

**SECTION 3.2**

**NOTTINGHAMSHIRE COUNTY COUNCIL'S  
COORDINATED SCHEME  
FOR IN-YEAR ADMISSIONS  
TO NOTTINGHAMSHIRE COMMUNITY AND VOLUNTARY  
CONTROLLED SCHOOLS**

**(also open to own admission authority schools to participate  
on a voluntary basis)**

### 3.2.1 Introduction

a. **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 (for example 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 Lead Officer for Fair Access 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 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.

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

- a. 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 2014 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.
- b. Nottinghamshire County Council has a well-established in-year scheme for applications for admission to Nottinghamshire community and voluntary controlled schools. Nottinghamshire County Council also invites 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](http://www.nottinghamshire.gov.uk).
- c. 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.
- d. All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.
- e. 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.

- 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 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.
- h. Nottinghamshire County Council will also share information with neighbouring authorities who live in that local authority area and who apply for a place in one of the schools participating in the scheme.
- i. Our neighbouring authorities are Derbyshire, Doncaster, Leicestershire, Lincolnshire, North Lincolnshire, Nottingham City and Rotherham.

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

- a. 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.
- 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. The County Council will not reveal the order of preferences to schools.
- c. 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.
- d. Details of oversubscription criteria for Nottinghamshire schools are available on our website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

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

- a. 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.
- b. 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.

### 3.2.5 How applications are considered

- a. 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.

- b. 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 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.
- 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 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.
- e. **Infant classes only**  
 The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children **may** be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. *A child who falls into any of these categories will not automatically be admitted as an excepted child.*

### **3.2.6 Mandatory offers**

- a. If a school is oversubscribed and an application is refused, parents are given the right of appeal.
- b. 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.
- c. Mandatory offers will be made in the following circumstances:
  - relocation to Nottinghamshire (following receipt of confirmation that parents are resident in Nottinghamshire)
  - moving across area/district within Nottinghamshire
- d. A mandatory offer may be a place at the next nearest school with places available. Places are not automatically offered at catchment area schools and distance is calculated by walking route measured using the County Council's computerised distance measuring software.

### **3.2.7 Waiting lists**

- a. 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.
- b. Nottinghamshire County Council, as the admission authority for voluntary controlled and community schools, holds waiting lists for year groups reception to year 5. These are held until the end of the academic year.

### **3.2.8 Appeals**

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

### **3.2.9 Fraudulent or misleading information**

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

