



# Qualifying Co-ordinated Admissions Scheme for Primary Schools 2025/2026

Nottingham City Council  
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Team	School Admissions
Department	Access and Inclusion
Organisation	Nottingham City Council
Updated	November 2023

## FOREWORD

This scheme is made under Section 89 of the Schools Standard and Framework Act 1998 and in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. This part of the scheme relates to first admission to infant or primary school and transfer from infant to junior school only.

The co-ordinated scheme applies to the schools listed below:

### **Community primary schools**

Berridge, Cantrell, Carrington, Claremont, Crabtree Farm, Dovecote, Dunkirk Primary, Fernwood, Forest Fields, Glade Hill, Greenfields, Haydn, Heathfield, Hempshill Hall, Henry Whipple, Melbury, Mellers, Middleton, Rise Park, Robin Hood, Rufford, Seely, Snape Wood, Southglade, Southwold, Walter Halls, Welbeck and Westglade.

### **Academies**

Ambleside, Bluecoat Bentinck, Blessed Robert Widmerpool Catholic, Blue Bell Hill, Bluecoat Primary Academy, Brocklewood, Bulwell St Mary's CE, Burford, Djanogly Northgate, Djanogly Sherwood, Djanogly Strelley, Edale Rise, Edna G Olds, Firbeck, Glapton, Glenbrook, Highbank, Hogarth, Huntingdon, Jubilee L.E.A.D., Milford, Nottingham Academy, Old Basford, Our Lady & St Edward Catholic, Our Lady of Perpetual Succour Catholic, Portland Spencer, Radford, Robert Shaw, Rosslyn Park, Scotholme, Sneinton St Stephen's CofE, Southwark, South Wilford Endowed CE, Springfield, St. Ann's Well, St Augustine's Catholic, St Margaret Clitherow Catholic, St Mary's Catholic, St Patrick's Catholic, St Teresa's Catholic, Stanstead, Sycamore, Victoria, Warren, Waterside, Whitegate, Whitemoor, William Booth and Windmill L.E.A.D.

## INTERPRETATION

In this scheme –

“the LA” means Nottingham City Council acting in its capacity as local authority;

“VA schools” means schools that are voluntary aided schools;

“Academy” means schools that have academy status;

“admission authority” means, in respect of any school which is a:

community school - the LA

VA or academy - the governing body of that school/academy;

“SCAF” means the School Common Application Form supplied by the LA electronically or on paper;

“admission arrangements” means the arrangements for a particular school/academy or schools/academies which govern the procedures and decision-making for the purposes of admitting pupils to the school(s)/academy.

## INTRODUCTION

For the 2025/2026 school year the LA will be co-ordinating the admission to infant/primary and transfer from infant to junior school arrangements with Nottinghamshire County Council who shares a border with Nottingham City.

The co-ordinated scheme for admission to infant/primary and transfer from infant to junior school is a mechanism to ensure that every parent/carer resident in Nottingham who has applied for an infant/primary or junior school place for their child in the normal admission round receives a single offer of a school place on the National Offer Day of 16 April (or next working day after this date).

The purpose of this scheme is to co-ordinate the arrangements for the admission of pupils to infant/primary and junior schools in the area.

The co-ordinated scheme is an administrative process which is intended to make admission to school easier, more transparent and less stressful for all parents and carers. It allows applicants to apply online or on one common application form.

Eligibility for admission to a school is determined by the respective admission authority. These are:

- i. for community schools - the Local Authority;
- ii. for academies - the governing body of the academy;
- iii. schools in Nottinghamshire County Council's area - for academies, voluntary aided, foundation and trust schools - it is the governing body of that school/academy; for community and voluntary controlled schools - it is Nottinghamshire County Council.

The normal admission round is the process by which:

- a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of a qualifying scheme;
- b) an application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and
- c) a determination relating to that application is communicated to the parents/carers on the offer day.

