



Going to School in Nottingham 2027/28

Nottingham City Council

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Team	School Admissions
Department	Service Delivery
Organisation	Nottingham City Council
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1. Welcome

Welcome to the *Going to School in Nottingham* guide, a combined prospectus designed to support parents and carers in choosing the right school for their child in Nottingham.

In Nottingham, we are committed to ensuring every child gets the best possible start in life and receives an education that meets their individual needs.

Whether your child is starting primary school, moving on to secondary school, or changing schools, deciding which schools to apply for is one of the most important choices a family will make. We recognise the significance of this decision and are dedicated to working alongside parents and carers to offer guidance, reassurance, and support throughout the process.

This prospectus provides comprehensive information to help parents and carers make informed decisions and to support a smooth transition, both before and during their child's time at Nottingham schools.

2. Schools in Nottingham

Although schools operate defined catchment areas and every address in Nottingham is linked to a catchment primary school, families will usually have several schools within a reasonable distance of their home.

Our interactive map can be found on our website and can provide you with details of all the schools in your area if you type in your address or postcode.

Types of schools

- **Community schools** - we fund these schools, we write the admissions policy and offer places in line with the policy.
- **Academies** - Academies are funded directly by central government (ESFA). Each academy trust decides its own admission policy and is responsible for ranking all applications against the policy.
- **Free Schools** - Free Schools are funded directly by central government (ESFA). Each free school trust decides its own admission policy and is responsible for ranking all applications against the policy.
- **Private schools** - Private schools (also known as independent schools) are funded by parents or carers who pay fees. Each school decides its own admission policy and they offer places themselves, in line with the policy. You must apply directly to these schools.
- **Special schools** - Special schools are specifically designed to provide tailored education, support, and specialised facilities for children with special educational needs (SEN) or disabilities, whose requirements cannot be met in a mainstream setting.
- **Pupil Referral Units and Alternative Provision** - Pupil Referral Units (PRUs) or Alternative Provision (AP) are schools that provide education for children who cannot attend mainstream school. They offer alternative education for students with behavioural issues, illnesses, or those who have been excluded, with the goal of reintegration.

School Admission Arrangements

All admission authorities must determine admission arrangements every year, even if they have not changed from previous years. Where changes have been made, a consultation process will have taken place, and admission authorities must consult every seven years regardless of changes.

The determined admissions arrangements for Nottingham City schools are used to allocate places at schools. Admission arrangements for each school in Nottingham City can be found on our website, or a printed copy can be obtained by telephone

3. Help in choosing a school

Visits

The best way to decide how well a school might suit your child is to go and see it for yourself. Most infant, junior and primary schools are happy to arrange a time for you to visit them, and most secondary schools hold open evenings or sessions. We believe this provides a very good opportunity for you to get the feel of schools and we strongly encourage you to attend. Contact details of all schools can be found by visiting www.get-information+schools.service.gov.uk

Admission arrangements

The determined admission arrangements for Nottingham City Schools are used to allocate places at schools. You should consider the admission arrangements of the schools you are applying for and see what criterion your child will be in and how likely they will be to get a place.

Admission arrangements for schools in Nottingham City can be found on the link below:

[**Admission Arrangements for Schools in Nottingham City - Nottingham City Council**](#)

Catchment Areas

Popular schools are often oversubscribed, so you can use our interactive map to find your catchment primary school and locate other schools.

Specialist places

Some schools have specialist places (for example performing arts or technology) and your child may need to take a test if you are applying for one of these places. Ask yourself whether your child has an aptitude for the subject being tested. If you name a school as a preference and you would like your child to be considered for one of their specialist places, they will have to sit an aptitude test at the academy during October and you must contact the academy directly by the end of September to arrange this. If you do not, your child cannot be considered for a technology place. Pupils who are offered a place under the specialist criterion will still follow the same curriculum as all other pupils in the academy.

4a. Apply for a school place – first admission to school in Reception or Year 7

The following information is for if your child is due to start school in reception, transfer from infant to junior school, or transfer from primary to secondary school.

