

Oxfordshire County Council's information for parents and carers of children due to start infant or primary school in September 2018

Starting School



Don't Forget
Deadline for on-time
application is
15 January 2018

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www.oxfordshire.gov.uk/primaryadmissions



OXFORDSHIRE
COUNTY COUNCIL

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Introduction



Starting primary or infant school is an important time for your child and Oxfordshire County Council wants to make sure that this first step is as smooth as possible for you and your child. We would also like to ensure that your child is offered a place at one of the schools that you prefer. Fortunately we were able to do this for 98.93% of Oxfordshire children starting Reception in the academic year 2017/18.

However, we may have more applications than there are places at some schools and we have to have a process that will enable admission authorities to decide which children can be offered a place and which children will need to go to other schools. This process must be fair and unbiased and follow the procedures set out on the Oxfordshire website and in this online publication.

Most applications are now made online. Applying in this way offers the benefit of being able to start, save, change and complete your application at any time right up to the closing date of 15 January 2018. Those who apply online will also be able to respond online to the offer after 16 April 2018.

It is a good idea to list three preferences. This does not make it less likely that your child will be offered the school you most want (your first preference) but it does make it less likely that a place will be offered at a school you do not want.

In order to decide which school you would like your child to attend, I would advise you to read the school prospectuses and admissions rules and our Home to School Transport Policy which came into effect in September 2015. It may also be possible to visit schools.

Most importantly, I would also advise you to apply on time. Applying on time is likely to maximise your chance of your child being offered a place at one of your preferred schools. This means you need to submit your application by 15 January 2018.

You can apply online at:
www.oxfordshire.gov.uk/primaryadmissions

Lucy Butler
Director for Children's Services

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List of Schools:

Details for every state funded Oxfordshire school can be found on our [list of schools page](#).

On this webpage you can find each school's location, contact details, catchment area (where it has one), admissions rules and five-year history of allocation data.

New Schools for 2018/19:

The following primary schools will be opening from September 2018. Full details are available on our website.

School	Area	Website
Aureus Primary School	Didcot	www.aureusschool.org/610/our-primary-school
Gagle Brook Primary School	Bicester	gaglebrook.org.uk/

Key Admission Dates

These dates cover the following phases:

- The entry to Reception – children born 1 September 2013 to 31 August 2014.
- The transfer from infant schools to junior schools at the end of Key Stage 1 – children born 1 September 2010 to 31 August 2011.
- The transfer from Year 4 in a first school (outside Oxfordshire where the child lives in Oxfordshire) and to Year 5 in a primary or middle school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2008 to 31 August 2009.

Admissions Timetable	
September 2017	“Starting School” available for viewing online
25 October 2017	Online and paper applications accepted from this date. “Starting School” information available on request from schools and Oxfordshire County Council.
15 January 2018	National closing date for on-time applications for primary school
	Last date for confirmation of change of address and for

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6 February 2018	late applications with extenuating circumstances to be considered as on-time
13 February 2018	LA to send application data to other LAs for schools in that LA's area
6 March 2018	LA to send application data to other admission authorities in Oxfordshire by this date
24 March 2018	Last date for return of data to LA from own admission authorities in Oxfordshire
16 April 2018	Offer letters sent by second class post and emails sent to those who applied online. This date has been chosen because it is the next working day to the normal National Offer Date of 16 April.
5 May 2018	Accept place, apply for continued interest list, as appropriate; also last date for late applications and changes of preference to be considered in the second round of the allocation process (first run of the continued interest lists)
15 May 2018	Start to consider late applications, changes of preference and continuing interest requests
12 June 2018	Offer letters sent after first run of continued interest list
30 June 2018	Last date on which to accept a place and/or apply for the continued interest list, on offers made on 12 June
September 2018	Start of academic year for above phases
30 June 2019	Date on which the continued interest list will be discontinued for most schools in Oxfordshire. A minority of schools will only maintain continued interest lists up until the end of December 2018

Section 1 Application Process

Parents of children born between 1 September 2013 and 31 August 2014 (inclusive) need to apply for a primary school place for their children. The closing date for on time applications is 15 January 2018.

Parents must apply for a school place for their child even if the child attends a nursery class at the school listed as a preference.

Definition of a parent

Section 576 of the Education Act 1996 defines a 'parent' as:

- all natural parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person;
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- being granted a residence order;
- being appointed a guardian;
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare);
- adopting a child (in the case of step-parents) in agreement with the child's mother (and other parent if that person also has parental responsibility for the child) or as the result of a court order.

Where a child's parents are not married to each other, the child's father can gain parental responsibility by:

- registering the child's birth jointly with the mother;
- through a 'parental responsibility agreement' between him and the child's mother;
- as the result of a court order.

In addition, a local authority can acquire parental responsibility if it is named in the care order for a child.

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Apply Online

From 25 October 2017 parents can apply online for a place for their child at www.oxfordshire.gov.uk/primaryadmissions.

Applying online is the main means of applying.

If parents are unable to apply online they can apply on paper using the Common Application Form. A copy of this form is available on our website, from all state funded mainstream primary schools, at County Hall and from nursery schools.

Applying

When applying for a school place a parent needs to use one method only. Please do not apply both online and on paper as this may delay the processing of your application.

A parent can list up to 3 schools on the application. These schools should be listed in order of preference and, in order to maximise the chance of obtaining one of the preferred schools, it is very important to apply on time, i.e. by 15 January 2018.

Before deciding which schools to list parents are advised to read through the information given in “Starting School” section of the website and check school websites and prospectuses. It may also be possible to visit schools.

Applying to Schools Outside Oxfordshire

Admissions to state funded primary schools in England are coordinated across local authority boundaries. This means that, if you live in Oxfordshire and want to apply for a place at a school that is in a different local authority, you need to apply through Oxfordshire. As with applications made for schools within Oxfordshire it is best to apply online.

Supplementary Form

If a school requests the submission of a supplementary form it is important to remember that submitting such a form does not amount to an application – a parent still needs to complete and return the Common Application Form. However, if a school uses a supplementary form, it is in an applicant’s interests to complete and return it.

Equal Preference System

In England schools use an “Equal Preference System”. This was introduced to prevent admission authorities giving a higher priority to the group of parents who make a particular school their first preference. Every school listed on the Common Application Form as a preference is treated as a separate application, each one is equal, and the priority for admission is established using the admission rules for the relevant school. Once this information is available the preferences are then considered by the Local Authority acting as the “clearing house”. If at this stage it was theoretically possible to offer a place at all three of the schools listed the school offered would be the one listed as the highest preference. If a place cannot be offered at any of the schools listed as a preference the Local Authority will offer a place at the nearest school with an available place.

It is important to understand the admission rules for a particular school in order to assess the likelihood of being able to obtain a place for your child. If a parent is unable to gain a place for their child at one of the schools listed on the application it will be because there were other children who had a higher priority for a place under the school's admission rules.

If a preference cannot be offered

If a place cannot be offered at one of the schools listed as a preference a parent may place the child's name on the Continued Interest (waiting) list for each of the relevant schools and/or appeal for a place through the admission appeal process.