## APPLYING FOR AN INFANT/PRIMARY SCHOOL PLACE

1. There will be a standard form, known as the School Common Application Form (SCAF).
2. The SCAF must be used by parents/carers resident in Nottingham City to make up to four preferences in rank order and give reasons for their preferences. Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.
3. The LA will take all reasonable steps to ensure that every parent/carer resident in Nottingham City who has a child of the appropriate school age has access to a copy of the SCAF and composite prospectus (Going to School in Nottingham publication), which includes a summary of the co-ordinated admissions scheme.
4. All four preferences will be treated equally by the LA.
5. Parents/carers resident in Nottingham City are strongly encouraged to apply through the Council's website using the online admissions system.
6. Alternatively, if parents/carers resident in Nottingham City wish to apply using a paper application form (SCAF), the SCAF should be returned to the **School Admissions Team, Access and Inclusion, LH Box 14, Loxley House, Station Street, Nottingham NG2 3NG**.
7. Completed SCAFs, together with any additional information or documentation required by the admission authority, must be returned by the national closing date of **15 January**.
8. Applications from parents/carers not resident in Nottingham City must be made on the relevant online or paper application form available from their home local authority. Where the LA receives a paper SCAF from a parent/carer not resident in Nottingham City, the parent will be advised to apply directly to their home authority

## INFORMATION REQUIRED BY VA ACADEMIES

1. Voluntary aided academies may require parents/carers who have expressed a preference for the school on the SCAF, to provide additional information which is not contained on the SCAF. Additional information can be requested on a supplementary form, this should only be necessary where the additional information is required for the governing body to apply their oversubscription criteria to the application.
2. A supplementary form is not regarded as a valid application form unless the parent/carer has also completed the appropriate home local authority SCAF and the school is nominated on it. Supplementary forms should be returned directly to the VA academy preferred.
3. Where a supplementary form is not submitted to the relevant VA academy in addition to the SCAF, it is very likely to affect the consideration by the governing body of that academy of the preference expressed.
4. The governing body of a voluntary aided academy may determine whether or not to obtain a copy of the supplementary form where the parent/carer has failed to submit one with their SCAF.
5. When a VA academy has failed to obtain a supplementary form but there is a SCAF, the application must proceed because a valid application has been made.

## PROCEDURE

The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs received. Except where acting in its separate capacity as an admission authority for community schools, the LA will not be making any decision with respect to the offer or refusal of a place in response to any application form.

1. By **12 November 2024** the LA will distribute application packs by post or via city nursery to parents/carers resident in Nottingham City.
2. The closing date for applications is **15 January 2025**.
3. By **10 February 2025** the LA will send to other local authorities' details of the applicants who have applied for schools in their area.
4. By **19 February 2025** the LA will send to the admission authority of each Nottingham City school details of all the applicants who have applied for a place at their school. The LA will also provide details of all applicants who have applied for their schools by use of the DfE common data sets and any supplementary information received.
5. In considering applications for admission to Nottingham City schools the order of ranking as stated on the SCAF **will not** be revealed.
6. By **3 March 2025** the LA will have received from other admission authorities in Nottingham City a list of children who can be offered a place and those who cannot. All applications should be ranked, not just those to whom places can be offered.
7. By **10 March 2025** the LA will compare the list of provisional offers for Nottingham City community schools against the list of provisional offers from Nottinghamshire County Council and other admission authorities and:
  - a) determine which provisional offers will be made to Nottingham City residents taking account the ranking of the preferences on the SCAF;
  - b) inform Nottinghamshire County Council, other local authorities and other admission authorities of those provisional offers which are to be accepted and of those which are not to be accepted.
8. Where it is the case that a child is eligible for more than one provisional offer of an infant/primary school place, the parents/carers will be offered the highest ranked of those provisional offers as indicated on the SCAF.
9. At the end of the first cycle of determining provisional offers, it will be possible to identify those schools which are undersubscribed or oversubscribed. For undersubscribed schools, it will have been possible to have met all preferences.
10. The LA will send details of any late applications with exceptional reasons being considered in the first cycle as soon as the decision to consider the application as on time has been made.
11. In order to complete allocations to oversubscribed schools, a second cycle of the process will be undertaken.

This second cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (7) above. The waiting list will comprise of:

- a) applicants for whom it has not been possible to make any provisional offer;
- b) all applicants with a provisional offer ranked lower than that of the oversubscribed school for which a preference has also been expressed.

12. By **2 April 2025** the LA will:
- a) update the list of offers for oversubscribed schools;
  - b) notify Nottinghamshire County Council where the offer is to be made to a resident of their area;
  - c) update the list of offers for other admission authorities of Nottingham City schools;
  - d) receive information from Nottinghamshire County Council of any places which they can offer to a Nottingham City resident under their co-ordinated scheme;
  - e) make determinations on which offers will be made to Nottingham City residents taking account of:
    - i) offers from Nottinghamshire County Council; and
    - ii) the waiting list for places at schools;
  - f) amend the list of offers for each oversubscribed school to take account of point d) above;
  - g) inform Nottinghamshire County Council and other admission authorities of which offers are to be confirmed for places in their schools which are to be accepted and of those which are not.

