your first list of schools. For example, if you applied for four secondary schools before the closing date and then applied for two different secondary schools after receiving your decision letter, they would be your fifth and sixth preferences and would be dealt with as late preferences.

If you are considering applying for a place at Bluecoat Academy or Nottingham Academy you cannot apply for a particular site. As both academies are run from two sites, if your child is offered a place you will have the opportunity to discuss which site you prefer with senior staff at the relevant academy.

Looked after children and previously looked after children

All schools must give highest priority within their admission criteria to children looked after by the local authority or children who were previously looked after but immediately after became subject to an adoption, residence/child arrangements order, or special guardianship order. You will need to indicate in your application whether the child is 'looked after' or was previously 'looked after'.

If the child is '**looked after**', in your application you will need to name the local authority responsible for the child and provide a letter from the social worker confirming the child's legal status. The letter should also provide the reasons for the preferences for the schools listed.

If the child was **previously 'looked after'** but is no longer looked after because they were adopted (or became subject to a residence/child arrangements order or special guardianship order) you must provide a copy of the adoption order*, residence/child arrangements order* or special guardianship order* with your application and the name of the Local authority who were previously responsible for the care of the child.

*An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements 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 as amended by section 12 of the Children and Families Act 2014. 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).

Things to consider when applying

Some secondary schools in Nottingham City have catchment area criteria and children living in the catchment area are given a higher priority when places are offered. Details of the catchment area school for your home address are available from the School Admissions Team (email schooladmissions@nottinghamcity.gov.uk or telephone 0115 841 5568).

The popularity of a school may affect the chances of your child getting a place. The 'Going to School in Nottingham 2017/18' booklet includes the number of places available at each school and a breakdown of the categories of children offered places last year, which you may find helpful.

Open evenings at schools will have been held before the closing date for applications (31 October 2016), but you might want to contact the schools you are interested in to arrange a visit.

Consider how your child will get to school as you are responsible for getting them there. Information on school transport is available at www.nottinghamcity.gov.uk/schooladmissions in the guide for parents/carers.

If you consider your child has a special educational, medical, mobility or social need that can only be met at a specific school you must indicate this on your application form and provide a written statement from a doctor, social worker or other relevant professional to support your application. Each case will be looked at on its merits.

We are trying to adapt as many of our mainstream schools as possible to meet the needs of disabled pupils. However, not all of our school buildings are currently suitable and there are some schools where it will not be possible to provide full access for disabled pupils.

What happens next?

We process all the applications, dealing with those received by the closing date first and decision letters are posted to those parents/carers on 1 March 2017. Applications received after the closing date will not be considered until after 1 March 2017. If your application is received between 1 November 2016 and 30 April 2017, you are likely to receive your decision letter in May 2017. If you apply after 30 April 2017 you are likely to receive your decision letter within 3 weeks of your application being received.

If there are more applications for a school than places available, places are offered according to the school's oversubscription criteria given in the 'Going to School in Nottingham 2017/18' booklet and separate Appendix 1.

Where we cannot offer a place at any of your preferred schools your child will be allocated a place at your catchment community school if places are still available. If there are no places available, a place will be offered at the next nearest school or academy in Nottingham City, where the governing body has authorised us to make such offers on their behalf if places are still available.

You need to let us know whether or not you want to accept the place we have offered to your child. If you do not accept the place within 14 days we may withdraw it and offer the place to another child.

What happens if I am not offered the school I want?

Your child will automatically go on a waiting list for any Nottingham City community school you listed as a higher preference than the one you were offered. You may write to us to request your child is placed on the waiting list for a Nottingham City school/academy you ranked lower than the one you were offered. The

waiting list is kept open until the end of the Autumn 2017 term.

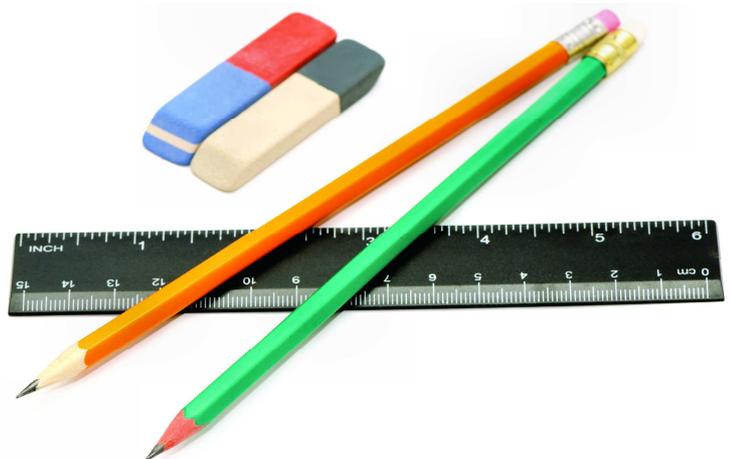
Check the admission arrangements of other schools for details of their waiting lists.

You can appeal against the decision. Information on how to appeal is included in your decision letter.

Accuracy of applications

We want the application process to go as smoothly as possible for you so please keep us updated about any changes to your details which may affect your application.

Parents/carers may be required to provide proof to confirm their child's home address. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate. If a place is offered on the basis of false information it may be withdrawn and offered to a child who has higher priority under the admissions criteria.



Further information

If you have any questions call us on 0115 841 5568 or email schooladmissions@nottinghamcity.gov.uk

More information can be found at www.nottinghamcity.gov.uk/schooladmissions

For independent advice on the application or appeals process contact the choice adviser through the Families Information Service on 0800 458 4114 or email fis@nottinghamcity.gov.uk

For information about applying for a school place in an alternate language or format visit our website. For Braille please call 0115 841 5568.

Checklist

This checklist sets out all the steps you need to take for your child to be offered a school place.

- Check which is the catchment school for your home address either by email schooladmissions@nottinghamcity.gov.uk or by telephone (0115 841 5568).
- Find out about your catchment school and details of other schools and arrange a visit.
- Read the admissions criteria in the parent/carer guide 'Going to School in Nottingham 2017/18' and separate Appendix 1. This will help you decide whether your application will receive a high priority.
- Check which schools were oversubscribed in 2016/17 in the parent/carer guide 'Going to School in Nottingham 2017/18'.
- Think about how your child will get to and from school.
- Find out if you can get help with travel costs, see the parent/carer guide 'Going to School in Nottingham 2017/18'.
- Remember to include details of any older brothers or sisters already at the school you name on your application form and who are still expected to be attending the school in September 2017.
- Send proof of residence to Fernwood School if you are applying for a place at that school and your child lives in the school's catchment area.