Responding to an Offer

A response form will be sent with the letter offering an alternative place. The form should be completed and then returned to the Admissions Team by 5 May 2018.

If the application has been made online, parents are asked to respond online rather than returning the paper form.

If a response is not received by the Admissions Team by 5 May 2018, or a parent rejects the offer of a place or does not inform the Admissions Team the offered place may be offered to another applicant in the second or later allocation round.

The reallocation process will begin on 15 May 2018.

Late applications

Parents are strongly advised to make sure that applications are submitted by the closing date of 15 January 2018. If an application is received after this date it will be classed as a late application unless there are genuine extenuating reasons.

If you miss the deadline, and have one or more genuine extenuating reasons for missing it, the deadline to submit extenuating reasons with your application is 6 February 2018. After this date late applications will, as a matter of course, be considered as late.

Given that any late application is likely to be less successful in obtaining a place at a preferred school, any parent submitting a Common Application after the deadline for on time applications is strongly advised to write to the Admissions Team setting out the reasons why the application is late.

Examples of extenuating circumstances are:

- an administrative error by a maintained school in Oxfordshire is responsible for the application being received late;
- an administrative error by the LA is responsible for the application being late;
- a sudden illness of a close family member which prevented a parent from submitting the application on time;

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- the death of a close family member (child's sibling, parent, grandparent) which prevented the parent/carer from submitting the application on time.

It is not possible to apply online after 15 January 2018.

Late applications must be made on the paper Common Application Form.

Leaflet - "What Happens Next?"

Everyone who receives an offer of a school for their child will be sent a leaflet called "What Happens Next?" with the letter offering a school place. This leaflet explains how to:

- accept the place offered;
- place a child's name on one or more Continued Interest lists;
- lodge an appeal.

You are strongly advised to accept the place we have offered your child or to accept a place at another school that has a vacancy. This will ensure that your child will have a school place in September 2018.

What happens after the first offer of places on 16 April 2018?

Parents offered a place at a first preference school should ensure that they respond to the offer by 5 May 2018. If no response is received the place could be offered to another child.

We cannot always offer children a place at one of the schools listed as a preference. If this happens parents are able to place their child's name on the Continued Interest list for any school where a place has been requested and the application has been refused. In addition, in these circumstances, parents are strongly advised to accept the place offered for their child. This ensures that a child will have a school place in September 2018.

The deadline for returning the Continued Interest form is 5 May 2018.

Parents might decide that they no longer want their child to attend the school offered even though it is listed as a first preference. If this is the case parents are able to change their preferences. Parents are advised to read the Local Authority's policy on changes of preference before making a decision of this kind.

There is statutory right of appeal for any school you listed on your child's application where a place was not offered. The deadline for returning the appeal form for letters sent on 16 April 2018 is 18 May 2018.

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Second Allocation (late allocation) Round from May to June 2018

After 5 May 2018 (the deadline for responses from the first allocation on 16 April), the responses are collated and any vacancies that may have arisen, because of places being declined, are available to be re-offered to applicants on 12 June 2018.

The following groups of children are all considered together in the second allocation and in all cases they are prioritised according to each school's published admissions rules:

- late applicants whose applications were submitted after 15 January 2018 and by 5 May 2018;
- children on the Continued Interest list who could not be offered a place on 16 April whose parents want them to be re-considered for a place, should one become available, and whose names are on the Continued Interest list for the relevant school;
- applicants classed as "change of preference", where a place was offered at a school on 16 April but the parent has changed their preference(s) or added new preference(s) by 5 May 2018.

On 12 June 2018, letters are sent regarding children who can be offered a place at a school or who can be offered a different place to the one offered on 16 April 2018. Letters are not sent regarding children whose school offer has not been changed.

Looked After and Previously Looked After Children

Looked After Children

A 'looked after child' is a child who is:

- (a) in the care of a local authority; or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after children' or children in care (defined in section 22 of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who immediately after being in care became subject to an adoption, residence, or special guardianship order.

A revised School Admissions Code came into force on 19 December 2014 and this states that previously looked children include those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). In addition residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order.

If applying on behalf of a “previously looked after” child the parent will need to provide the following evidence:

- an adoption order under section 46 of the Adoption and Children Act 2002; or
- an adoption order under the Adoption Act 1976; or
- a child arrangements order; or
- a residence order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

It is important that the evidence is provided since without it there is no basis for considering a child as being “Previously Looked After”. Therefore failing to provide the necessary evidence could have a significant impact on whether a place is offered at the school listed as the first preference.

Deferring Admission until after September 2018

Most children joining Reception start at school at the beginning of Term 1 (September).

However, children do not have to start full time education at school until the term after their fifth birthday, and some families decide to defer their children’s entry to school.

If a parent wishes to defer their child’s admission to school they should discuss the implications with the school concerned.

Please see table below showing dates by which children have to start school.

Children born between...	Can start school...	Must start school by...
1 September 2013 and 31 December 2014	September 2018 (part time or full time)	January 2019 (full time)
1 January 2014 and 31 March 2014	September 2018 (part time or full time) or January 2019 (part time or full time)	April 2019 (full time)
1 April 2014 and 31 August 2014	September 2018 (part time or full time) or January 2019 (part time or full time) or April 2019 (part time or full time)	September 2019 (full-time) Unless otherwise agreed, if a child of this age starts school in September 2019 the child will start in Year 1 and not Reception (please see the section on the admission of summer born

		children). The offer of a place will lapse if the child concerned does not start school by April 2019. In cases of this kind the child's parent would need to reapply in June 2019 for a place in September 2019.
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Admission of summer born children outside their normal age group

Summer born children are defined as those born from the beginning of April to the end of August and who reach compulsory school age on 31 August 2019.

There is some statistical evidence that summer born children tend to perform less well in school tests but it is important to remember that teachers are skilled at differentiating the curriculum to meet a diverse range of needs, including those of summer born children. It would not be accurate to assume that all children born in the summer term will struggle at school.

However, if a parent would like to delay the entry to school of their summer born child until the September after their fifth birthday (September 2019) and requests that they enter the Reception class, the admission authority for that school will need consider this request on the basis of the circumstances of each case. It would be unlawful for an admission authority to have a blanket policy which says that summer born children who start school in the September after their fifth birthday will be admitted to Year 1.

Applicants who wish to defer their summer born child's entry to Reception may complete a deferral application form, which is available from Oxfordshire County Council's website, and the decision will be made by the admissions authority for each of the schools requested.

Factors that may be considered by an admission authority are:

- a. the views of the parent;
- b. the needs of the child and the possible impact of entering Year 1 without having first attended the Reception class;
- b. if a child has been born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- c. the extent to which a child's delayed social, emotional or physical development is adversely affecting their readiness for school;
- d. any relevant research into the outcomes of summer born and premature children;

- e. where relevant, the child's medical history and the views of a medical professional.

In all cases the admissions authority must take in to account the views of the Headteacher of the school concerned.

