



Admission Arrangements for 2012/2013 School Year Information

LA CONTACT OFFICER

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SUMMARY OF REPORT

The attached report was approved by the City Council's Executive Board on 22 March 2011. The purpose of the report was to inform Members of the outcome of the consultation on the Local Authority's proposed admission arrangements to community and voluntary controlled schools for the 2012/2013 school year and to approve those arrangements.

In a separate report considered by the City Council's Executive Board on 21 December 2010 amendments to a number of school catchment areas in Aspley, Carrington, Forest Fields, Hyson Green, Sherwood and Wollaton were approved. Please click on the links below to access the amended catchments.

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- [Aspley](#)
- [Forest Fields, Carrington Hyson Green and Sherwood](#)
- [Wollaton](#)

EXECUTIVE BOARD - 22 MARCH 2011

Title of paper:	School Admission Arrangements 2012/2013 – outcome of consultation	
Director(s)/ Corporate Director(s):	Gill Ellis, Director, Schools and Learning	Wards affected: All
Portfolio Holder(s):	Councillor David Mellen, Portfolio Holder for Children's Services	Date of consultation with Portfolio Holder(s): 15 July 2010
Report author and contact details:	Andrew Paulson, Head of Pupil, School and Support Services (0115 87 64597) e-mail: andrew.paulson@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Malcolm Swift, Childcare Sufficiency Officer, Early Years Sufficiency & Support Team Rachel Beck, Senior HR Officer, Performance & Change Team Sukhjinder Johal, Financial Planning Manager, Finance Jon Ludford-Thomas, Senior Solicitor, Housing/Employment/ Education Team, Legal Services	
Key Decision: Yes		
Reasons for Key Decision:		
Expenditure of £500,000 or more in a single year		
Revenue income of £500,000 or more in a single year		
Savings of £500,000 or more in a single year		
Capital expenditure of £1,000,000 or more		
Capital income of £1,000,000 or more		
Significant effects on communities living or working in an area comprising two or more wards in the City	X	
Relevant Council Plan Strategic Priority:		
World Class Nottingham		
Work in Nottingham		
Safer Nottingham		
Neighbourhood Nottingham	X	
Family Nottingham	X	
Healthy Nottingham		
Leading Nottingham	X	
Summary of issues (including benefits to citizens/service users):		
To consider and approve the proposed Local Authority's admission arrangements for community and voluntary controlled schools for the 2012/2013 school year to ensure fair access to school places and give priority to local children.		
Recommendation(s):		
1	Approve the proposed admission arrangements for the 2012/2013 school year which include a change to the 2011/12 admission arrangements – see 2.1.	

1 BACKGROUND

1.1 The Local Authority is the Admission Authority for community and voluntary controlled schools and is therefore responsible for determining the admission arrangements for these schools.

1.2 In accordance with the School Standards and Framework Act 1998, the Local Authority has consulted with the City's Admission Forum, head teachers, governing bodies, parents and carers within the city, relevant community groups, unions and Nottinghamshire County Council on all aspects of its proposed admission arrangements, which included a proposed change from the 2011/12 arrangements. These are set out in full in paragraph 2.7 and Appendices 1 and 2.

1.3 Whilst this report is concerned with arrangements for 2012/13, the Director of Schools and Learning will be reviewing the schools admission processes in order to ensure that they are fit for purpose beyond this date.

1.4 Determined admission arrangements 2011/12

1.4.1 In Autumn 2009, the Local Authority consulted on a proposal to maintain its 2010/11 admission arrangements for the 2011/12 school year, with priority being given on the basis of living in the catchment area (except for transfers from infant to junior school, where priority is given to those pupils who attend the linked infant school).

1.4.2 Every Local Authority has a responsibility for promoting choice and diversity for parents/carers in its area, whilst trying to achieve coordinated arrangements for the benefit of pupils and parents/carers. The implementation of the Academies' programme and the change to foundation status at Fernwood Comprehensive and to trust status at The Hadden Park High School means that 35% of Nottingham secondary schools are community schools. The proposal to change Manning School for Girls to an academy from September 2011 will reduce this percentage to 29%.