## THE SINGLE OFFER OF A SCHOOL PLACE

The LA will be the body that communicates decisions to Nottingham City residents as follows:

- a) for community schools where the LA is the admission authority;
  - b) on behalf of academies and voluntary aided schools/academies;
  - c) on behalf of any school maintained by another local authority.
1. Parents/carers will receive only a single offer of a place for admission to a school.
  2. Where there is only one school for which a preference can be met, a place will be offered at that school.
  3. Where there are two or more provisional offers which could be made, the ranking of the expressed preferences as listed on the SCAF will be used to determine which of those provisional offers is the highest and which will become the single offer of a place.
  4. Where any maintaining LA has notified this LA that a child resident in Nottingham City is to be granted a place in a school outside of Nottingham City or Nottinghamshire, this LA will have regard to this information when determining which school the single offer of a place shall be for. This means that if a child resident in Nottingham City has been offered a school place by another LA this LA may determine that this constitutes a single offer of a school place and this LA may make no offer of a school place for that child.
  5. The single offer of a place will be communicated by email to parents/carers who applied online on the national offer day and will contain the following information:
    - the name of the school at which a place is offered;
    - a request to confirm whether the applicant wishes to accept the place offered;
    - the outcome of each of the other preferences made on the SCAF;
    - information about the right of appeal and how to lodge an appeal, against the decision to refuse places at the other school/academy preferences made on the SCAF;

## ACCEPTING THE PLACE OFFERED

Places will be automatically accepted, however parents/carers should notify the LA if they no longer wish to accept the place at the offered school. Places will only be withdrawn if alternative education has been secured.

## PREFERENCES NOT MET (alternative offers)

1. Where this local authority cannot make a single offer for any of the preferences expressed by a parent/carer resident in Nottingham city, where it is possible to do so, a place will be allocated to the child at the next nearest available Nottingham city community school or academy if this is the nearest school/academy where places remain. This is in line with 2.11 of the School Admissions Code that states "If the local authority is unable to offer a place at one of the parents' preferred schools it must, if there are places available, offer a place at another school".

An allocated (alternative) place will be determined after all preferences for schools where the LA is the admission authority have been determined, and will be communicated to parents/carers on the national offer day (or as soon as possible after this date where it is not practical to communicate this on the offer date).

2. Where no preference has been made by the closing date, an allocated (alternative) place will be determined after the national offer day, wherever possible.
3. A determination of the nearest school will be made by reference to the distance measured using a computerised mapping system (GIS) by means of a straight line from a point at the school campus to a point at the child's home, both identified by the Local Land and Property Gazetteer.
4. The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the SCAF, i.e. 15 January 25
5. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends. If the child lives at two separate properties for an equal length of time, the ordinary place of residence will be deemed to be the address named on the Child Benefit letter. Informal residence agreements with family and friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required.
6. In some instances, where all schools in the vicinity are oversubscribed some consideration may need to be given to a school within reasonable travelling distance of the child's home. In law, a reasonable walking distance is up to 2 miles for children under the age of 8 years of age and up to 3 miles for children aged 8 years and over.

## LATE APPLICATIONS

1. The LA and other admission authorities within Nottingham City may be willing to accept applications which are received late for good reason. These are considered on a case by case basis whilst ever it is practical to do so. Examples of late applications may be:
  - a family returning from abroad;
  - a lone parent/carer who has been ill for some time;
  - a family moving into Nottingham City from another area; or
  - other exceptional circumstances.

Details of the exceptional circumstances must be given in writing and attached to the SCAF. Each case will be treated on its merits.