If a child is educated outside of the normal age group whilst in primary school on applying for a secondary school place it will be for the admission authority of the secondary school to decide whether to admit the child outside of their normal age group. When making this decision the admission authority for the secondary school must make the decisions on the basis of the circumstances of each case.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside of their normal age group (i.e. is in Year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations.

The parent of a child who is eligible for admission to school in September 2018 but whose child does not have to start full time education until September 2019, and who wants them to start Reception in 2019 rather than Year 1, should make their request as early as possible in the academic year 2017/18.

Requests should be made to Oxfordshire County Council's Admissions Team using the form "Request for the admission of summer born children outside their normal age group" and attaching any evidence that they believe will be helpful. This form is available on Oxfordshire County Council's public website.

Once the relevant form has been received by the Admissions Team all the admission authorities of the schools listed will be contacted to ask whether they are willing to accept an out of year group application in the next academic year. The parent will then be informed of the outcome of their request.

Where it is agreed that an application can be processed for Reception for the September following a child's fifth birthday, no weight will be added to the application owing to the application being deferred. Similarly no admissions authority will give a lower priority for admission on the basis that the child is not of the correct age.

If an admission authority refuses a parent's request for a child to be considered for admission to Reception a year later than is usual it is open to the parent to make a complaint using the admission authority's formal complaints procedure. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place. Local authorities also have a complaints procedure which can be used if the school concerned is a community or voluntary controlled school.

If a child is already of statutory school age and the child's parent requests that the child is admitted to Reception rather than Year 1 there is no right of appeal if a place has been offered in Year 1. If a place is not available in either year group there would be a

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right of appeal. However, the appeal would be for the year group that the admission authority had decided was the appropriate year group for the child.

Future implications of admitting a child to Reception when the child is of Year 1 age

If a child is educated outside of their normal age group whilst in primary school on applying for a secondary school place it will be for the admissions authority of the secondary school to decide whether to admit the child outside of their normal age group. When making this decision the admission authority for the secondary school must make the decisions on the basis of the circumstances of each case.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside of their normal age group (i.e. is in Year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations. This means that a child educated in Year 10 but who is of Year 11 age could leave school at the end of Year 10 although the child concerned would still need to continue their education in an alternative setting or would have to undergo training.

Staying in nursery provision

Nursery education is no longer age appropriate once a child reaches statutory school age. Therefore children who have their fifth birthday between September and December 2018 may only stay in nursery provision up until the end of December 2018.

No state funding is available for nursery places for these children after December 2018.

Children who have their fifth birthday between January and March 2019 may only stay in nursery provision up until the end of March 2019 but they need to be in receipt of full time age appropriate education from April 2019.

No state funding is available for nursery places for these children after March 2019.

Children who have their fifth birthday between April and August 2019 may stay in nursery provision up until the end of the 2018/19 academic year but they need to be in receipt of full time age appropriate education from September 2019.

No state funding is available for nursery places for these children after July 2019.

Once a child is too old for nursery provision the only alternative to placing a child at school is age appropriate home education.

Home address

The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night). The "time of application" is the entire time period from the point when applications can be made from 25 October 2017 until National Offer Day on 16 April 2018.

Sometimes an application is made based on an address at the time the application is written and the address then changes after the application has been submitted. It is important to tell the Local Authority about changes of address so that places can be offered fairly and so notification can be sent by post to the correct home address.

If the application address is found to have changed after the application was submitted, and it can be shown that this information could have been provided during the time of application, the Local Authority normally consider the application to have been made on the basis of a fraudulent or intentionally misleading address. This will normally result in the offer of a school place being withdrawn (see Fraudulent Applications).

If an application is made on the basis of a new address or intention to move to an area, information about the new address must be provided in order for it to be taken into account.

Change of address

Changes of address which occur after 15 January 2018 can be taken into account if proof of this change is provided no later than 6 February 2018 (see below).

To confirm the new address we need one of the following:

- a solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- a copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2018 we may not accept the address for admissions purposes; or
- a copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF; or
- a letter from a new employer (e.g. University) where accommodation is being provided by them and is tied to the new post/job, giving details of this new address; or
- new Quarter information if this is an accompanied military posting; or
- an Assignment Order if this is an accompanied military posting but details of the new quarter have not yet been given to the family.

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Please note that a parent may also be asked to provide proof of address from correspondence they have received from HM Revenue & Customs, Child Benefit Division or Tax Credits Division.

Any correspondence from HM Revenue & Customs, Child Benefit Division or Tax Credits Division must pre-date the application made by the parent.

Multiple addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

If children spend time equally at different addresses then the address used for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

Parents are unable to agree on the schools to be listed as preferences

If parents cannot agree on the schools to list on the CAF and submit separate applications the Local Authority will only consider the application made by the parent who receives Child Benefit for that child.

If a parent is unhappy with this decision their only recourse would be to seek an order from the Court.

Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a higher priority for that place, the admission authority for the school may withdraw the offer of that place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code 2014 published by the Department for Education:

*“[2.12] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.*”

*[2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”*

Measuring Home to School Distances

For admissions purposes for all schools where Oxfordshire County Council is the admissions authority for the school, and any own admission authority schools that have adopted the LA's measuring system, the route from home to school will be measured using the shortest designated route.

The start point of a measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

From the seed point the route firstly connects to the nearest point of the digitised network. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented ITN used by the LA is accurate to at least 1 metre.

All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "short-cuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the nearest open gate of the school first arrived at from the direction of travel from the seed point that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the LA. The LA consults with each individual school annually to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

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RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres. The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths).

The “shortest designated route” is also not necessarily a walking route for example, where roads are used; the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire’s county boundary) an internet mapping solution will be used. For addresses in Europe, we use maps.google.co.uk

For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using itouchmap.com/latlong.html We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using www.nhc.noaa.gov/gccalc.shtml

Other measuring systems may give a different measurement. However, the LA will not take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

Designated areas

Many, but not all schools, have designated (catchment) areas which are part of the admission arrangements and help establish the priority for a school place.

A parent can see if their address is in a designated (catchment) area for a school by going to [Localview](#)

You can also find your nearest schools by going to school search.

Please note that any distances given on Localview and the school search are approximate straight line distances only. Only a small minority of schools use straight line distance. All community and voluntary controlled schools use the “shortest designated route” as do many own admission authority schools. The alleyways, public footpaths, bridleways, etc)

Where a school has them, designated areas can be viewed on the Oxfordshire public website. Living within a particular school’s designated area gives a high priority for admission but there is no guarantee that a place will always be made available.

Please note that attending your designated area school does not mean that your child is entitled to free home to school transport.

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Disabilities

A child with a disability as defined in the Equality Act (2010)

The Act is available online at:
www.legislation.gov.uk/ukpga/2010/15/contents

If you believe that your child has a disability as identified in this Act then you should add the details to section 3 of the Common Application Form.

All community and voluntary controlled schools and many academies give a high priority for admission to disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010

Evidence of a child's disability must be submitted in writing by a medical professional. Before a child can or will be considered disabled by the Admissions Authority for admissions purposes. An unsupported statement that a child is disabled and needs to be admitted to a school on the grounds of physical accessibility will not be accepted.