Important dates

These are the national deadlines for school place applications

School place type	Closing date for applications	National offer day
Moving to secondary school	31 October	1st March (or next working day if Bank Holiday or weekend)
Starting reception or moving from infant to junior school (Year 3)	15 January	16 April (or next working day if Bank Holiday or weekend)

Co-ordination

Co-ordination is the statutory process through which local authorities manage and oversee school admissions to ensure that places are allocated in a fair, transparent and consistent way across all schools within their area.

The aim of the co-ordinated admissions scheme is to make the process easier by allowing parents and carers to list all their preferences in order of priority on the online or paper application form.

You do not need to apply directly to any school unless it is a private or independent school. The scheme also makes sure that every parent or carer who has applied for a school place for their child by the closing date receives an offer of a school place within a reasonable distance of their home by Nottingham City Council on national offer day.

If you do not live in Nottingham city, you must contact your home local authority (the local authority where you live) to apply for a school place, even if you want to apply for a Nottingham city school. You can find your local authority <https://www.gov.uk/find-local-council>.

Apply for a school place

You can apply online at www.nottinghamcity.gov.uk/schooladmissions and will need:

- a valid email address
- details of your child
- your current home address
- any supporting evidence required by individual schools (for example, church school forms)

How to apply

1. Tell us your child's details

Provide your child's name, date of birth and current school (if they attend one).

2. Enter your home address

We use this to check your catchment area and priority for places.

You can only apply to us if your home address is within Nottingham City. If you are unsure if your home address is within Nottingham City you can check your home Local Authority online or by telephoning the team.

We consider your child's home address to be:

- the address where they live most of the week, or
- if time is split equally between two homes, the address you choose to use for the application.

For The Fernwood School, you must submit a council tax bill (dated within the last 6 months). No other documents will be accepted.

3. Choose your school preferences

List your preferred schools in order. You can select schools both in and outside Nottingham City.

4. Review and submit your application

We will email you to confirm we have received your application.

If you do not have online access you can telephone the team for a form on 0115 8415568.

5. Supplementary forms

Some Nottingham City church schools and academies require an additional form.

You must:

- download or request the supplementary form directly from the school or from the council website
- send the completed form back to the school (not to the council)

If applying to a school outside Nottingham City, contact that school directly to check whether a form is needed.

Delayed, deferred and accelerated admission requests

In some cases, you can request for your child to start school earlier or later than their usual year group. This is only agreed in limited circumstances.

You can find out more on our website or by telephoning the team.

Fraudulent applications

We check all applications. If we find false or misleading information, we will withdraw any school place offered.

Late applications

If you apply after the closing date, your application will be processed after national offer day, meaning your child is less likely to receive a preferred school place.

We may accept a late application as “on time” only in exceptional circumstances, such as:

- returning from living abroad
- illness of a single parent
- moving into Nottingham from another area

All cases must be explained in writing.

4b. Apply for a school place – transferring or starting schools during the school year (in-year)

Sometimes families need to change or start schools part way through the school year. This is known as an in-year transfer. It simply means moving your child from one school to another, rather than starting at the usual entry points such as Reception or Year 7.

There are many reasons why families consider a transfer, for example if you have moved home, your circumstances have changed, or you feel a different school would better meet your child's needs.

If you would like to request a place at another school, you will need to complete an application. Places are offered based on availability and the school's admissions criteria, and we are here to help guide you through the process.

Apply for an in-year school place

Use this if you are moving into Nottingham or your child needs to move schools during the academic year.

Before you apply

- Check your catchment school on our website or by telephoning the team.
- Check which schools manage their own in-year admissions using the co-ordination checker on our website or by telephoning the team.
- Consider whether changing schools is necessary, as moves can disrupt learning. Speak to your child's current school first.

You can then apply for an in-year place through our website, or request a paper form by telephone.

Delayed, deferred and accelerated admission requests

In some cases, you can request for your child to start school earlier or later than their usual year group. This is only agreed in limited circumstances.

