

Admission to Infant/primary education - September 2025

Apply online for your child's infant/primary school place

IMPORTANT
Applying for an Infant/primary school place for 2025

Parent/Carer of a reception aged child in September 2025

Open your camera application on your phone and scan the QR code below



Dear Parent/Carer

Our records show that you have an infant child who will be of reception school age in September 2025. If this is correct, then it is time for you to apply for a primary school place for your child. **It's very important that you do this by 15 January 2025.**

Full guidance and information about schools in the city is contained in the 'Going to School in Nottingham 2025/26' e-booklet which can be found on our website.

How to Apply

Applying online is the quickest and easiest way to apply. Simply scan the QR code in the top right of this letter or head over to www.nottinghamcity.gov.uk/startingprimary to help you get started on the Citizen Portal. If you already have an account, you can simply log back in, review your details and apply safely and securely. Making changes online are easy too as you can log back in and review your application and re-submit up until the closing date of **15 January 2025**. You will also receive an email confirming that we have received your application or any subsequent changes, giving you total peace of mind.

If you do not have internet access at home, you can request an application form via our online contact form [School Admissions FAQs and Online Contact Form - Nottingham City Council](#) or by telephone on 0115 841 5568.

All parents/carers who apply online **by 15 January 2025** will receive **their outcome by email on Wednesday, 16 April 2025**, which is the National Offer Day. Parents/carers, who apply on a paper application form, will be sent a letter by second-class post on 16 April 2025, so you should receive your letter by **20 April 2025**.

Important Information

In previous years a small number of parents/carers have made their application on Nottinghamshire County Council's website in error. **If your application is made to the wrong authority, it will not be considered. Consequently, any application you make after the closing date will be considered as late. Late application decisions will not be made until after 15 May 2025 and your child may not be offered a place at your preferred school.** If you do not live in Nottingham City, you will need to apply via your home Local Authority for your application to be considered

Benefits of applying online

It is quick, easy, safe and secure.

You can read the online guidance before you start, which will guide you through how to apply.

We will send you an email to confirm that we have received your application and a list of your confirmed preference schools.

You can change your application at any time up to the closing date.

You will receive your decision by email on 16 April 2025, rather than having to wait for your decision to arrive in the post up until 20 April 2025.

CHECK LIST

This checklist sets out all the steps you need to take to successfully apply for your child's school place:

- Check you are a Nottingham City resident
- Check if there is a catchment school for your home address
- Find out about your catchment school and details of other schools and arrange a visit

- Think about how your child will get to and from school and find out if you can get help with travel

Remember to include details of any older brothers or sisters already at the school you name on your application and who are still expected to be attending the school in September 2025

It's very important that you apply for your child's school place by 15 January 2025.