A number of own admission authority schools also give a higher priority for admission based on social and medical needs.

Coordination of admissions for the normal admissions round

All state funded primary and infant schools are part of the coordinated admission process for Oxfordshire for entry to Reception in 2018/19.

The scheme is published on the County Council's public website.
<https://www.oxfordshire.gov.uk/cms/content/school-admission-rules-2018-19>

Continued Interest Lists

In Oxfordshire, waiting lists for children who could not be offered a place at a school and whose parents want them to continue to be considered, should a place become available, are called Continued Interest (CI) lists.

Parents are able to place their child's name on the Continued Interest list for schools where a requested place could not be offered.

Children living in Oxfordshire are not automatically placed on the Continued Interest list for any school. Parents must complete a Continued Interest list request form if they want their child's name added to a list. Parents are also advised to read Oxfordshire County Council's arrangements for Continued Interest (Waiting) lists before completing and returning their request, www.oxfordshire.gov.uk/continuedinterest so that they understand that an alternative offer may be withdrawn without notice where a place can later be offered at a preferred school where the child was added to the Continued Interest (Waiting) list.

In addition, in these circumstances, parents are strongly advised to accept the place offered for their child. This ensures that a child will have a school place in September 2018. However, they may also wish to submit a change of preference (see below).

Please note that children are listed in order of the published admissions criteria for that school (not in order of how long they have been on the list).

A parent can add a child's name to the Continued Interest list where a request for a place at that school has been refused.

A parent cannot add a child's name to a Continued Interest list for a school at which no place has previously been sought. In a case of this kind the requested school will first need to consider whether a place can be offered. If a place cannot be offered the parent can then add the child's name to the Continued Interest list for that school.

Once a parent adds a child's name to the Continued Interest list for a school that school that could not be offered, the parent is regarded as having higher preference for that school than the school previously offered. Therefore if a place becomes available and is offered to that child the place at the school originally offered will be withdrawn.

A child cannot be added to the Continued Interest list of a school that is lower on their parent's list of preferences than the school they were offered. However, a parent can change the order of preferences (see below), so that a new decision can be made as to whether a place can be offered at that school. After a parent has been notified of the decision and a place cannot be offered it is then possible to add the child's name to the Continued Interest list for that school.

Example 1

A child cannot be added to the Continued Interest list for a school which a parent listed as third preference if they were offered a place at the school listed as second preference. In this example, if a parent wanted the child to be considered for a place at the school originally requested as third preference, then this preference would need to be moved up

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the list to become the second preference and the place offered at the school originally requested as a second preference would need to be moved down the list to become the third preference. The new second preference would then be classed as a changed preference.

Late applicants and those who have a changed preference will be considered alongside, and not after, the children on the Continued Interest list if any places become available at a school. It is therefore possible, during the late allocation round, for a place to be allocated to a late applicant or to a child whose parent has changed their preference of school, rather than to a child on the Continued Interest list. Essentially any available place at a school would be offered to the child with the highest priority for a place under the admissions criteria for that school with late applicants, those classed as “changed preference” and those on the Continued Interest list considered as one group of active applicants.

In cases where the child at the top of the Continued Interest list is eligible to be given a place that has become available at a preferred school, the admissions authority will automatically allocate a place at that school. The place at the school previously offered will be withdrawn so that it can be offered to another child. An applicant cannot simultaneously hold the offer of a place at more than one school.

Example 2

A child's name has been added to the Continued Interest lists for the schools which were listed as first and second preferences but a place has been offered at the school listed as a third preference. A place becomes available at the first preference school and is offered. The place at the third preference school is taken away and offered to another child. The child is also automatically removed from the Continued Interest list for the second preference school because this school is listed as a lower preference than the school offered.

Eligibility for free home to school transport is based on the Home to School Transport Policy. If a child is offered free transport to a school originally offered and is later offered a place from the Continued Interest list at an alternative school, they will not automatically qualify for free home to school transport to the new school.

A child can move up or down a Continued Interest list, depending on whether other children join it or are removed from it.

Some academies and voluntary aided schools may operate Continued Interest Lists for less than one academic year. Parents are advised to check the relevant school websites for details or the school's published admissions rules at:

www.oxfordshire.gov.uk/primaryadmissions

The Continued Interest Lists for all except a small number of schools will be maintained from 15 May 2018 to 30 June 2019.

Changes of Preference

A change of preference is the addition of schools which were not originally requested to the list of preferences, or the re-ordering of schools on the list which were originally requested. A maximum of three new schools can be added to an application at any one time. Changes of preference will be considered by the relevant admissions authority at the next available opportunity.

An applicant classed as a “changed preference” after National Offer Day, 16 April 2018, will be considered alongside late applicants and those originally considered for that school who were not offered a place and whose names were classed as having live applications.

A change of preference which is made too late to be considered as a “late application” will be determined as soon as possible after the closing date for acceptance of offers made in the “late process”.

Once a change of preference has been considered, and notification has been made in writing, it is possible to add a child’s name to the Continued Interest list for that school if a place cannot be offered.

If a place can be offered at a school which has been added as a change of preference,

It is not possible for an applicant to simultaneously hold an offer of a place at more than one school. *If a place is offered at a school, the child’s name will be automatically removed from the Continued Interest lists for any schools which are lower down on the list than the school which has been offered (see example above).*

Eligibility for free home to school transport is assessed based on the Home to School Transport Policy. If a child was offered free transport to a school they were originally offered and is later offered a place at a different school, they will not automatically continue to qualify for free home to school transport to the new school. This will be assessed separately and offered if they qualify for transport under the Home to School Transport Policy.

Admission appeals

Parents have a statutory right to appeal for a place at any school where a place was not offered. For notifications sent on 16 April 2018, the deadline for returning the appeal form is 15 May 2018 (20 school days after the letter).

Anyone who has an application for a place at a school turned down (for the years Reception-Year 13) has the right to appeal to an Independent Appeal Panel. For most but not all schools, appeals are organised by the Clerk based at County Hall who can be contacted on 01865 810180 or at schoolappeals@oxfordshire.gov.uk

Appeals are heard by an Independent Panel. A decision by an appeal panel whether or not to offer a school place is binding on the relevant Admissions Authority.

Acceptance of a place at a school does not affect a parent’s right to appeal for a place for their child at another school. However, if a parent decides to appeal for any of the listed

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preferences, it is wise to secure a place for a child at an alternative school in case the appeal is unsuccessful. This is because secondary transfer appeals are normally heard during the second half of the summer term

A parent's statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group. In addition if the request to be admitted to a different year group has not been accepted and a parent then appeals for a place for their child, any appeal that is heard would relate to the child's normal age group, i.e. the appeal would not be for admission to the requested year group

Further information about the appeals process can be found at:
www.oxfordshire.gov.uk/schoolappeals

Section 2 Admission Arrangements

Oversubscription Criteria for Reception to Year 6 at Community and Voluntary Controlled Primary Schools

Community and voluntary controlled schools use the oversubscription criteria shown in this section. Academies, free schools and church aided schools may use different oversubscription criteria. All oversubscription rules for all state funded schools in Oxfordshire can be found on our [List of Schools](#) page, where all schools are listed alphabetically.

