



How to apply for a school place in Nottingham City if you are new to the area or wishing to change school (In-year applications)

Key Points:

- If you have moved address, just arrived in Nottingham, or if you want your child to change schools, you can apply for a place online at <https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/>
- Some schools require you to make an application directly to the school and not to Nottingham City Council. **Details of which schools you must apply directly to can be found on our website at** <https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/>
- If you wish to apply to a school not located within Nottingham City you must contact the relevant Local Authority directly to ask for an application form.
- Before applying you are advised to contact us to check if the school has places in your child's year group. Please note that as school numbers can change daily, availability of places is decided at the time the application has been received and is being considered by the relevant admission authority
- You should list 4 schools in the order you most prefer. Naming only 1 school does not increase your chances of getting a place at your preferred school.
- We aim to process applications within 15 school days of being received. During school holidays decisions can be delayed due to schools being closed. **Please do not contact us for a decision on your application until 15 school days have passed.**
- Applications for children living outside of the UK will only be considered once the date of arrival and an address in the UK has been confirmed.
- Your application can only be discussed with the applicant or agreed contact.
- If you are applying for a place at a Nottingham City church academy you will also need to fill out a supplementary form. You can get these forms from www.nottinghamcity.gov.uk/schooladmissions or the relevant academy.
- An application will only be valid when all the information requested on the form has been received.
- If it is not possible to offer any of your preferences, your child may be added to a waiting list and you will be advised of your right of appeal against the decision not to offer a place.
- Being on a waiting list does not mean that your child will be offered a place in the future. Pupils will be ranked on the waiting list in the same order as the published oversubscription criteria. If pupils' names added to the waiting list at a later date have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.
- Please keep us updated about any changes to your details after you have submitted your application (but before you have received a decision on your application), e.g. a change of address. You must contact us to let us know of any changes that might affect your application. If you do not notify us of any change this could result in a fraudulent application.
- Any application for a community school received after the summer half term will only be considered for transfer in the autumn term (in other words, you may receive an offer of a school place between June and August, but your child will not be able to take up this offer until the autumn term). Other admission authorities may have different arrangements for applications received after the summer half term. You should contact the relevant admission authority for details. Your request for admission in the second half of the summer term may be considered if you have moved house into Nottingham City from another area and your child is unable to get to their present school.

Making Your Application

The quickest and easiest way to do this is to go online at <https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/school-admissions/new-to-the-area-or-wishing-to-change-schools/> If you require a paper form, please telephone 0115 841 5568 or email us at schooladmissions@nottinghamcity.gov.uk to request one.

- We recommend that you make **4 preferences**.
- List your preferences in order starting with the one you would most like your child to attend.
- Remember that living in the catchment area, attending a linked school or having a brother or sister attending a school **DOES NOT** guarantee that your application will be successful.
- We recommend that one of the schools on your application should be one where you are sure that your child will meet one of the higher criteria for admission.
- It is important that you provide details of any of your child's 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.

What Happens Next?

Timeline	School Admissions Team
Day 0-5	We will operate weekly admission rounds, with a cut-off point of 12 noon on Fridays. Any application received after 12 noon will be included in the following week's admission round.
Day 6-10	If you are requesting a place at a Nottingham City community school, Nottingham City Council will make a decision on your application.
	If you are requesting a place at an academy, details of your application will be made available to the relevant admission authority for them to make a decision.
Day 11-15	Parents/carers should receive a decision on their application within 15 school days of their completed application being received. Decisions on community school applications will be sent by Nottingham City Council but decisions for academies will be sent by the school concerned.

The popularity of a school may affect the chances of your child getting a place there. 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 2021/22 booklet - Appendix 1', which can be viewed on our website at www.nottinghamcity.gov.uk/schooladmissions.

Consider how your child will get to school, as you are responsible for getting them there. Information on school transport is available at https://www.nottinghamcity.gov.uk/school_transport

Supporting Information

If you consider your child has special educational, medical 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 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.

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.

General Contact Information:

Phone: 0115 8415568 (Monday-Wednesday 9.30am to 12.30 pm)

Email: schooladmissions@nottinghamcity.gov.uk

Website: www.nottinghamcity.gov.uk/schooladmissions