1.4.3 4 new admission authorities came into operation from September 2009. Nottingham Academy gives priority according to catchment area for admissions to the primary element of the academy and according to feeder school for the secondary element. Fernwood Comprehensive has consulted on giving priority according to catchment first, followed by feeder school from 2012/13. Nottingham University Samworth Academy gives priority to siblings on roll at the academy at the time of the proposed admission, followed by priority to pupils living in the catchment area of the former William Sharp School. The Bulwell Academy gives priority to pupils living in the catchment area of the former Henry Mellish and River Leen Schools.

1.5 Coordinated Admission Arrangements

1.5.1 The Local Authority is required by the Education Act 2002 to produce coordinated admission schemes for both secondary and primary admissions. These have been in operation since the 2004/2005 school year and are working well. It is not proposed to alter these arrangements for the 2012/2013 school year.

1.5.2 In accordance with a requirement in the 2009 School Admissions Code, a coordinated in-year admissions scheme was introduced in June 2010 for transfers other than at the normal time for admission into school from September 2010. The in-year scheme is currently under review and approval for any amendments to the scheme will be sought

from the Portfolio Holder for Children and Families as authority for such approval was granted at the Executive Board meeting held on 17 March 2009.

2 REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Following a request raised through the Primary Head Teachers' Consultative Group, the Local Authority consulted from 1 November 2010 to 31 December 2010 on a proposal to amend the current oversubscription criteria for admissions to infant/primary schools to include a criterion for pupils attending a school's nursery at the closing date for applications. The reason for the proposed amendment was to enable those pupils that fall into this criterion to secure the ensuing benefits arising from continuity in educational provision. The progression from Foundation 1 to Foundation 2 enables the investment in relationships, learning and familiarity of pupils and staff to be further nurtured and increase the opportunity for these children to realise their potential.
- 2.2 Because of the statutory duty of the Local Authority to make sufficient places available in local schools, it was not proposed that a pupil's attendance at a school's nursery would be given priority over pupils living in the catchment area or having a sibling connection. The proposed oversubscription criteria would therefore still give priority to local children and children with a sibling already attending the school, followed by pupils on roll in the school's nursery at the closing date for applications.
- 2.3 No changes to the current oversubscription criteria for admissions to junior or secondary school were proposed.

2.4 Responses to consultation - parents

- 2.4.1 Only 2 parents/carers responded to the consultation on the proposed admission arrangements for 2012/13.
- 2.4.2 1 parent was strongly in favour of giving priority to those attending a nursery attached to a school as they considered this would be educationally beneficial.
- 2.4.3 1 parent agreed in principle that any child going to a school nursery should be given a priority at a school, but also considered that this disadvantages working parents who use private, voluntary, community or independent sector nurseries so that they can access full day nursery provision. 5 half day sessions is the statutory nursery place offered by Local Authority nursery providers.

2.5 Responses to consultation – schools and other parties

- 2.5.1 There was strong representation in favour of the proposal from the Head Teachers Consultative Group (see reference 2.1).
- 2.5.2 Only 1 school commented individually on the proposal, which they supported.
- 2.5.3 The Early Years service raised reservations relating to parental choice and equity between the maintained and the private, voluntary, community and independent sectors at this age range, which is referred to in the Childcare Act 2006. Concerns were raised that by introducing the proposed criterion parents who choose a private, voluntary, community or independent sector instead of a maintained nursery could be penalised

and parents moved children to maintained nurseries that private, voluntary, community and independent sector providers could be put at risk.