In accordance with legal requirements children who have an Education Health and Care Plan that names the school will be admitted to that school. In addition those children who have a Statement of Special Educational Needs that names a particular school in Part 4 of that Statement will also be admitted to that school.¹

The oversubscription criteria for community secondary schools are shown below and overleaf in descending order of priority.

1. Children who are looked after² by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children.³ The term “previously looked after children” refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order⁴ or special guardianship order⁵).
2. Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
3. a. Children living in the designated area of the school with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in category 3(a) priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families’ Geographic Information System.

¹ A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. ***This is therefore not an oversubscription criterion.***

² A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

³ This group includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

⁴ Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

⁵ Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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b. Children living in the designated area of the school. If there are more applicants than places in category 3(b) priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

4. Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

5. Those children who do not meet any of the above criteria. If there are more applicants than places in this category priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

Section 3 Travel to School

It is advisable for parents to consider how a child will travel to any schools listed on the Common Application Form.

The County Council is keen to encourage young people to walk or cycle to school or college or to make use of public transport, but it also provides free transport and some assisted transport as set out in the Home to School Transport Policy.

The legal basis for the provision of home to school transport is set out in sections 508A, 508B, 508C, 508D and 509AD and Schedule 35B of the Education Act 1996 (as amended by Part 6 of the Education and Inspections Act 2006) and where appropriate the Equality Act and English and European case law. In addition local authorities are under a statutory duty to have regard to the Home to School Travel and Transport Guidance issued by the DfE in July 2014 and the Post16 Transport to Education and Training guidance issued in February 2014.

The Home to School Transport Policy applies to young people who live in the administrative County of Oxfordshire. Those who are not resident in Oxfordshire are advised to contact their own home local authority for details of any policy that their home authority may have regarding home to school/college transport.

When, under the Home to School Transport Policy, children and young people are entitled to free transport, it is provided by the most cost effective means. This will usually be by the provision of a free bus pass. However, where numbers are small, children sometimes have to be transported by taxi. Where parents wish to take their children to school and it is therefore possible to avoid the provision of a taxi, the Local Authority may agree to the payment of a mileage allowance. The mileage allowance is provided for the child's journey to school and the return to the child's home. Parents are not provided with a mileage allowance for their own return to home in the morning or their journey to the school in the afternoon, i.e. the LA pays a mileage allowance for two journeys per day rather than four. The mileage allowance is 40p per mile. If through a change in circumstance the payment of the mileage allowance proves no longer to be the cheapest way of transporting the child to school, the alternative means of travel will be offered and the parent will be given up to 6 weeks to consider the new arrangement. At the end of that period or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn.

For example if a taxi contract is awarded to transport another nearby child to the same school and there is a spare seat in the vehicle.

Where free or concessionary travel has been agreed it is provided for attendance at the beginning and end of the school day and not for extracurricular activities.

The responsibility for determining entitlement issues rests with the School Admissions Team since transport decisions relate to the school attended. The responsibility for organising transport rests with the Customer Service Centre and the Environment and Economy Department.

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Any information regarding Oxfordshire's Home to School Transport Policy obtained from any source other than the Admissions Team of Oxfordshire County Council or the Oxfordshire public website should be disregarded.

Buses and coaches used for home to school transport are public service vehicles and are subject to specific safety legislation. This is enforced by an initial inspection and certification of the vehicle followed by subsequent annual checks. Vehicles are also subject to random roadside checks undertaken by the 'Vehicle and Operator Service Agency' (VOSA). VOSA are able to prohibit any vehicle that is non-compliant, i.e. is in a dangerous condition, not roadworthy and/or the driver's hours are irregular. Any Service provider using sub-standard vehicles may lose their operator's licence.

Statutory Walking Distance

In understanding home to school transport and what can and cannot be provided free of charge, it is important to understand what is referred to as "the statutory walking distance". This is 2 miles for children who are under 8 years of age, and 3 miles for those of statutory school age who are 8 and over. It is measured along the shortest route along which a child, accompanied by a responsible adult, may walk with reasonable safety. The route may include footpaths, bridleways, and other pathways, as well as recognised roads. All such routes need to be open to the public. When there are issues raised over the possible safety of a walking route the Admissions Team will arrange for an initial assessment and, if necessary, a full risk assessment by Road Safety.

Home

A child's home is considered to be the child's main place of residence during the normal school week. Free transport can only be provided from that one address.

Travel to a Friend's Home

No seat can be provided on an ad hoc basis to children wishing to travel to the homes of children who are entitled to free transport.

Escorts

Escorts are normally only provided when it has been established through the assessment or review process that a child with an Education, Health and Care (EHC) Plan or Statement of Special Educational Needs has a specific need to be accompanied. Escorts will not normally be provided in any other circumstances.

Parents accompanying children in OCC transport

Parents will not normally be able to travel in OCC provided transport.

Assessment of Eligibility for Free Transport on Admission to Primary or Secondary School

An assessment of eligibility for free transport is made as part of the decision in the letter offering a school place.

If a child ceases to be eligible during the course of the school term, for example due to moving address, the provision should cease at the end of that term.

Free transport for those of school age (Reception to Year 11)

Children within the following categories are eligible for free transport:

a. Children attending the nearest available school or educational placement to their address, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than age 8 and of school age. This applies whether or not the school was listed on the Common Admissions Form

b. Children attending the nearest available school in Oxfordshire, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age. This applies whether or not the school was listed on the Common Admissions Form (CAF).

c. Where at least 20% of addresses in a village are nearest to the catchment school and the rest are nearest to another school, free transport will be provided to the catchment school for all addresses if the distance is beyond the statutory walking distance or there is no safe walking route. This is referred to as the 'split village' entitlement.

d. Children who are aged 8 or over and are under 11 years old who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and attend the nearest school if it is over 2 miles from their home.

e. Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and who attend one of their three nearest suitable schools (or places other than the school at which they might receive education under section 19(1) of the Education Act 1996), where they live more than two but not more than 6 miles from that school. The 2 mile distance is measured by “walking route” and the 6 mile distance is measured by road route.

f. Children attending the nearest available school to their address, even if it is less than the statutory walking distance, if it would not be safe for a child accompanied by an adult to walk from the home to the school. This applies whether or not the school was listed on the CAF. If the route is subsequently determined to be safe the free transport will be withdrawn.

g. Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and want their child to be educated in accordance with their religion or belief and they attend the nearest suitable school preferred on grounds of religion or belief that is over 2 miles but no more than 15 miles from their home. The 2-mile distance is measured by “walking route” and the 15-mile distance is measured by road route.

h. Children entitled to free transport who move house during Year 11 and continue to attend their original school subject to the following limits:

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- i. Transport can be provided other than by taxi
- ii. The distance travelled is no more than 15 miles

Taxis will only be used in exceptional circumstances.

i. Children with a disability who do not have a Statement of Special Educational Need or Education, Health and Care (EHC) Plan who by reason of their disability are unable to walk even relatively short distances to school and children with a mobility problem caused by a temporary medical condition, for example a broken leg. This assistance is subject to confirmation of the medical reasons for the provision by a GP or consultant.

j. Children with an Education, Health and Care (EHC) Plan or Statement of Special Educational Need where one of the following applies:

- i. The school attended is the nearest suitable school or educational placement to their address that has an available place, if the distance from home to school is over the “statutory walking distance” of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age.
- ii. The school attended is the nearest suitable school or educational placement to their address that has an available place and the distance from home to school is less than the distances set out in j (i) but it would not be safe for a child accompanied by an adult to walk from the child’s home to the school.
- iii. The children concerned are unable to walk to school by reason of their special educational need or, if disabled, their disability or because of a temporary or long term medical condition. Evidence is required from a GP or consultant.

