

## How to apply for your child's infant or primary school place 2022/23

If your child lives in Nottingham City and was born between 1 September 2017 and 31 August 2018 you need to apply to Nottingham City Council for an infant or primary school place for them.

### Key Points:

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| <ul style="list-style-type: none"> <li>➤ The closing date for applications is midnight on Saturday 15 January 2022. Applying late after the deadline may reduce your chances of getting a place at your preferred school, particularly if it is popular.</li> <li>➤ You will be able to apply from 15 November 2021. The quickest and easiest way to do this is to go online at <a href="http://www.nottinghamcity.gov.uk/FirstAdmissionApplication">www.nottinghamcity.gov.uk/FirstAdmissionApplication</a> . Doing it online is completely safe and secure.</li> <li>➤ Please ensure that if you live in Nottingham City, you apply online using Nottingham City Council's website. If your application is made on the wrong website it won't be considered and any application you subsequently make after the closing date will be a late application.</li> <li>➤ You should list up to 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.</li> <li>➤ 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.</li> </ul> | <ul style="list-style-type: none"> <li>➤ 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 <a href="http://www.nottinghamcity.gov.uk/FaithSupplementaryForm">www.nottinghamcity.gov.uk/FaithSupplementaryForm</a> or the relevant academy.</li> <li>➤ You should tell us any information that is relevant to your application which may affect how the admission criteria are applied, i.e. if your child is looked after or previously looked after.</li> <li>➤ If it is not possible to offer any of your preferences, your child will be added to a waiting list and you will be advised of your right of appeal against the decision not to offer a place.</li> <li>➤ Most 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 catchment areas can be viewed at <a href="http://www.nottinghamcity.gov.uk/choosingaschool">www.nottinghamcity.gov.uk/choosingaschool</a></li> <li>➤ Tell us if you move house as this may affect how your application is considered.</li> <li>➤ Your application can only be discussed with the applicant or agreed contact.</li> </ul> |
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### Making Your Application

You will be able to apply from 15 November 2021. The quickest and easiest way to do this is to go online at [www.nottinghamcity.gov.uk/FirstAdmissionApplication](http://www.nottinghamcity.gov.uk/FirstAdmissionApplication) . If you require a paper form, please telephone 0115 841 5568 or email us at [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk) to request one.

You can make changes to your online application right up to the time of the closing date and you'll receive an email confirmation to say that we have received it, giving you peace of mind. If you make any change to your application, you **must** resubmit it. You will need to make a note of your username and password.

- You can make up to **4 preferences**. This includes any schools you may wish to apply for that are outside Nottingham City.
- 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.

Applications received after the closing date of **15 January 2022**, will not be considered until after 19 April 2022 and your child may not be offered a place at your preferred school.

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 2022/23 booklet - Appendix 2', which can be viewed on our website at [www.nottinghamcity.gov.uk/FirstAdmissionApplication](http://www.nottinghamcity.gov.uk/FirstAdmissionApplication)

Some schools may hold open evenings or sessions for parents/carers to look around and speak to teachers. Find out about these from the schools you are interested in.

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](http://www.nottinghamcity.gov.uk/schooladmissions) in the guide for parents/carers.

### **Fernwood Primary, Middleton Primary and Haydn Primary School**

If you live in the catchment area of one of these schools and you are applying for a place there, you will need to provide **one piece of evidence from each of the three categories** listed below as proof of your residence within the catchment area.

If you do not provide proof of your address by the closing date, we will be unable to consider your application as being from within the catchment area and it may reduce your chances of getting a place at the school.

#### **Category 1**

- A copy of a letter from the Child Benefit Agency showing the child's name and home address; or
- A copy of a letter from the Child Tax Credit Agency showing the child's name and home address; or
- A copy of your child's bank statement, showing child's name and address; or
- An NHS letter showing your child's name and address.

#### **Category 2**

- A copy of your tenancy agreement; or
- A copy of a solicitor's letter confirming the completion of a property you have bought; or
- A copy of a council tax bill.

#### **Category 3**

- A copy of your bank statement dated within the last 6 months; or
- A copy of a utility bill (gas, water or electricity, not a mobile phone bill) dated within the last 6 months.

We will not accept informal living arrangements with family or friends unless there are exceptional circumstances for which proof will also be required.

**If applying for Edna G Olds Academy and you live in the catchment area, you will need to send proof of residence to the school.**

### **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.

### **Dunkirk Primary and Heathfield Primary**

These schools operate on two separate sites. If you are considering applying for either of these schools, you should be aware that you cannot apply for a specific site. The head teacher will make the decision as to which site a pupil will be accommodated at and there is no right of appeal against the allocation of a particular site.

### **What Happens Next?**

If you applied online, you will receive an email about your child's school place on 19 April 2022. If you applied using a paper application form, you will be notified by letter posted second class on 19 April 2022.

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](mailto:schooladmissions@nottinghamcity.gov.uk) **Website:** [www.nottinghamcity.gov.uk/schooladmission](http://www.nottinghamcity.gov.uk/schooladmission)