2.6 Conclusion

2.6.1 It is recommended that the school admission arrangements for 2012/13 to infant/primary schools be amended to include a criterion in the oversubscription criteria for pupils attending a school's nursery for the following reasons:

- i) City primary head teachers lobbied strongly for the inclusion of the nursery criterion to enable continuity from the investment at early years and minimise disruption to children, providing the best chance for children to realise their potential;
- ii) the individual consultation response was sparse with an equal number for and against the proposed amendment;
- iii) the number of families affected by the inclusion of the criterion is likely to be relatively low. Oversubscription priority will continue for catchment pupils and those with siblings already attending the school;
- iv) the risk of a legal challenge based on the Children's Act 2006 is low (see reference 5.7)

2.7 Proposed admission arrangements for 2012/13

2.7.1 For the reasons set out in paragraph 2.6.1 it is proposed that the admission arrangements for the 2012/13 academic year for infant/primary schools be changed from those for 2011/12 to include a criterion in the oversubscription criteria for pupils attending a school's nursery. These arrangements include the following:

- Parents/carers living in Nottingham City must apply for a school place on Nottingham City Council's common application form by 31 October 2011 for places in year 7 at secondary schools; and by 15 January 2012 for places in reception year at infant or primary schools and year 3 at junior schools.
- Parents/carers may name up to 4 school preferences for a place in year 7 at secondary schools; up to 6 school preferences for a place in reception year at infant or primary schools and up to 3 school preferences for a place in year 3 at junior schools.
- Reference will be made to the parent/carer's ranked order of preference in order to determine the school for which a single offer of a place will be made.
- A letter will be sent to all parents/carers who applied by the closing date advising of the single offer of a place on 1 March 2012 for places in year 7 at secondary schools; and on 13 April 2012 for places in reception year at infant or primary schools and year 3 at junior schools.
- Parents/carers should complete the reply slip and return this to the Local Authority within 14 days of receipt of their offer letter to confirm whether or not they wish to accept the place offered. Failure to do so will result in the place being withdrawn and it may be offered to another pupil.
- Late applications received after the closing date for places in year 7 at secondary schools will be considered after 1 March 2012; and late applications received after the closing date for places in reception year at infant or primary schools and year 3 at junior schools will be dealt with after 13 April 2012. Under exceptional circumstances the Local

Authority may be willing to accept applications which are received late but by no later than 12 January 2012 for places in year 7 at secondary schools and 27 February 2012 for places in reception year at infant or primary schools and year 3 at junior schools.

- Parents/carers living within the catchment area are not guaranteed a place. In the case of infant to junior transfers, attendance at the linked infant school does not guarantee a place at the junior school. Parents/carers can contact the Admissions and Exclusion Team by email (admissions.exclusion@nottinghamcity.gov.uk) or by telephone (0115 915 0763) to check which is the catchment school for their home address.
- Attendance at a particular nursery does not guarantee admission to the main school for infant/ primary education. All applications for admission to the main school must be made to the appropriate admission authority.
- All applications for admission to community nursery schools must be made to the head teacher of the relevant nursery school.
- Applications for admission are considered against the planned admission number for the year group.
- Requests for in-year applications (ie transfers outside the time of normal transfer from one stage of education to another) are co-ordinated by the Local Authority. Parents/carers living in Nottingham City must apply for an in-year transfer on Nottingham City Council's schools common application form or online via the City Council's website.
- The 2009 School Admissions Code required all local authorities to establish in-year fair access protocols to ensure that access to education is secured quickly for children who have no school place, and to ensure that all schools in an area admit their fair share of vulnerable and challenging children and young people. Nottingham City Council established a fair access protocol in October 2007.
- Waiting lists will be maintained for all year groups for community and controlled schools which are oversubscribed for the academic year until the summer half-term, with the exception of year 6 and years 10 and 11.
- Children will be admitted to full-time school at the beginning of the academic year in which their fifth birthday falls.
- Some parents/carers wish to defer the start of full-time education until compulsory school age. If parents/carers wish to take up this option, they may arrange the details with the head teacher of the school. However, if their child's birthday falls between 1 April and 31 August, deferring admission until compulsory school age would result in the child being admitted into a different admission year. In this case, the child could not be allocated a reception place at the school during the year 2012/2013 and the parent would have to apply for a place in year 1 during the summer term 2013.
- A new School Admissions Code came into effect on 10 February 2010. A minor change to the previous Code states "All children should be able to start school in the September following their 4th birthday and parents should be able to choose for their children to start on a part time or full time basis and can also choose a place at a nursery or other early learning setting if they would prefer this. Arrangements to provide

parents with this choice will be in place from September 2011". As the Local Authority has been operating a single point of entry system for community and controlled schools since September 2008, the only impact this change in the Code will have on community and voluntary controlled infant and primary schools is to allow parents/carers to opt for a part-time or full-time place.