You can find out more on our website or by telephoning the team.

Fraudulent applications

We verify all applications and, if we have reason to believe fraudulent information has been provided through our investigation, your school offer may be withdrawn.

Fair Access Protocol

All local authorities must help place children who are vulnerable or hard to place. All schools and academies must take part in this process to make sure that all schools have their fair share of vulnerable and challenging pupils. We check each application to decide whether it should be considered under this protocol.

Nursery applications

To apply for a nursery school place, contact the nursery directly.

For help, call the Families Information Service on **0115 876 5910**.

5. What happens after you submit your application?

1. Receive your school place offer

- If you applied online before the closing date, you will receive your offer by email on national offer day (or the next working day).
- If you applied using a paper form, your offer may be sent by post and will arrive within 2–3 days.
- If you applied late, your decision will be issued after national offer day.
- Decisions on in-year applications will be issued within 15 school days.
- Decisions cannot be given over the phone, so please wait for your email or letter.

2. Accepting or declining your offer

- You do not need to confirm acceptance. Your child's place is automatically accepted.
- If you want to decline the offer, you must contact the School Admissions team.
- You can do this using the online FAQs and contact form on our website.
- A school place will only be withdrawn if Nottingham City Council is satisfied your child is receiving education elsewhere (for example, home education or a confirmed place at another school). This is a safeguarding requirement to ensure every child has access to education.

3. Waiting lists

Your child can be placed on a waiting list for any school where:

- they were refused a place, and
- the school was ranked higher than the school you were offered.

You can also request for your child to be added to the waiting list of a lower-ranked school by telephoning the school admissions team or completing a contact form through the website

How waiting lists work:

- Priority is based on the school's admission criteria, not the date applications were added.
- Late applicants may be placed above earlier applicants if they meet higher admissions criteria.
- Your child's position on the list may go up or down over time.
- If a place becomes available, it will be offered to the highest-ranked child on the list.
- If you receive an offer for a higher-ranked school, your child will be removed from waiting lists for lower-ranked schools.
- Being on a waiting list does not affect your right of appeal.

For community schools, waiting lists remain open until **the end of June**, and parents/carers may be contacted to confirm they wish to stay on the list.

4. Making a repeat application

If your child has been refused a place at a community school, you cannot make another application for the same school and school year unless there has been a significant change in circumstances.

Examples include:

- major medical or social reasons
- other substantial changes (a simple change of address does not usually qualify)

If you believe your circumstances have changed significantly:

1. Write to the School Admissions team
 2. Provide evidence of the change
- They will review your case and may reconsider your application.

6. Appeal a decision

You can appeal if your child has been refused a place at any school. Appeals are heard by an independent panel.

Before you start:

1. Understand who handles appeals

Appeals for community schools and some academies/free schools are processed by the School Appeals Team within Legal and Governance. They operate independently from the School Admissions and Pupil Benefits Team.

Some academies process their own appeals. Your refusal letter will tell you where to appeal and what you need to do.

More information is available on the school appeals website.

2. Know when appeals are heard

Appeal hearing periods vary depending on when you applied:

- **Year 7 (applications submitted on time by 31 October):**
Appeals are usually heard in May and June.
- **Reception year (applications submitted on time by 15 January):**
Appeals are usually heard in June and July.
- **Late applications or appeals for other year groups:**
Heard within 30 school days of the appeal being submitted.

A full appeals timetable is published on the appeals website.

How to appeal

Step 1 — Complete the appeal form

If your refusal letter says that you should appeal through the council, you can submit your appeal using the online form at www.nottinghamcity.gov.uk/schoolappeals

The website also explains the appeal procedure and what to expect at the hearing.

Step 2 — Wait for your hearing date

The School Appeals Team will contact you to confirm:

- the date and time of your appeal hearing
- detailed guidance notes explaining what will happen at the panel hearing

All appeals should be heard within 40 school days (co-ordinated admissions) or 30 school days (in-year admissions).

