

# School Admissions

## (Secondary)



20/08/2018

## Information for parents of children with special educational needs and disabilities

Parents of children with SEND have additional concerns when trying to find a secondary 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, and parents do not apply through the usual admission process. In Year 6, an early annual review should be arranged (autumn term) so that the secondary school place can be set up by February 15<sup>th</sup> the following year ie ready for September entry.

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. There may 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 is written in Section I of the EHCP. Parents have the right of appeal to SENDIST if this is not their preferred school.

# 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) 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 - school admission arrangements
- 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)

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

- The Senco from your child's primary school - will be familiar with local secondary schools, know what could and should be offered to meet children's needs, knows your child, will know about the application system and process
- Your child's health professionals (paediatrician, OT, physio etc) or other involved professionals (social worker, education specialists eg SFSS 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 necessary although most applications are made online.
- See also information on final slide

# When to apply for a school place

There are two kinds of school admissions :

- **Normal admission round** - for children in Year 6 due to start secondary school in September of the following year. *Parents whose child has been kept back a year (so is in Year 5 but chronologically of Year 6 age) see slide 'Things to remember 5'.* School places are allocated for the beginning of the school year in September.
- **In-year admissions** - for children who are moving into Nottinghamshire or moving to another address in Nottinghamshire and therefore require a different school. Places are allocated throughout the school year.

# How to apply in the normal admissions round

If you are unsure whether you live in the area covered by Nottinghamshire County Council, you can [find your local council](#) on GOV.UK.

You can apply online or download a paper form to complete.

Only the child's parent (or with parental responsibility) can apply.

You must apply between August 6<sup>th</sup> and the closing date, 31st October; applications made up to December 15<sup>th</sup> may be considered as on-time if there is a reasonable explanation for the lateness. All applications after December 15<sup>th</sup> are considered to be late and will be considered in a second round after all on-time applications have been allocated.

<http://www.nottinghamshire.gov.uk/media/1528493/secondary-guide-for-parents.pdf>

<https://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/transfer-to-secondary-school-in-year-7/>

\* National closing date Oct 31st, exceptional late applications or changes of preference Dec 15th

# Applying online (See final slide for links)

- 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.

## Other ways to apply

- Nottinghamshire parents should contact the customer service team on 0300 500 80 80 to make an application over the telephone or to request an application form. You can also download an application form from [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)
- Nottingham City parents should call 0115 8415568 or email [schooladmissions@nottinghamcity.gov.uk](mailto:schooladmissions@nottinghamcity.gov.uk) to request an application form

# National Offer Day

- March 1<sup>st</sup>
- If you have applied online you will receive an email telling you of the school your child has been allocated
- If you applied using a paper form you will receive a letter (by March 5<sup>th</sup> latest) telling you of the school your child has been allocated

## Appealing the school place

- With the information about the school place you have been allocated, you should receive details of how to appeal if you do not want to accept the school place. There is a limit of 4 weeks within which you must appeal, and appeals will be held within 30 days.

## Things to remember - 1

In **very limited circumstances**, applications received between October 31<sup>st</sup> and 15<sup>th</sup> December may be considered by Nottinghamshire County Council (in agreement with the relevant admission authority) as on-time, if one of these reasons applies:

- moving into Nottinghamshire County Council from another area
- moving within Nottinghamshire
- 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.

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

Repeat applications - if your application for a Nottinghamshire 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. Children living more than 3 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 school transport is often only given to parents quite late in the summer holiday.

## Things to remember - 4

- Parents of children with SEND may want to have some discussion in the second half of Year 5 and again during the autumn term about which secondary schools might be considered.
- During Year 6 there are likely to be some discussions about how to make the transition to secondary as smooth as possible. Often there will be a dis
- Once the school place is known, parents will want to meet with staff at the school to discuss their child's transition into school.

## Things to remember - 5

### **Requesting admission outside the normal age group**

If your child has been previously educated outside of their normal age group it will be your responsibility to request admission out of the normal age group again when the child transfers to secondary school. This request should be submitted in writing to the school admissions team at the point where the transfer round opens for your child's normal age group.

It is also possible for parents to seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

It will be for the admission authority of the preferred school to decide whether to admit the child outside of the normal age group.

The admission authority will make a decision based on the circumstances of each case and in the best interests of the child concerned.

# Contact details

Ask Us Nottinghamshire :

Tel 0800 1217772

Email [askus@futuresforyou.com](mailto:askus@futuresforyou.com)

Nottingham City Council

<http://www.nottinghamcity.gov.uk/education-and-schools/school-admissions/transfer-to-secondary-school-in-year-7/>

Nottinghamshire County Council

[www.nottinghamshire.gov.uk/education](http://www.nottinghamshire.gov.uk/education)

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

<http://www.nottinghamshire.gov.uk/education/school-admissions-new>