2.7.2 The oversubscription criteria are attached as **Appendix 1**. Admission numbers for community and voluntary controlled schools are attached as **Appendix 2** (and see paragraph 2.7.3 below). A copy of the timetable for the 2012/13 admission year is set out in **Appendix 3**.

2.7.3 At a meeting of Executive Board on 21 December 2010 approval was given to:

- i) transfer a portion of the catchment area of Rosslyn Park Primary and Nursery School to Ambleside Primary and Nursery School;
- ii) transfer a portion of the catchment area of Middleton Primary and Nursery School to Fernwood Infant and Junior Schools;
- iii) alter the catchment areas of schools in the Forest Fields, Hyson Green, Sherwood and Carrington area;

to better align the pupil numbers in the catchment areas to the schools' capacities.

2.7.4 At the 21 December 2010 Executive Board meeting, approval was also given to proposals for amendments to capacities and admission numbers at a number of listed schools on condition that a satisfactory business case for the capital expenditure for each individual proposal is approved at a future Executive Board meeting.

A separate report is being considered by Executive Board detailing the business case for the capital expenditure for amending the admission number at each of the schools listed above. The current and proposed admission numbers for each of the schools listed above are set out in Appendix 2 to this report.

2.7.5 Consideration is also being given to reducing the admission numbers at Melbury, Portland and Rosslyn Park Primary and Nursery Schools and to establishing all through primary schools to replace the following schools:

Brocklewood Infant and Nursery School
Brocklewood Junior School
Highwood Player Infant and Nursery School
Highwood Player Junior School
Seely Infant and Nursery School
Seely Junior School

A separate report will be submitted to Executive Board detailing each of these proposals.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 To maintain the current oversubscription criteria, ie unchanged from the 2011/12 admission arrangements. However, the Local Authority considers that this option would not then provide the continuity in education from the investment at early years to

minimise disruption to children, providing the best chance for children to realise their potential.

4 FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY)

- 4.1 [There are no direct financial or value for money implications stemming from the 2012/13 admission arrangements as](#) the revised criteria will not have an impact on staffing and if any additional costs are identified these will be met from within the allocated budget.

5 RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS, CRIME AND DISORDER ACT IMPLICATIONS AND EQUALITY AND DIVERSITY IMPLICATIONS)

5.1 Legal comments are set out in paragraphs 5.2 – 5.7 (inclusive) below.

5.2 Section 88C of the School Standards and Framework Act 1998 (“SSFA”) states that the admission authority for a maintained school in England must, before the beginning of each school year, determine in accordance with this section of the SSFA the admission arrangements which are to apply for that year. Section 88C(2) of the SSFA requires the admission authority to carry out such consultation about the proposed arrangements as may be prescribed.

5.3 The relevant regulations under section 88C(2) of the SSFA are the School Admissions (Admission Arrangements) (England) Regulations 2008 (“the Admission Arrangements Regulations”).

5.4 Under section 84 of the SSFA, the Secretary of State has the power to issue a code for school admissions and, amongst others, local authorities are under a duty to comply with any such code for school admissions. The Secretary of State, via the former Department for Children, Schools and Families (“DCSF”), issued a code for school admissions entitled the *School Admissions Code* that came into force on 10 February 2010. It should be noted that with the formation of the new government and the creation of the Department for Education in 2010, whilst the SSFA, the Admission Arrangements Regulations and the *School Admissions Code* are currently in force, these may no longer reflect government policy.

5.5 Provided consultation in relation to the authority’s proposed admission arrangements for 2012/2013 has been conducted as proposed in the briefing paper for the Portfolio Holder for Children and Families entitled *Proposed Admission Arrangements for the 2012/2013 School Year* and in accordance with legal advice, then that consultation was lawful. In addition, the authority’s proposed admission arrangements for 2012/2013 are themselves generally lawful (although it is advisable that the proposed new oversubscription criteria for admissions to infant/primary schools are given careful consideration before any decision is taken to adopt them).

5.6 It should be noted that regulation 17(3) of the Admission Arrangements Regulations requires the authority to take all steps necessary to ensure that it determines the admission arrangements for the academic year 2012/2013 before 15 April 2011.

5.7 Lastly, it does not necessarily follow that a parent could mount a challenge in the courts to the authority’s admission arrangements for the academic year 2012/2013 on the basis that they allegedly breach the Childcare Act 2006 and even if a parent could it does not necessarily follow that such a challenge would be successful. However, it is

advisable that careful consideration is given to paragraph 2.67 of the *School Admissions Code* before any decision is taken to adopt the proposed new oversubscription criteria for admissions to infant/primary schools, which states:-

“Admission authorities that propose to give priority to children who attend the nursery or the co-located children’s centre for nursery provision **should** ensure that families that live nearer the school, those who choose to take up other nursery options or the free entitlement at an alternative local provider, or those who have recently moved to the area, are not unfairly disadvantaged compared to other families.”

5.8 Human Resources support these proposals. There are no staffing implications associated with the proposals for the 2012/13 admission arrangements as they are in line with those agreed for 2011/12.

5.9 Admission arrangements are set to enable all school age students to access a suitable school place at the appropriate time, as far as possible according to their parents/carers’ preference, so that they are not vulnerable to crime and disorder.

5.10 The School Admissions Code recommends that criteria are clear, fair and objective and operate for the benefit of all children. The admission arrangements and criteria ensure that the City will operate a fair and open system which is applied consistently and that arrangements are clear and accessible to parents and carers so that all have an equal opportunity to secure a school place for their child.

6 EQUALITY IMPACT ASSESSMENT

6.1 An equality impact assessment screening has been undertaken and the impact of the proposed policy change is neutral.

7 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

7.1 Results of consultation on proposed admission arrangements for community and voluntary controlled schools in Nottingham City carried out between 1 November 2010 and 31 December 2010.

8 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

8.1 School Admissions Code 2010
Going to School in Nottingham 2011/2012
Report of Corporate Director of Schools and Early Years to Executive Board on 16 March 2010.
Portfolio Holder Decision Form No. 723 dated 15 July 2010 approving the proposal for consultation on admission arrangements for 2012/13 and the proposed inclusion of a criterion for pupils attending a school’s nursery in the oversubscription criteria.
Report of Service Manager, School Organisation Team to Executive Board on 21 December 2010.
Consultation posters on proposed admission arrangements for community and voluntary controlled schools in Nottingham City published in November 2010.

Admission criteria for community secondary schools: 2012/13

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Admissions and Exclusion Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the Local Authority (Children in Public Care) as required by the Education (Admission of Looked After Children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989 and who (a) are looked after at the time an application for admission to a school is made and (b) in relation to whom the Local Authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time admission, will have a brother or sister attending the school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because

you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children & Families (or his nominated representative) in consultation with the school concerned.

With the exception of pupils in Key Stage 4 waiting lists will be maintained until the summer half-term for all other year groups for community secondary schools which are oversubscribed for the academic year.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel*. (Full details will be provided at the time of refusal).

*(Except, the parent/carer of a child who has been permanently excluded from two 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).

The Local Authority does not operate a “feeder” arrangement. Attendance at a particular primary or junior school is not taken into account when places at secondary schools are allocated.

APPENDIX 1(b)

Admission criteria for Farnborough School Technology College: 2012/13

Up to 21 places (10%) will be allocated to pupils who, at the closing date for applications, can show an aptitude for Technology, whose parents have requested a place at the school. Places will be allocated on the results of a test to assess a pupil's technological aptitude. Priority will be given to pupils who have the highest test scores. Parents will have the right to request a copy of their child's test results.

Where an applicant is unsuccessful in gaining one of the 21 specialist places, the application will automatically be considered under the criteria listed below. Where there are fewer applicants than specialist places, remaining places will be allocated according to the criteria listed below.

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Admissions and Exclusion Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the Local Authority (Children in Public Care) as required by the Education (Admission of Looked After Children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989 and who (a) are looked after at the time an application for admission to a school is made and (b) in relation to whom the Local Authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time admission, will have a brother or sister attending the school or Individual Needs Centre.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children & Families (or his nominated representative) in consultation with the school concerned.

With the exception of pupils in Key Stage 4 waiting lists will be maintained until the summer half-term for all other year groups for community secondary schools which are oversubscribed for the academic year.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel*. (Full details will be provided at the time of refusal).

*(Except, the parent/carer of a child who has been permanently excluded from two 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).

The Local Authority does not operate a “feeder” arrangement. Attendance at a particular primary or junior school is not taken into account when places at secondary schools are allocated.

First admission to infant/primary schools criteria: 2012/13

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Admissions and Exclusion Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the Local Authority (Children in Public Care) as required by the Education (Admission of Looked After Children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989 and who (a) are looked after at the time an application for admission to a school is made and (b) in relation to whom the Local Authority has confirmed the child will still be looked after at the time when the child will be admitted to the school.
2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school, or Individual Needs Centre.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked junior school or Individual Needs Centre.
5. Places will then be allocated to pupils attending the nursery of the school at the closing date for applications and whose parents have requested a place at that school.
6. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

The above criteria (2-6) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)*;

- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children & Families (or his nominated representative) in consultation with the school concerned.

With the exception of pupils in year 6 waiting lists will be maintained until the summer half-term for all other year groups for community and voluntary controlled primary schools which are oversubscribed for the academic year.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary unless to do so would breach the key stage 1 class size limit. In these cases, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel*. (Full details will be provided at the time of refusal).

*(Except, the parent/carer of a child who has been permanently excluded from two 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).

Attendance at a particular nursery does not guarantee admission to the main school for infant/primary education. All applications for admission to the main school must be made to the Local Authority and will be considered against the oversubscription criteria listed in 1-6 above.

Admission to junior school criteria: 2012/13

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (i.e. as the crow flies) from a point at the school campus to a point at the pupil's home, both identified by the Local Land and Property Gazetteer (by a computerised geographical information system). Where two or more pupils are equal in all respects, and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Admissions and Exclusion Team).

Pupils who have a Statement of Special Educational Need, where that school is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to pupils looked after by the Local Authority (Children in Public Care) as required by the Education (Admission of Looked After Children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989 and who (a) are looked after at the time an application for admission to a school is made and (b) in relation to whom the Local Authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.
2. Places will then be allocated to pupils who attend the linked infant school, whose parents have requested a place at the school.

In the event of oversubscription within the second criterion, preference will be given to pupils in the following way:

- i) pupils who at the closing date for applications live within the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school or Individual Needs Centre;
 - ii) pupils who, at the closing date for applications live within the catchment area and whose parents have requested a place at the school;
 - iii) pupils living outside the catchment area, whose parents have requested a place at the school and who, at the time of admission will have a brother or sister attending the school or linked infant school or Individual Needs Centre;
 - iv) other pupils living outside the catchment area whose parents have requested a place at the school.
3. Places will then be allocated to pupils who at the closing date for applications, live within the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked infant school or Individual Needs Centre.
 4. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the school.

5. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or linked infant school or Individual Needs Centre.
6. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the school.

The above criteria (2-6) may be overridden and priority given to an applicant who can establish any of the following:-

- pupils with special educational needs that can only be met at a specific school (e.g. where the school has specialist provision)*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a specific school*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the Authority to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Corporate Director of Children & Families (or his nominated representative) in consultation with the school concerned.

With the exception of pupils in year 6 waiting lists will be maintained until the summer half-term for all year groups for community and voluntary controlled junior/primary schools which are oversubscribed for the academic year.

For admission purposes the Local Authority considers a sibling connection to relate to any of the following:-

- a brother or sister who share the same parents;
- a half brother or sister, where two children share one common parent;
- a step brother or sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

Where applications are received in respect of twins, triplets or children of other multiple births, the authority will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Any parent/carer whose child is refused a school place for which they have applied has the right of appeal to an independent appeals panel*. (Full details will be provided at the time of refusal).

*(Except, the parent/carer of a child who has been permanently excluded from two 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).

Admission Numbers 2012/13

Name of School	Proposed No.
Ambleside Primary	75 (90)*
Bentinck Primary	30
Berridge Infant	70 (90)*
Berridge Junior	82 (90)*
Blue Bell Hill Primary	30
Brocklewood Infant	73
Brocklewood Junior	73
Bulwell St Mary's CE	45
Burford Primary	30
Cantrell Primary	60
Carrington Primary	30
Claremont Primary	60
Crabtree Farm Primary	60
Dovecote Primary	60
Dunkirk Primary	30
Edale Rise Primary	30
Edna G Olds Primary	30
Fernwood Infant	120
Fernwood Junior	120
Firbeck Primary	30
Forest Fields Primary	60 (90)*
Glade Hill Primary	30
Glapton Primary	42
Glenbrook Primary	30
Greenfields Community Primary	30
Haydn Primary	60
Heathfield Primary	40
Hempshill Hall Primary	60
Henry Whipple Primary	30
Highbank Primary	47
Highwood Player Infant	75
Highwood Player Junior	64
Hogarth Primary	30
Huntingdon Primary	30

Name of School	Proposed No.
Melbury Primary	37
Mellers Primary	30
Middleton Primary	52 (60)*
Milford Primary	45
Northgate Primary	30 (60)*
Old Basford Primary	52 (60)*
Portland Primary	55
Radford Primary	30
Rise Park Primary	60
Riverside Primary	30
Robert Shaw Primary	50 (60)*
Robin Hood Primary	60
Rossllyn Primary	64
Rufford Infant	60
Rufford Junior	55
Scotholme Primary	45 (60)*
Seagrave Primary	60
Seely Infant	70
Seely Junior	75
Snape Wood Primary	30
Southglade Primary	60
Southwark Primary	90
Southwold Primary	25 (30)*
Springfield Primary	30
St Ann's Well Primary	30
Stanstead Primary	30
Sycamore Primary	30
Walter Halls Primary	60
Warren Primary	30
Welbeck Primary	30
Westglade Primary	30
Whitegate Primary	51
Whitemoor Primary	58 (60)*
William Booth Infant	30
Windmill Primary	60

APPENDIX 2

Secondary Schools	
Name of School	Proposed No
Big Wood	150
Ellis Guilford	270
Farnborough	210
Manning	150
Top Valley	194

Capacity assessments were undertaken by the Capital and Assets Team, Nottingham City Council using Department for Education guidance. Admission numbers are calculated by dividing the net capacity of the school by the number of year groups to be accommodated in the school.

* The current agreed admission number is stated. **The number in bold and brackets is the proposed admission number which is conditional on a satisfactory business case for the capital expenditure for each individual proposal being approved by Executive Board, details of which are contained in a separate report.**

APPENDIX 3

TIMETABLE FOR CO-ORDINATED ADMISSIONS PROCESS 2012/13

2012/13 ADMISSION ROUND	Distribution of information from Local Authority to schools	Distributions of information by schools to parents/carers	Closing date	Decisions issued to parents/carers by:
Transfers from junior/primary to secondary school	By Wednesday 7 th September 2011	On Friday 9 th September 2011	Monday 31 st October 2011 (<i>national closing date</i>)	On Thursday 1st March 2012
First admission to infant/primary school and transfers from infant to junior school	By Wednesday 23 rd November 2011	On Friday 25 th November 2011. Local Authority to distribute for children not attending a nursery attached to a city infant or primary school	Sunday 15 th January 2012 (<i>national closing date</i>)	Friday 13 th April 2012