Step 3 — Attend your appeal hearing

Appeals are usually held remotely and you will be sent a link and joining information. If you do not attend the appeal may be heard in your absence.

At the hearing the independent panel will weigh up the school's case with your personal case.

After the hearing, the independent panel will review both cases and make a decision based on the evidence provided. You will receive the outcome by email within 5 school days.

Further advice and support

Contact the School Appeals Team

- **Phone:** 0115 876 4302
- **Email:** school.appeals@nottinghamcity.gov.uk [

Independent legal advice

You can also contact the Children's Legal Centre for free advice and representation on education issues, including admissions appeals:

www.childrenslegalcentre.com

7. Special Educational Needs and Disabilities (SEND)

The Nottingham City Local Offer contains information about the support, services and activities available to children and young people with Special Educational Needs and Disabilities (SEND) and their families.

Nottingham City Council's local policies follow national policies and guidelines in the great majority of cases, and children with SEND will have their needs effectively met in mainstream schools. Only a very small minority will require a special school.

Special schools only cater for children with very severe and complicated needs. Children who go to special schools have an Education, Health and Care Plan (EHCP) and their parents or carers will have chosen for them to go to a special school rather than a mainstream school and this will have been agreed by the SEND Service.

Schools and early education settings work with health professionals and support services to identify children with SEND as early as possible.

When your child starts school:

- Teachers, teaching assistants and the SENDCO are responsible for identifying any special educational needs.
- The school will put support in place to meet those needs.
- By the time your child moves to secondary school, their SEND needs are usually well understood, and transition plans are arranged.
- SENDCOs from the primary and secondary schools work together to make sure the move goes smoothly.

More information

Visit the council's SEND pages:

<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/special-educational-needs-service>

8. Travelling to school and school attendance

Travel to school

Use this information to understand your options for getting your child to school and whether you may be eligible for help with travel costs.

Before considering how your child will travel to school, you should know:

- You are responsible for arranging your child's journey to and from school.
- Free school transport is not available for all children.

- Eligibility depends on distance, age, and the school your child attends.

Your travel options

We encourage families to choose healthy and sustainable ways to travel where possible.

- Walking or cycling helps support your child's health and wellbeing.
- Public transport is a good alternative if walking is not practical.
- Bus and tram services run near all schools in Nottingham.
- Discounted tickets are available for children under 16.

Help with travel costs

You may be able to apply for a free bus pass if your child:

- Attends their nearest available school.
- Lives more than:
 - 2 miles away (if under 8 years old), or
 - 3 miles away (if aged 8 or over).

Free travel is not guaranteed. You should consider travel arrangements carefully when choosing a school. Most children attending their local primary school live within walking distance and do not qualify for transport support.

More information and to apply: [School Transport for Primary and Secondary School Children - Nottingham City Council](#)

School Attendance

Regular school attendance helps your child learn, build friendships and feel part of their school community.

Why attendance matters

Your child's experience at school is about more than lessons. Attending regularly helps them:

- Build confidence and social skills.
- Develop friendships.
- Learn how to manage challenges.
- Feel part of their school community.

Children who attend school regularly are more likely to achieve and have a positive school experience.

Your responsibility

By law, you must make sure your child receives a full-time education.

Getting support

We understand that getting your child to school every day is not always easy. Help and support are available:

- Schools can work with you to improve attendance.
- Education Welfare Officers offer advice and guidance.
- The Education Welfare Service supports families where attendance is a concern.

If your child does not attend school regularly, you may be referred to the Education Welfare Service. In some cases, this can lead to legal action.

What happens next

If there are concerns about your child's attendance:

- The school will contact you to discuss the situation.
- Support will be offered to help improve attendance.
- If attendance does not improve, the case may be referred for further action.

More information

<https://www.nottinghamcity.gov.uk/information-for-residents/education-and-schools/education-welfare/school-attendance/>

9. Free School Meals

Use this service to check if your child qualifies for free school meals and apply online. This is for parents and carers of children attending a Nottingham school.

