

School Admissions

(Primary)



20/04/2018

Information for parents of children with special educational needs and disabilities

Parents of children with SEND have additional concerns when trying to find a school place for their child. As well as the actual application process, they need to ensure that any school they make an application for can meet their child's particular needs. Arranging to talk to relevant school staff, eg headteacher or Senco, can be quite time-consuming and parents should start considering their child's school place well before the date by which they need to make their application.

The following pages should help to guide you through the process.

What if my child has an EHC Plan?

Children with an EHC Plan have different arrangements for admission to school. Suggestions for school(s) will be discussed at the EHCP annual review, and parents do not apply through the usual admission process.

Any school (mainstream or special) under consideration will be formally asked if it can provide for the child's needs as set out in the EHCP. Sometimes there needs to be some discussion about additional resources or funding before agreement can be reached over a school place.

Once the Local Authority is satisfied that a school can offer the child a suitable education and environment, the name of the school they are to attend will be written in Section I. Usually this will be the school that parents have asked for, but if not then the parent has the right of appeal to SENDIST.

What does the law say?

Every application for a school place must be considered by the Admission Authority for the school, taking into account the School Admissions Code and the Admission Appeals Code. The Admission Authority could be the Local Authority (Nottinghamshire County Council, Nottingham City Council) or if the school is an academy it might have its own Admission Authority.

The School Admissions Code covers what happens when a parent makes an application for a school place up to the point where the place is offered or refused. The Admission Appeals Code takes over when the place has been refused and the parent wishes to appeal against that.

Both Codes rest on a background of legislation which includes :

- School Standards and Framework Act - admission arrangements, infant class size limit of 30
- Equality Act - making reasonable adjustments for people with disabilities
- Human Rights Act - the right of a child to an education

(The above legislation also covers a wider range of items but those listed are important when considering school admissions)

Who could help you to make an application for a school place ?

- Your Early Years worker - will know what a school could and should be able to offer, is used to talking to schools about meeting children's needs, knows your child, will know about the application system and process
- Your child's keyworker from nursery - knows your child, possibly knows local schools
- Your child's health professionals (paediatrician, OT, physio etc) or other involved professionals (social worker, education specialists eg SFSS/IES etc) - could provide written evidence about your child's particular needs to support your application for a specific school
- Ask Us Nottinghamshire - advice about the process, questions to ask when visiting schools, help to complete a paper form if required
- Nottinghamshire guide 'Applying for school places'
<http://www.nottinghamshire.gov.uk/education/school-admissions/apply-for-a-school-place>
- Nottingham City <http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/apply-for-a-reception-year-place-at-infant-or-primary-school-or-a-year-3-place-at-junior-school-for-september-2018/>

When to apply for a school place

There are two kinds of school admissions :

- **Normal admission round** - for children just starting school around the age of 5, and those transferring from infant to junior school (where that is a separate school). School places are allocated for the beginning of the school year in September.
- **In-year admissions** - for children who are moving into Nottinghamshire/Nottingham City or moving to another address and therefore require a different school. Places are allocated throughout the school year.

How to apply in the normal admissions round

You can apply online or download a form and complete that on paper.

You must be the child's parent or have parental responsibility to make an application.

You must apply before the closing date (late applications are considered after April when on-time applications have been allocated) and you cannot apply online after the closing date* although you can apply on a paper form.

Information will be sent to your home address, including your child's unique identification number (UID) which you should use when applying.

* National closing date Jan 15th, exceptional late applications or changes of preference Feb 12th

Applying online (See details on final slide)

- You will need an email address to register.
- You cannot apply online after the closing date.
- Complete your online application, **submit it**, and print a copy to keep.
- Changes to your application can be made any time up to the closing date but you must also **resubmit it** otherwise it may not be processed correctly.
- You will receive an email confirming that your preferences or any changes of preference have been received.
- You will receive your offer of a place via email

Other ways to apply

- Contact the customer service team on 0300 500 80 80 (County), 0115 841 5568 (City) to make an application over the telephone or to request an application form.
- Download an application form from www.nottinghamshire.gov.uk/admissions; Nottingham City <http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/>

Things to remember - 1

In **very limited circumstances**, applications received after the closing date and before 12 February 2018 may be considered by Nottinghamshire County Council/Nottingham City Council (in agreement with the relevant admission authority) as on time, if one of these reasons applies:

- moving into the Local Authority from another area
- moving within Nottinghamshire/Nottingham City
- exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma.

Supporting written information must be provided at the point of application and this will be considered to determine whether the application can be processed as on time.

Things to remember - 2

Preferences - you are advised to list 4 preferences on your application. Schools **will not know** where they fall within your list, nor which other schools are on your list. You will be offered the school which both has a place available and is highest on your list (over 90% of parents get their first choice of school). It does not increase your chance of getting a place at the school you really want if you only list that one.

If your child attends a school nursery they will not automatically get a place in the school for Reception. **You must apply for a place.**

Looked after children - always have high priority when places are being allocated.

Repeat applications - if your application for a community or voluntary controlled school has been refused, another application for the same school in the same school year will not be considered unless there have been significant and material changes in your circumstances, or those of the school.

Things to remember - 3

- Parents of children with SEND will want to visit schools and speak to the Senco about their child's needs. If you feel that only one particular school can meet your child's needs you should ask for written supporting evidence from one of the professionals involved with your child and submit that with your application.
- It is the parent's responsibility to get their child to school on time and every day. Young children living more than 2 miles from the school may get travel assistance and parents of children who have a special transport need due to the child's disability should apply for special transport assistance. Information about any school transport awarded is unlikely to be passed to parents before quite late in the summer holiday.

Things to remember - 4

- Parents of children with SEND should expect to have meetings during the autumn term almost a year before their child is due to start school in order to discuss which schools might be considered. These meetings could be in the nursery if the child attends one or at home with involved professionals.
- Once the school place is known, parents will want to meet with staff at the school to discuss their child's transition into school. Discussion can include a phased start to full-time school or a delayed start for example.

Contact details

Ask Us Nottinghamshire :

Tel 0800 1217772

Email askus@futuresforyou.com

Nottingham City Council

<https://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/apply-for-a-reception-year-place-at-infant-or-primary-school-or-a-year-3-place-at-junior-school-for-september-2018/>

Nottinghamshire County Council

www.nottinghamshire.gov.uk/education

Admissions team (information about schools, number of places available, how places are allocated)

www.nottinghamshire.gov.uk/admissions