2. Any preference received by the LA after the closing date and considered to be with good reason for being late and, where appropriate, with the agreement of the relevant admission authority, will be included in the first cycle of allocations and parents/carers will be notified on the national offer day.
3. All other late applications and any under point 1 above, received by the LA too late to be considered as on time will be dealt with after the offer day.
4. Other circumstances which will be considered as late applications include:
  - a) where a parent/carer has been allocated a place on the offer day and they wish for a place at a school ranked lower on the original SCAF to be considered. The parent/carer will be required to notify the LA of this request;
  - b) where a parent/carer has been allocated a place on the offer day and they decline that place and require a place at a school not named on the original SCAF. The parent/carer will be required to make an application for any school not named on the original SCAF.
5. Applications made after the closing date and up to the start of the academic year for admission to school in the intake year (F2) by a Nottingham City resident must be made on a SCAF and will still be co-ordinated within the provisions of this scheme.
6. Applications received from the start of the academic year onwards will be considered as an 'in-year' transfer and will be dealt with under the under the co-ordinated in-year admissions scheme for those schools/academies that opt to continue with the LA's co-ordinated in-year admissions scheme. For those schools/academies that opt out of the LA co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the school/academy applied for to be considered as an 'in-year' transfer.

## RIGHT OF APPEAL

Any parent/carer whose child is refused a place at a school for which they have applied has the right of appeal to an independent appeal panel\*.

*\*Except where their child has been permanently excluded from two or more schools and where at least one of those exclusions took place after 1 September 1997. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).*



## WAITING LISTS

1. The LA will maintain in conjunction with own admission authorities, a waiting list for all city schools where the number of applications received during the normal admissions round for those schools has exceeded the number of available places in Foundation 2 (F2). The waiting list will operate on the offer day and will be maintained by the LA in conjunction with the relevant admission authority up to the start of the academic year after which the relevant admission authorities will operate their own waiting list in accordance with their own arrangements.
2. The waiting list for each oversubscribed community school will contain:
  - a) children that secured a single offer of a lower ranked preference;
  - b) children who have been refused a place and were unable to receive an alternative offer
3. Being on a waiting list should not raise undue expectations about the likelihood of being offered a place in due course. Where a waiting list is used, the school's published admission policy should make clear that these children will be ranked in the same order as the published oversubscription criteria. If late applicants 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.
4. Where school places become vacant before any admission appeals are heard, admission authorities should fill these vacancies from any waiting list. Placing a child's name on a waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

## CO-ORDINATED ARRANGEMENTS FOR JUNIOR SCHOOLS

This section of the scheme relates to the co-ordinated admission arrangements for junior schools where children are on roll at a separate infant school.

The provisions in this section of the co-ordinated scheme have been varied such that only three preferences for a junior school will be required from the parent/carer. This variation recognises that the LA does not maintain any separate infant and junior schools.

### The variation for junior schools

1. Applications for admission to year 3 at junior schools will be made on the SCAF on which parents/carers will be invited to make up to three preferences and give reasons. Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.
2. Where a primary school is substituted for a junior school as a preference expressed by the parent/carer, that preference will be dealt with as a transfer to the primary school outside of the normal age group for admission. This recognises that for a primary school the relevant intake year group for admission is Foundation 2 and not year 3 as is the case with a junior school.
3. Parents/carers resident in Nottingham City are strongly encouraged to apply through the Council's website using the online admissions system.
4. Alternatively, if parents/carers resident in Nottingham City wish to apply using a paper application form (SCAF), the SCAF should be returned to the **School Admissions Team, Access and Inclusion, LH Box 14, Loxley House, Station Street, Nottingham NG2 3NG**.
5. Completed SCAFs, together with any additional information or documentation required by the admission authority, must be returned by the published closing date of **15 January**.

6. Applications from parents/carers not resident in Nottingham City must be made on the relevant application form available from their home local authority. Where the LA receives a paper SCAF from a parent/carer not resident in Nottingham City, the parent will be advised to apply directly to their home authority.
7. The single offer of a place will be communicated by email to parents/carers who applied online on the national offer day.
8. Applications made between national offer day and the start of the academic year for admission to school in the intake year (year 3) by a Nottingham City resident must be made on a SCAF and will still be co-ordinated within the provisions of this scheme.
9. Applications received from the start of the academic year onwards will be considered under the co-ordinated in-year admissions scheme for those academies that opt to continue with the LA's co-ordinated in-year admissions scheme. For those academies that opt out of the LA co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the academy applied for to be considered as an 'in-year' transfer.

With the exception of the above variations, the co-ordination of applications to junior schools is as set out in the infant/primary scheme.

## **FALSE INFORMATION**

1. Where, under the scheme, the 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 will be withdrawn where this provision is included in the respective admission arrangements of the relevant admission authority.
2. 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.