Applications for Transport Assistance on Grounds of Religion and Belief

In making decisions on assistance with transport the LA will respect parents’ religious and philosophical convictions as to the education to be provided for their children in so far as this is compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure.

However, a parent will need to satisfy the LA of the genuine nature of the religious and/or philosophical belief and that the application is made in good faith. The burden of proof lies with the child’s parent/parents.

Examples of acceptable evidence are:

- a. the provision of a baptismal certificate;
- b. a statement of atheism;
- c. a statement of adherence to a particular faith;
- d. a letter of support from a priest or rabbi stating that the child belongs to a particular congregation.

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It is important to note that the LA will take into account the financial consequences of any applications for assistance and they normally fall within the definition of “unreasonable public expenditure”. However, where there are spare seats on already existing home to school transport routes, or scheduled public transport services, the LA will be able to consider applications for places under the concessionary travel arrangements.

The LA will not take into account academic grounds for preferring a particular school when making a decision on whether to provide assisted transport on grounds of faith or belief.

Decisions on applications for transport assistance on grounds of faith or belief will normally be taken by a panel of three. The chairman will normally be the Admissions and Transport Services Manager.

“Split Village” Entitlement

Transport will be provided to the designated area school from all addresses in the contiguous built-up area of the village because more than 20% of the addresses are closest to the designated area school. Transport will also be provided from individual addresses to the relevant nearest school (if different) where appropriate.

Village *	Nearest Schools	Designated Area School
Duns Tew	Dr Radcliffe’s CE Primary School Middle Barton School	Dr Radcliffe’s CE Primary School
Tadmarton	Bloxham CE Primary School Sibford Gower Endowed Primary School	Sibford Gower Endowed Primary School

* Oxfordshire County Council considers the ‘village’ to be the contiguous built-up area.

An address within the Civil Parish but outside the contiguous built-up area of the village does not qualify for free travel under the ‘split-village’ rule.

Similarly, where the village name forms part of the postal address, but the property is outside the contiguous built-up area of the village, free transport will not be provided under the ‘split-village’ rule.

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The Concessionary Travel Scheme

Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those who are entitled to free transport to and from school. The key points regarding this scheme are set out below:

- a. The Council cannot guarantee that a young person will keep the seat for longer than one full term (based on a three term academic year)
- b. Fare prices are reviewed annually
- c. The parent, or in the case of Years 12 and 13, the student, must complete an application form for concessionary travel
- d. Parents are required to pay for one full term's travel in advance
- e. The price charged covers a return journey for every school day of the relevant period
- f. There will be no rebates for those deciding to travel for less than the maximum number of possible journeys per term, for example there is no rebate if a young people decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon
- g. If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment
- h. No guarantee can be given that the bus will continue to run throughout a young person's time at a school, or that the place on the bus will not be withdrawn at some future date if the place is required for a young person who is entitled to free travel
- i. The concessionary charge will be waived for those eligible for free school meals or for those whose parents are in receipt of the maximum level of Working Tax Credit.
- j. When there are more requests to pay for seats on a particular route than there are seats available, they will be allocated in the descending order of priority shown in the table "Priority for Concessionary Places".

Table 1
Priority for Concessionary Places

Priority	Category
1.	Those with a Statement of Special Educational Needs naming the school
2.	Looked After Children
3.	Years 12 and 13 (if there is no available service bus route)
4.	Children in receipt of Free School Meals or whose parent /parents are in receipt of the maximum of Working Tax Credit
5.	Those who travelled on the route the previous term
6.	By year group, in ascending order of priority from Reception to Year 11 (or to Year 13 if there is an available service bus route)
7.	Those living closest using the shortest designated public route on the County Council's Geographic Information System

The charges payable under the concessionary fares scheme in 2018/19 are shown in Table 2.

Table 2
Charges 2017/18

Reception to Year 13 Less than 3 miles	£336.18 per annum
Reception to Year 13 Over 3 miles	£626.51 per annum

The charges payable in 2018/19 and 2019/20 are shown in Table 3.

Table 3
Charges for 2018/19 to 2019/20

2018/19	
Reception to Year 13 Less than 3 miles	£352.99 per annum
Reception to Year 13 Over 3 miles	£657.83 per annum
2019/20	
Reception to Year 13 Less than 3 miles	£370.64 per annum
Reception to Year 13 Over 3 miles	£690.72 per annum

Transport Appeals

Stage one: Review by the Admissions and Transport Services Manager

A parent has 20 working days from receipt of the Local Authority's home to school transport decision to make a written request asking for a review of the decision.

The written request should detail why the parent believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within 20 working days of receipt of the parent's written request the Admissions and Transport Services Manager will review the original decision and send the parent a detailed written notification of the outcome of the review, setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed, for example route safety assessments that have followed Road Safety GB guidance);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about how the parent can escalate their case to stage two (if appropriate).

Complex Stage 1 cases may take longer than the normal timescales.

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Stage two: Review by an independent appeal panel

A parent has 20 working days from receipt of the Local Authority's stage one written decision notification to make a written request to escalate the matter to stage two.

Within 40 working days of receipt of the parents request an independent appeal panel will consider written and verbal representations from both the parent and officers involved in the case and give a detailed written notification of the outcome (within 5 working days), setting out:

- the nature of the decision reached;
- how the review was conducted (including the standard followed e.g. Road Safety GB);
- information about other departments and/or agencies that were consulted as part of the process;
- what factors were considered;
- the rationale for the decision reached; and
- information about the parent's right to put the matter to the Local Government Ombudsman.

Stage 2 appeals will be heard by a panel of three comprising of one officer, one county councillor and one independent person. The Audit & Governance Committee have governance oversight of the process.

The Clerk to the Stage 2 Appeal Panel will not be a member of the Admissions Team, the School & Social Care Transport Team or the Environment & Economy Department.

A representative of the Admissions Team will present the LA's reasons for not providing transport and appellants can present a case in writing and /or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:

- presentation of the LA's case by the LA representative;
- Panel members and the parent are able to ask questions of the LA representative;
- presentation of the parent's case;
- Panel members and the LA representative are able to ask questions of the parent;
- summing up by the LA representative;
- summing up of the parent's case;
- both the LA representative and the parent's friend leave the hearing together;
- consideration of the case by the Panel;
- the Panel makes a decision as to whether to uphold or refuse the appeal.