Who can get free school meals

- All children in Reception, Year 1 and Year 2.
- Children in Year 3 and above if you receive one of the following:
 - Universal Credit (with a net earned income of £7,400 or less per year).
 - Income Support.
 - Income-based Jobseeker's Allowance.
 - Income-related Employment and Support Allowance.
 - Support under Part VI of the Immigration and Asylum Act 1999.
 - The guarantee element of Pension Credit.
 - Child Tax Credit (not with Working Tax Credit, and income under £16,190).
 - Working Tax Credit run-on (paid for 4 weeks after stopping Working Tax Credit).

Children who receive these benefits directly can also qualify.

- Nursery-aged children who:
 - Attend a maintained nursery.
 - Receive funded early years education before and after lunch.
 - Meet the eligibility criteria above.

If your child is in Reception, Year 1 or Year 2 and you receive any of the qualifying benefits, you should still apply. This helps your child's school receive extra funding through the Pupil Premium.

Apply for free school meals

1. Go to the online application form.
2. Enter your details and your child's details.
3. Submit your application.

What happens next

- Your application will be checked against eligibility criteria.
- You will be told if your child qualifies.
- The school will be informed so meals can be provided.

Eligibility may be reviewed from time to time. If your child no longer qualifies, you will be contacted with advice on next steps.

How to apply

You can apply for your child's free school meals through our website: <https://www.nottinghamcity.gov.uk/information-for-residents/children-and-families/learning-and-education/education-and-schools/support-and-benefits-for-children-at-schools>

10. Useful links and contacts

Nottingham City Council:

- The School Admissions Team
Tel: 0115 841 5568 www.nottinghamcity.gov.uk/schooladmissions
- Children & Families Information Service
Tel: 0115 8765910 Email: fis@nottinghamcity.gov.uk
- Special Educational Needs and Disabilities Team
Tel: 0115 876 4300 Email: special.needs@nottinghamcity.gov.uk
- The School Transport Team
Tel: 0115 876 5049 Email: transport.team@nottinghamcity.gov.uk
- Pupil Benefits
Tel: 0115 915 4084 Email: pupil.benefits@nottinghamcity.gov.uk
- Education Welfare & EOTAS Service
Tel: 0115 876 2965 Email: educationwelfareservices@nottinghamcity.gov.uk
- School Appeals Team
Tel: 0115 876 4302 Email: school.appeals@nottinghamcity.gov.uk

Other:

- Nottinghamshire County Council school admissions
For admissions queries on schools outside the city boundary
Tel: 0300 500 8080 Website: www.nottinghamshire.gov.uk
- Ask Us
Information about education for all preschool and school-aged children, and with young

people up to the age of 25, with special needs and disabilities:

Tel: 0800 121 7772 Website: www.askusnotts.org.uk

- Diocesan Education Service

Information about admission to Catholic schools

<https://www.dioceseofnottingham.uk/>

- Southwell & Nottingham Diocese

Information about admission to Church of England schools:

Email: reception@southwell.anglican.org

Website: www.southwell.anglican.org/education/

- Churches Together in England

www.cte.org.uk

- Child Law Advice

Part of the Coram Group Providing free legal information, advice and representation to children, their families and carers on state education, including admissions appeals.

Tel: 0300 330 5485 www.childlawadvice.org.uk

- Department for Education

Information on school performance in city schools:

Email: online.publications@prolog.uk.com

www.gov.uk/government/organisations/department-for-education

View the latest Ofsted report for schools

reports.ofsted.gov.uk/

Search for schools/academies

www.compare-school-performance.service.gov.uk

www.get-information-schools.service.gov.uk

- Futures

For expert careers advice if you're 16-18 and NOT in education, employment or training, 18+ and unemployed, or looking for help with choices, next steps, job hunting and exam results advice

Tel: 0800 085 8520

Website: www.futuresadvice.org

Email: info@futuresadvice.co.uk