

# Application form for admission to school September 2024

**Admission to schools: Guide for parents and School information 2024-2025** gives full details of the admission process together with information on individual Nottinghamshire schools, available at [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)  
The best way to apply for a school place is online. If you are unable to apply online please contact us.

## SECTION A – YOUR CHILD’S DETAILS

Full legal name:

Current school

Address: (this must be the address at which your child is permanently living)

Date of birth

Please tick

If your child is known by another name please give details:

Girl

Boy

### Looked after children\* and previously looked after children\*

All schools must give highest priority within the admission oversubscription criteria to these children. If your child is looked after or previously looked after, please detail the local authority or internationally adopted organisation below, for example Nottinghamshire.

**A social worker or other professional contact must be detailed overleaf.**

Local Authority/organisation

### Education, health and care plan (EHCP)

If your child has an EHCP please detail the local authority below, for example Nottinghamshire. **The Integrated Children’s Disability Service is responsible for placing children with an EHCP and you should contact them for further advice (0115 804 1275).**

Local Authority:

## SECTION B – YOUR PREFERRED SCHOOLS IN PRIORITY ORDER

1 List your 4 preferred schools in priority order

2 Reasons for preference.  
Remember to check the admission oversubscription criteria and include any relevant information.

1



2



3



4



Apply online: [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions)

\*it is important to read the definitions before applying for a school place. Please see Admissions to schools: Guide for parents 2024-2025

## SECTION C – ADDITIONAL INFORMATION AND SUPPLEMENTARY FORMS

If you are applying for an academy, foundation, free, studio, trust, voluntary aided or voluntary controlled school you may need to:

- provide written evidence from a minister to prove your commitment to religion
- complete a supplementary form – available from our website, [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) or by contacting the school
- indicate the vocational pathway your child wishes to follow

**Remember you must send any additional information to the correct admission authority before the closing date.**

**\*Some own admission authority definitions may differ from those of Nottinghamshire County Council – it is important that you read the admission arrangements for your preferred schools carefully (e.g. siblings, home address, etc).**

## SECTION D – APPLICANT DETAILS & DECLARATION

Please note: this information is only used for the purposes of contacting you and does not form part of the admission process

Title: Please tick

|    |     |    |      |                                       |
|----|-----|----|------|---------------------------------------|
| Mr | Mrs | Ms | Miss | Other – Please state<br>(i.e. Dr/Rev) |
|----|-----|----|------|---------------------------------------|

Applicant's full name

Relationship to child: Please tick

|                                 |                                 |                                |                                      |                                   |  |  |
|---------------------------------|---------------------------------|--------------------------------|--------------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Other | <input type="checkbox"/> Step parent | <input type="checkbox"/> Relative | <input type="checkbox"/> Social Worker | <input type="checkbox"/> Other family member |
|---------------------------------|---------------------------------|--------------------------------|--------------------------------------|-----------------------------------|--|--|

Do you have parental responsibility for this child?  
Please tick

Yes

No

If this child is looked after or previously looked after (refer to definition in Admissions to schools: Guide for parents), you will also need to provide social worker/other contact details below

If your address is different from the child's address listed on the front of this application or you are moving house, please give details here. You will also need to include with your application evidence to verify your child's permanent address. See Admissions to schools: Guide for parents, 2024-2025 for information.

Date of house move:

Telephone numbers:

|      |      |        |
|------|------|--------|
| Home | Work | Mobile |
|------|------|--------|

E-mail address:

**Nottinghamshire County Council undertake random checks to verify that information provided by parents is genuine. If we receive an application where the address is proven to be fraudulent, any offer based on that address may be withdrawn.**

1. I have read Nottinghamshire's Admissions to schools: Guide for parents 2024-2025 and certify that the information given on this form is correct. I understand that a fraudulent or intentionally misleading application could result in any offer of a place being withdrawn.
2. I can confirm that I have parental responsibility and understand that my application can only be discussed with the applicant or agreed contact.

Your signature:

Date:

Social worker/other contact details or signature:

Returning your application form

School admissions team, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TA – you must return your application and any additional information by the **closing date**.

Nottinghamshire County Council is registered as a data controller with the Information Commissioner's Office. The information you have provided about yourself and your child/children will be stored on our database so that we can process your application and manage school admissions. Information will only be shared with other admission authorities where it is necessary to do so to process your application. You can view Nottinghamshire County Council's privacy statement online at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Nottinghamshire County Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at: <https://www.nottinghamshire.gov.uk/global-content/privacy/>