The decision of the Stage 2 Appeal Panel will be considered binding by the LA and there is no further right of appeal.

The LA will not consider requests for a further transport appeal within the school

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year unless there has been a significant change of circumstance.

Complex Stage 2 cases may take longer than the normal timescale.

For Oxfordshire County Council's full home to school transport policy, please go to:

<https://www.oxfordshire.gov.uk/cms/content/free-or-concessionary-school-transport>

Section 4 Miscellaneous

In year admissions (Reception to Year 6)

All community and voluntary controlled schools are part of the coordinated in year admissions process for Oxfordshire. The In Year Admission Scheme is published on Oxfordshire County Council's public website.

Scope

This scheme covers admissions for entry to all community and voluntary controlled primary, infants' and junior schools outside of the normal admission round during the 2018/19 academic year for year groups Reception through to Year 6 (inclusive). It also covers all own admission authority schools that have not opted to withdraw from the scheme.

Applications outside the normal round of admissions are referred to as "in year admissions".

Oxfordshire County Council coordinates in year admissions to all state funded schools in Oxfordshire that are part of this scheme. Schools within the scheme offer or refuse a place through Oxfordshire County Council. Applications from both residents and non-residents of Oxfordshire for places in state funded schools in Oxfordshire that are part of the In Year Scheme should be made through the Admissions Team, Oxfordshire County Council.

In the case of an application relating to a child living in a different local authority's area the Admissions Team will notify that authority of the result of the application.

Parents resident in Oxfordshire should not apply through the Oxfordshire Admissions Team for a place in a school outside Oxfordshire. However, if a parent resident in Oxfordshire applies on the Common Application Form (In Year)) for a school in a different local authority, Oxfordshire LA will notify the maintaining authority of the application and forward any details or supporting information.

Own admission authority schools taking part in this scheme may ask parents to complete a Supplementary Information Form (SIF). This will be accessible through the Oxfordshire County Council website or the school's own website. Parents can also obtain a paper copy of the supplementary form from the relevant school or the Oxfordshire's Admissions Team.

When a SIF is used, the details and procedural arrangements must be consistent with the requirements of the School Admissions Code and this scheme. If parents complete a CAF (In Year), and they have listed an own admission authority state funded mainstream school on the form but they have not completed any SIF for that institution the application will still be valid. Completion of a SIF on its own will not constitute an application for an own admission authority state funded mainstream school that is part of this scheme.

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The governing bodies/directors of own admission authority schools (voluntary aided, foundation or trust schools, studio schools, free schools, University Technical Colleges and Academies) will continue to set and apply the admissions rules for their schools.

If an application is made for an own admission authority school the LA will forward details of the application to the governing body/directors or the body acting as the governing body's/directors agent. The governing bodies/directors of own authority schools are then responsible for determining the order of priority to be given to an application according to the admissions criteria for the school. They are also responsible for ensuring that this information is passed to the LA. When the LA is acting as the agent of an own admission authority school the LA will apply the admissions criteria for that school but the final decision on whether to offer a place will rest with the governors/directors.

If a parent makes a direct approach for a place for his/her child to any state funded school within this scheme, and the child is within the age range of the school, the parent will be asked to complete the CAF irrespective of whether the school has vacancies in the year group in question. The school will pass the completed CAF to the LA's Admissions Team. The Admissions Team will then process the application.

Where the application is for a school for which the LA is the admission authority and there are more applicants than places available the LA will establish the child's order of priority according to the published admission criteria for the school.

**In Year Admissions Scheme
 Admissions Process**

Event	Action by	Remarks
LA receives an application form	Admissions Team	Added to the batch waiting for processing
Processing	Admissions Team	Notification of relevant details to any own admission authority school requested will normally take place on the last working day of the school week (normally Friday)
Decision on ranking /offer of a place by an own admission authority school	Admission authorities	Within a maximum of 10 school days of receipt for normal applications. However, this may take 15 school days for complex cases. Decisions will then be passed to the LA's Admission Team.
Determination of the school to be offered	Admissions Team	Last working day of the school week (normally Friday) to the fourth working day of the following week
Notification to parent	Admissions Team	Day of determination or the next working day.
On roll	School	Normally within 15 school days of the place being offered and no later than the beginning of the following term.

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Queries on the operation of the In Year Admissions Scheme

Queries on the operation of this scheme should be directed to:

The Admissions Team
 School Organisation and Planning
 Children, Education & Families
 County Hall
 New Road
 Oxford
 OX1 1ND

Email: admissions.schools@oxfordshire.gov.uk
 Tel: 0345 241 2487

In Year Admissions for state funded schools in Oxfordshire that have opted out of the In Year Scheme

Parents need to apply directly to state funded mainstream primary schools in Oxfordshire that are not part of the In year Admissions Scheme.

The following academies and voluntary aided primary schools have opted to withdraw from the in year scheme:

Area	Website
Bicester	
Heyford Park Free School	http://heyfordparkfreeschool.org
Faringdon	
Ashbury with Compton Beauchamp CE Primary School	http://ashburyprimary.org.uk/
Oxford City	
St Christopher's CE Primary School	http://www.st-christophers-pri.oxon.sch.uk/
St Mary & St John CE Primary School	http://www.ssmj.oxon.sch.uk/Welcome_to_our_school
The John Henry Newman Academy	http://www.jhnacademy.co.uk/website
Thame	
St Joseph's Catholic Primary School	http://www.st-josephs.oxon.sch.uk/
Woodcote	
Goring CE Primary School	http://www.goring.oxon.sch.uk/
Witney	
The Blake CE Primary School	http://www.blake.oxon.sch.uk/website
North Leigh CE Primary School	http://www.northleighprimaryschool.org.uk/

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In Year Admissions Process for schools outside the scheme

Event	Action by	Remarks
School receives an application form	School/admission authority	Add to the batch waiting for processing and pass details of the application(or a copy of the form) to the Admissions Team at County Hall, Oxford
Processing	School/admission authority	Details passed to the Governors/Directors for a decision on whether to admit the child
Decision on ranking /offer of a place by an own admission authority school	Governors/Directors	Both the parent and the Admissions Team at County Hall should be informed of the result.

Fair Access Protocol

The School Admissions Code requires every local authority to have in place a Fair Access Protocol. The Fair Access Protocol for Oxfordshire applies to all state funded mainstream schools in Oxfordshire and is consistent with the requirements set out in paragraphs 3.9 to 3.15 of the School Admissions Code 2014, the non-statutory guidance published by the Department of Education in November 2012, the Education (Pupil Registration) (England) Regulations 2006 and the School Standards and Framework Act 1998.

The Schools Admissions Code 2014 requires all admission authorities of state funded mainstream schools to participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

The purpose of the Fair Access Protocol is to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.

The published guidance from the Department of Education sets out a clear expectation from the Secretary of State that all state funded mainstream schools and local authorities should work together to identify a school place for those children who have had difficulty finding one. This guidance also states that all schools are expected to respond to requests by local authorities to admit a child under fair access protocols within seven calendar days.

The process that local authorities and academies need to follow when a request is made to the Secretary of State to direct an academy to admit a named child will mirror, as closely as possible, the timing set out in relation to maintained schools in the School Standards and Framework Act 1998 and the School Admissions Code.

When reviewing a request to direct admission to an academy the Education Funding Agency will act on behalf of the Secretary of State to consider whether due process has been followed in applying the provisions of the Fair Access Protocol

Principles

The Fair Access Protocol is binding on all state funded mainstream schools in Oxfordshire.

The arrangements regarding the admission of students above the published admission number will not apply to Meadowbrook College, Oxfordshire's Pupil Referral Unit. When making placements the Fair Access Panels will take into account any special circumstances, including possible transport costs.

There is no duty to comply with parental preference when allocating places through the Protocol but it is expected that the wishes of a child's parents will be taken into account.

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When seeking to place a child under the Protocol, all schools will be treated in a fair, equitable and consistent manner.

The Fair Access Protocol will not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal if a place cannot be made available.

An application to the Secretary of State to direct a child's admission to a particular school will only be requested as a last resort.

While a child is on roll at a school the school concerned is responsible for the child's educational provision.

Any child without a school place is the responsibility of the Local Authority up until the point at which they are taken on roll at a school.

There will be an annual review of the Protocol (see Publication and Review).

The number of children admitted under the Protocol to each state funded school in Oxfordshire will be published on the Oxfordshire public website. This data will be updated at the beginning of each term.

The Fair Access Protocol is not applicable to admissions made through the normal admissions round for primary, junior or secondary schools and cannot be used where this would involve contravening the regulations on the size of infant classes.

The Fair Access Protocol will not be used to require a school to automatically admit another child with challenging behaviour in the place of a child excluded from that school.

Children covered by the Protocol

The Fair Access Protocol can be used for the placement of children who fall within the following categories:

- children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- children who have been out of education for two months or more;
- children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- children who are homeless;
- children with unsupportive family backgrounds for whom a place has not been sought;
- children who are carers;

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- children with special educational needs, disabilities or medical conditions (but without a statement);
- permanently excluded children, including those whose parents have successfully appealed against exclusion, but where the independent appeal panel has decided that the pupil should not be reinstated;
- children who are at serious risk of permanent exclusion;
- those children whose parents have been unable to find them a place after moving to the area, because of a shortage of places;
- those children who have been refused a place at a school because they are believed by the school concerned to be challenging.

Monitoring of the Protocol

The Admissions and Transport Services Manager, assisted by the Exclusion & Reintegration Officers, monitors placements under the Protocol and the operation of the Fair Access Panels.

Publication and Review

The Fair Access Protocol will be published on the admissions page of the Oxfordshire public website and forms part of the admission arrangements for all state funded schools in Oxfordshire.

Please note that the Fair Access Protocol is not used to allocate school places for the normal round for admissions to Reception.

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The Children and Families Act 2014

The Children and Families Act received the Royal Assent in March 2014 and involves the replacement of Statements of Special Educational Need with Education, Health and Care Plans.

Parents of children with Education, Health and Care Plans will in certain circumstances have the option of a personal budget to meet some or all of the provision detailed in the plan and special transport will be an element of the personal budget.

Children with Education, Health and Care Plans

If a parent has a child who has an Education, Health and Care Plan (EHCP) they should raise the question of school placement at the child's annual review. Any queries should be directed to the relevant SEN officer.

A parent is unable to apply for a place at a special school or base through the admissions process outlined in this booklet.

Looked after children, previously looked after children, children with an Education Health and Care Plan and children with a Statement of Special Educational Needs naming a school

Requests for places for looked after children, previously looked after children, children with an Education Health and Care Plan/Statement of Special Educational Needs naming a school, will not be referred to the Fair Access Panels.

In accordance with legal requirements children who have an Education Health and Care Plan that names the school will be admitted to that school. In addition those children who have a Statement of Special Educational Needs that names a particular school in Part 4 of that Statement will also be admitted to that school.

Please note that the Fair Access Protocol is not used to allocate school places during the normal round for admissions to Reception.

Guidance on educational provision for children from overseas

Admission authorities must treat applications for children from overseas in accordance with European Union law or Home Office rules for non- European Economic Area nationals. In most cases, children arriving from overseas have the right to attend state-funded schools in England.

However, the following children are not entitled to a state education in England:

- children from non-European Economic Area (EEA) countries who are here as short-term visitors - these are children who live abroad but have been admitted to the UK for a short visit (for example as tourists or to visit relatives), and not to study;

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- children from non-EEA countries who have permission to study in the UK - these children are allowed to study in England on the basis that they attend an independent, fee-paying school.

If a school or the Local Authority find children belonging to either of these categories are attending a state-funded school, they will not deny them a place. However, the Home Office's school referrals team will be alerted so that they can investigate further.

It is up to the school or Local Authority whether or not the child's parents or carers are informed of the referral to the Home Office.

If the Home Office finds that a child is not entitled to state-funded education, it is up to the Home Office to take any further action they consider appropriate. A child should not be denied a place on the basis of the Home Office's findings.

The email address for the Home Office school referrals team is:

schoolreferrals@homeoffice.gsi.gov.uk

Private Fostering

There is a legal requirement to notify the Local Authority of private fostering arrangements.

A privately fostered child is a child under 16 years of age (or 18 years of age if disabled) who lives away from their birth parents for longer than 28 days with a person who is not:

- a parent of the child;
- someone who has parental responsibility for the child;
- a close relative of the child.

The Children Act 1989(Section 105) defines a relative as a grandparent, brother, sister uncle or aunt (whether of the full blood or half blood or by affinity) or step parent (Section 10(5) a) refers to a step parent being someone who is, or has been, a party to a marriage).

Those who need to notify Oxfordshire County Council of a private fostering arrangement should contact:

Katie Holmes
Senior Practitioner
Family Placement Team City
County Hall
New Road
Oxford
OX1 1ND
Tel: 01865 323205
Email: katie.holmes@oxfordshire.gov.uk

Information on school uniform policies is available on all school websites.

Term dates

The table below shows the term dates for 2018/19.

Term	Dates
Autumn	4 September 2018 – 21 December 2018 (4 September is an INSET day) <i>Half term holiday: 22 October 2018 – 26 October 2018</i> <i>Christmas holiday: 24 December 2018 – 4 January 2019</i>
Spring	7 January 2019 – 5 April 2019 <i>Half term holiday: 18 February 2019 – 22 February 2019</i> <i>Easter holiday: 8 April 2019 – 22 April 2019</i>
Summer	23 April 2019 – 24 July 2019 <i>Half term holiday: 27 May 2019 – 31 June 2019</i>

Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

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Written evidence of baptism

The Governing bodies, Academy Committees and Boards of Directors of Catholic schools and academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The Certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors, Committee Representatives and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate).