

Oxfordshire County Council's information for parents and carers of children due to transfer to secondary school in September 2018

# Moving On...

**Apply online at**  
**[www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions)**  
**Deadline for applications:**  
**31 October 2017**

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**OXFORDSHIRE  
COUNTY COUNCIL**

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## Introduction



Transferring from primary to secondary school is an important moment for any child and Oxfordshire County Council wants the application process to be as straightforward as we can make it.

We would also like to ensure that your child is offered a place at one of the schools that you prefer and, on National Offer Day for entry to secondary school in September 2017, we were able to do this for nearly 97% of those who applied on time and live in Oxfordshire – a total of 6,409 children.

Only 210 children whose parents had applied on time and who live in Oxfordshire were offered an alternative school that hadn't been requested.

Most applications are now made online. Applying in this way offers the benefits of being able to start, save, change and complete your application at any time right up to the closing date of 31 October 2017. Those who apply online will also be able to respond online to the offer after 1 March 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 also advise you to read the school prospectuses and admissions arrangements as well as our Home to School Transport Policy. It may also be possible to visit schools.

Please remember that living in the designated/catchment area for a particular school does not mean that your child will receive free transport to that school unless it is the nearest school with an available place or the nearest school in Oxfordshire with an available place and it is over the statutory walking distance of three miles. The exception to this rule is that children who live in a "split village" will also be provided with free transport to the designated area school from all addresses in the contiguous built-up area of the village. These "split villages" are villages in which more than 20% of the addresses are closest to the designated area school. Please refer to Page 30 for further details.

Most importantly, I would 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 31 October 2017.

You can apply online at:

[www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions)

**Lucy Butler**

Director for Children's Services

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## List of all state funded secondary schools in Oxfordshire

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.

The list below shows all state funded Oxfordshire secondary schools.

School	School full address and Oxfordshire web details	Published Admission Number
<b>Aureus School</b>	Candytuft Way, Didcot, OX11 6FF <a href="http://www.oxfordshire.gov.uk/cms/school/4004">www.oxfordshire.gov.uk/cms/school/4004</a>	240
<b>Banbury Academy</b>	Ruskin Road, Banbury, OX16 9HY <a href="http://www.oxfordshire.gov.uk/cms/school/4000">www.oxfordshire.gov.uk/cms/school/4000</a>	210
<b>Bartholomew School</b>	Witney Road, Eynsham, Witney, OX29 4AP <a href="http://www.oxfordshire.gov.uk/cms/school/4054">www.oxfordshire.gov.uk/cms/school/4054</a>	210
<b>The Bicester School</b>	Queens Avenue, Bicester, OX26 2NS <a href="http://www.oxfordshire.gov.uk/cms/school/4011">www.oxfordshire.gov.uk/cms/school/4011</a>	240
<b>Blessed George Napier Catholic School</b>	Addison Road, Banbury, OX16 9DG <a href="http://www.oxfordshire.gov.uk/cms/school/4600">www.oxfordshire.gov.uk/cms/school/4600</a>	142
<b>Burford School</b>	Cheltenham Road, Burford, OX18 4PL <a href="http://www.oxfordshire.gov.uk/cms/school/4040">www.oxfordshire.gov.uk/cms/school/4040</a>	200 + 10 boarders
<b>Carterton Community College</b>	Upavon Way, Carterton, OX18 1BU <a href="http://www.oxfordshire.gov.uk/cms/school/4041">www.oxfordshire.gov.uk/cms/school/4041</a>	140
<b>Cheney School</b>	Cheney Lane, Headington, Oxford, OX3 7QH <a href="http://www.oxfordshire.gov.uk/cms/school/4120">www.oxfordshire.gov.uk/cms/school/4120</a>	270
<b>The Cherwell School</b>	South Site: Marston Ferry Road, Oxford OX2 7EF <a href="http://www.oxfordshire.gov.uk/cms/school/4116">www.oxfordshire.gov.uk/cms/school/4116</a>	270
<b>Chiltern Edge School*</b>	Reades Lane, Sonning Common, Reading, RG4 9LN <a href="http://www.oxfordshire.gov.uk/cms/school/4092">www.oxfordshire.gov.uk/cms/school/4092</a>	120
<b>Chipping Norton School</b>	Burford Road, Chipping Norton, OX7 5DY <a href="http://www.oxfordshire.gov.uk/cms/school/4010">www.oxfordshire.gov.uk/cms/school/4010</a>	240
<b>The Cooper School</b>	Churchill Road, Bicester, OX26 4RS <a href="http://www.oxfordshire.gov.uk/cms/school/4032">www.oxfordshire.gov.uk/cms/school/4032</a>	220
<b>Didcot Girls' School</b>	Manor Crescent, Didcot, OX11 7AJ <a href="http://www.oxfordshire.gov.uk/cms/school/4139">www.oxfordshire.gov.uk/cms/school/4139</a>	240

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<b>Faringdon Community College</b>	Fernham Road, Faringdon, SN7 7LB <a href="http://www.oxfordshire.gov.uk/cms/school/4141">www.oxfordshire.gov.uk/cms/school/4141</a>	220
<b>Fitzharrys School</b>	Northcourt Road, Abingdon, OX14 1NP <a href="http://www.oxfordshire.gov.uk/cms/school/4127">www.oxfordshire.gov.uk/cms/school/4127</a>	180
<b>Gillotts School</b>	Gillotts Lane, Henley-on-Thames, RG9 1PS <a href="http://www.oxfordshire.gov.uk/cms/school/4055">www.oxfordshire.gov.uk/cms/school/4055</a>	180
<b>Gosford Hill School</b>	Oxford Road, Kidlington, OX5 2NT <a href="http://www.oxfordshire.gov.uk/cms/school/4060">www.oxfordshire.gov.uk/cms/school/4060</a>	180
<b>The Henry Box School</b>	Church Green, Witney, OX28 4AX <a href="http://www.oxfordshire.gov.uk/cms/school/4050">www.oxfordshire.gov.uk/cms/school/4050</a>	240
<b>Heyford Park Free School</b>	74 Camp Road, Upper Heyford, Bicester, OX25 5HD <a href="http://www.oxfordshire.gov.uk/cms/school/4003">www.oxfordshire.gov.uk/cms/school/4003</a>	60
<b>Icknield Community College</b>	Love Lane, Watlington, OX49 5RB <a href="http://www.oxfordshire.gov.uk/cms/school/4082">www.oxfordshire.gov.uk/cms/school/4082</a>	140
<b>John Mason School</b>	Wootton Road, Abingdon, OX14 1JB <a href="http://www.oxfordshire.gov.uk/cms/school/4126">www.oxfordshire.gov.uk/cms/school/4126</a>	180
<b>King Alfred's</b>	West Site: West Challow Road, Wantage, OX12 9DU Central Site: Portway, Wantage, OX12 9BY <a href="http://www.oxfordshire.gov.uk/cms/school/4142">www.oxfordshire.gov.uk/cms/school/4142</a>	390
<b>Langtree School</b>	Reading Road, Woodcote, Reading, RG8 ORA <a href="http://www.oxfordshire.gov.uk/cms/school/4094">www.oxfordshire.gov.uk/cms/school/4094</a>	120
<b>Larkmead School</b>	Faringdon Road, Abingdon, OX14 1RF <a href="http://www.oxfordshire.gov.uk/cms/school/4125">www.oxfordshire.gov.uk/cms/school/4125</a>	180
<b>Lord Williams's School</b>	Lower School: Towersey Road, Thame, OX9 3NW <a href="http://www.oxfordshire.gov.uk/cms/school/4580">www.oxfordshire.gov.uk/cms/school/4580</a>	320
<b>The Marlborough Church of England School</b>	Shipton Road, Woodstock, OX20 1LP <a href="http://www.oxfordshire.gov.uk/cms/school/4560">www.oxfordshire.gov.uk/cms/school/4560</a>	180
<b>Matthew Arnold School</b>	Arnolds Way, Cumnor, Oxford, OX2 9JE <a href="http://www.oxfordshire.gov.uk/cms/school/4128">www.oxfordshire.gov.uk/cms/school/4128</a>	210
<b>North Oxfordshire Academy</b>	Drayton Road, Banbury, OX16 0UD <a href="http://www.oxfordshire.gov.uk/cms/school/6905">www.oxfordshire.gov.uk/cms/school/6905</a>	180
<b>The Oxford Academy</b>	Sandy Lane West, Littlemore, Oxford OX4 6JZ <a href="http://www.oxfordshire.gov.uk/cms/school/6906">www.oxfordshire.gov.uk/cms/school/6906</a>	210

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<b>Oxford Spires Academy</b>	Glanville Road, Oxford, OX4 2AU <a href="http://www.oxfordshire.gov.uk/cms/school/6907">www.oxfordshire.gov.uk/cms/school/6907</a>	220
<b>St Birinus School</b>	Mereland Road, Didcot, OX11 8AZ <a href="http://www.oxfordshire.gov.uk/cms/school/4129">www.oxfordshire.gov.uk/cms/school/4129</a>	180
<b>St Gregory the Great Catholic School</b>	Cricket Lane, Oxford, OX4 3DR <a href="http://www.oxfordshire.gov.uk/cms/school/4145">www.oxfordshire.gov.uk/cms/school/4145</a>	210
<b>Wallingford School</b>	St George's Road, Wallingford, OX10 8HH <a href="http://www.oxfordshire.gov.uk/cms/school/4140">www.oxfordshire.gov.uk/cms/school/4140</a>	190
<b>The Warriner School</b>	Bloxham, Banbury, OX15 4LJ <a href="http://www.oxfordshire.gov.uk/cms/school/4007">www.oxfordshire.gov.uk/cms/school/4007</a>	256
<b>Wheatley Park School</b>	Holton, Oxford, OX33 1QH <a href="http://www.oxfordshire.gov.uk/cms/school/4077">www.oxfordshire.gov.uk/cms/school/4077</a>	180
<b>Wood Green School</b>	Woodstock Road, Witney, OX28 1DX <a href="http://www.oxfordshire.gov.uk/cms/school/4052">www.oxfordshire.gov.uk/cms/school/4052</a>	180

\* Following a critical Ofsted report in March 2017, an academy order has been issued by the Department for Education to convert Chiltern Edge School into an academy. At the time of publication it cannot be confirmed whether an appropriate academy sponsor will be secured. In November 2017, the county council cabinet will consider the progress made by Chiltern Edge School towards addressing the weaknesses identified by Ofsted and the construction of an in-year balanced budget, and also the progress made by the Regional Schools Commissioner in securing an academy sponsor. If sufficient progress has not been made, the county council cabinet will consider whether to publish a statutory notice to close the school.

## Key Dates

September 2017	<ul style="list-style-type: none"> <li>This booklet, "Moving On" available for viewing online.</li> </ul>
<b>8 September 2017</b>	<ul style="list-style-type: none"> <li><b>Online and paper applications accepted from this date.</b></li> <li>"Moving On" information available on request from the LA.</li> </ul>
<b>31 October 2017</b>	<ul style="list-style-type: none"> <li><b>National closing date for on-time applications</b></li> </ul>
16 November 2017	<ul style="list-style-type: none"> <li>Last date for confirmation of change of address and for late applications or changes of preference with extenuating circumstances to be considered as on-time</li> </ul>
21 November 2017	<ul style="list-style-type: none"> <li>LA to send application data to other LAs for schools in that LA's area</li> </ul>
12 December 2017	<ul style="list-style-type: none"> <li>LA to send application data to other admission authorities in Oxfordshire by this date</li> </ul>
16 January 2018	<ul style="list-style-type: none"> <li>Last date for return of data to LA from other admission authorities in Oxfordshire</li> </ul>
<b>1 March 2018</b>	<ul style="list-style-type: none"> <li><b>Offer letters sent by second class post and emails sent to those who applied online</b></li> </ul>
21 March 2018	<ul style="list-style-type: none"> <li>The last date for responding to an offer and for placing a child's name on a Continued Interest (Waiting) list in response to offers made on 1 March; also last date for late applications and changes of preference to be considered in the second round of the allocation process</li> </ul>
29 March 2018	Start to consider late applications, changes of preference and Continued Interest requests
8 May 2018	<ul style="list-style-type: none"> <li>Offer letters sent after first run of continued interest list</li> </ul>
23 May 2018	<ul style="list-style-type: none"> <li>Respond to offers made on 8 May; apply for Continued Interest (Waiting) list</li> </ul>
<b>September 2018</b>	<ul style="list-style-type: none"> <li><b>Start of academic year for phases listed below</b></li> </ul>
30 June 2019	<ul style="list-style-type: none"> <li>Continued Interest list will be discontinued for all schools that are part of the in-year admissions scheme (unless otherwise stated in a school's admission arrangements)</li> </ul>

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The dates in the table cover the following phases:

- The transfer from Year 6 in primary or junior school to Year 7 in secondary school - those born between 1 September 2006 and 31 August 2007.
- The transfer from Year 7 in a secondary school to Year 8 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) - those born between 1 September 2005 and 31 August 2006.
- The transfer from Year 8 in a secondary school to Year 9 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) - those children born between 1 September 2004 and 31 August 2005.

## Section 1 – Application Process

**Parents of children born between 1 September 2006 and 31 August 2007 (inclusive) need to apply for a secondary school place for their children.**

The **closing date for on time applications is 31 October 2017.**

### Applying

**There are two ways to apply for a transfer from primary to secondary school:**

- **Online**

**Parents can apply online** for a secondary school place for their child at:

[www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions).

Most applications are made online. Over 91% of applications for transfer to secondary school in September 2017 were made online.

- **Paper**

If parents are unable or do not wish to apply online they can apply on paper using the [Common Application Form](#). A copy of this form is available online as well as from all state funded mainstream primary and secondary schools and County Hall.

**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 the application especially if different preferences are listed on each application.

### Preferences

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 31 October 2017.**

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

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 a child. **If a place is not offered 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.**

## Applying for a place at a school in England outside Oxfordshire

Admissions to state funded secondary schools in England are coordinated across local authority boundaries. This means that, **if a child lives in Oxfordshire and the parent wants to apply for a place at a school that is in a different local authority**, the parent must **apply via Oxfordshire County Council**. As with applications made for schools within Oxfordshire it is **best to apply online**. Oxfordshire County Council will liaise with the English local authority where the school is situated on behalf of the parent and child and will be responsible for sending notification of the outcome on behalf of the school / home local authority on National Offer Day.

## Applying for a place at a school in Northern Ireland, Scotland or Wales

Admissions to state funded secondary schools in Northern Ireland, Scotland and Wales are not coordinated. **If the parent wants to apply for a place at a school that is in Northern Ireland, Scotland or Wales, they should contact the school direct to find out how an application should be made.**

## Supplementary Information Forms (SIFs)

Some schools request extra information in addition to the information gathered for the online application or on the paper form. It is important to **remember that submitting a Supplementary Information Form (SIF) does not amount to an application – a parent still must apply listing a preference for the school (either online or on paper)**. However, if a school uses a SIF, it is in the parent's and child's interest to complete and return it by the date required in order to maximise the possibility of an offer at that school.

## Applying on-time

It is very important to apply on-time. This maximises the chances of being offered a place at a place at a preferred school. **This means the online or paper application needs to be made 31 October 2017.**

## Applying late

If an application is received after 31 October 2017, it will be classed as a late application unless there are genuine extenuating reasons.

**If a parent does not apply online or on paper by the above date, then s/he should submit a paper application form as soon as possible after this date (it is not possible to apply online after 31 October 2017). If the parent provides one or more genuine extenuating reason(s) by 16 November 2017, Oxfordshire County Council will**

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**consider these reasons to decide whether the application should be considered as an on-time application.**

Letters will be sent for all late applications received after 31 October but by 16 November 2017. The letter will explain whether the application will be considered as a late or on-time application.

Applications received after 16 November 2017 will, as a matter of course, be considered as late applications regardless of whether genuine extenuating reasons have been provided.

Examples of extenuating reasons are:

- an administrative error by a maintained school in Oxfordshire is responsible for the application being received late;
- an administrative error by Oxfordshire County Council 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;
- the death of a close family member (child's sibling, parent, grandparent) which prevented the parent/carer from submitting the application on time.

The above list is not exhaustive.

Late applicants are likely to be less successful in obtaining a place at a preferred school because, for many schools, all available places will be offered on National Offer Day and there will be only a limited number of places available to re-offer in the Second Allocation Round (see below) when late applications will be considered. Therefore, any parent submitting a paper application between 31 October 2017 and 16 November 2017 is strongly advised to write to the Admissions Team setting out the reasons why the application could not be made on-time.

It is not possible to apply online after 31 October 2017.

Late applications must be made on the paper [Common Application Form](#).

## **The Allocation Process**

### **The Equal Preference System**

At secondary transfer admission authorities for **all state funded mainstream schools** in England **have to follow** the "Equal Preference System". This is a requirement of the Department for Education's School Admission Code 2014. This prevents admission authorities giving higher priority to parents who make a particular school their first preference.

Every school that a parent lists on the Common Application Form (CAF) is treated as a separate application and the highest possible preference will be offered. The admission authority for a school must not discriminate against any application because a parent did not express a first preference for that school on the CAF. Offering places on the basis of "first preferences first" would be unlawful.

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**Schools are not told whether a parent ranked the school as a first, second or third preference.**

**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. If the Local Authority is not the admissions authority the offer of a place will be made on behalf of the Governors/Directors of that school.

The website below gives a very helpful explanation of how the Equal Preference System works in practice:

[www.elevenplusexams.co.uk/schools/equal-preference-system](http://www.elevenplusexams.co.uk/schools/equal-preference-system)

## **The Admission Rules**

Places are offered according to the priority of each individual school’s admission rules. These are all available online via links on the individual school pages of the Oxfordshire County Council website (see Section 2).

## **What happens on National Offer Day – 1 March?**

A letter is sent by second-class post on 1 March 2018. For applications made online, an email is sent by 1pm on 1 March 2018. It will also be possible for those who applied online to login to their online application to view the result and respond.

## **The Leaflet - “What to do next”**

Every letter sent on 1 March 2018 will include a leaflet called “What to do next?”. This leaflet explains how to:

- respond to the offer a place;
- place a child’s name on one or more Continued Interest lists;
- respond to the offer of school transport or request school transport as appropriate (See [Section 3](#));
- make a school admissions appeal.

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## Responding to an Offer

A response form will be sent with the letter offering a place. The form should be completed and then returned to the Admissions Team by **21 March 2018**.

If the application has been made online, parents can respond online instead of returning the paper form.

If a response is not received by the Admissions Team, or a parent rejects the offer of a place and does not provide a reason, Oxfordshire County Council reserves the right to re-offer the place to another applicant in the Second Allocation Round or later.

The Second Allocation Round begins on **29 March 2018** and ends on **8 May 2018**.

If this were to happen, this could mean that the child will not have a secondary school offer for September 2018. **Therefore, it is very important to accept the place at the offered school even if it was not a preferred school.**

## If a preference cannot be offered

It is not always possible to offer a child a place at one or more of the schools listed as a preference. If this happens, parents will have the option to add their child's name to the Continued Interest (Waiting) list and/or request a change of preference and/or appeal for a school place.

## Continued Interest (Waiting) 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](http://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).

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### **Changes of preference**

It is possible to request a change of preference to list new schools on an application or change the order of schools already listed in order to try to achieve an offer of a place at a different school at a later date. Parents should read Oxfordshire County Council's arrangements for how changes of preference will be handled:

[www.oxfordshire.gov.uk/admissionschange](http://www.oxfordshire.gov.uk/admissionschange)

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## 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 1 March 2018, the **deadline for returning the appeal form is 29 March 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](mailto:schoolappeals@oxfordshire.gov.uk)

Currently all state funded secondary schools in Oxfordshire use the Council's Schools Appeals Service except:

- Banbury Academy;
- Blessed George Napier Catholic School;
- The Oxford Academy;
- St Birinus School;
- The Henry Box School.

The above list is subject to change.

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 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](http://www.oxfordshire.gov.uk/schoolappeals)

## What happens between 1 March and 21 March 2018?

No offers will be made at any school between these dates. During this time, responses to school offers, requests for children to be added to Continued Interest (Waiting) lists and requests for changes of preference will be collected and collated.

## What happens between 29 March and 8 May 2018?

After all information has been collated, any places that have arisen are available to re-offer on 8 May 2018 (Second or Late Allocation Round).

The following groups of children are all considered together in the Second or Late Allocation Round:

- late applicants whose applications were submitted after **31 October 2017** but by **21 March 2018**; and
- children added to the Continued Interest list who could not be offered a place on **1 March 2018** whose parents want them to be re-considered for a place, should one become available; and
- applicants classed as “change of preference”, where a place was offered at a school on **1 March 2018** but the parent has changed their preference(s) or added a new preference or preferences by **21 March 2018**.

All of the above application types are considered together and are prioritised according to each school’s admissions rules. No category of ‘late’ application takes precedence over another category and applications are not prioritised according to the date when the request was made.

## Second (or Late) Allocation Round on 8 May 2018

A letter is sent by second-class post on 8 May 2018. Letters are only sent to those who are being offered a school place for the first time (late applications) or those who received notification on 1 March 2018 but are now being offered a different school (children offered from Continued Interest lists or because of changes of preference). A letter will not be sent where a child’s offer has not changed between 1 March and 8 May as long as their preferences or preference order has not changed (i.e. there has been no change of preference).

No notifications are sent by email even if the original application was made online. The online status will not change and it will not be possible to login to view the result of the allocation made on 8 May 2018.

A leaflet - “What to do next” is sent with every letter and this contains the same information as that communicated in letters sent on 1 March 2018 ([see above](#)).

## Section 2 – Admission Arrangements

### Oversubscription Criteria for Year 7 to 11 at Community Secondary Schools

Community secondary schools use the oversubscription criteria shown in this section. These schools are shown in the table below.

School	School address Oxfordshire web details	Published Admission Number
Carterton Community College	Upavon Way, Carterton, OX18 1BU <a href="http://www.oxfordshire.gov.uk/cms/school/4041">www.oxfordshire.gov.uk/cms/school/4041</a>	140
Fitzharrys School	Northcourt Road, Abingdon, OX14 1NP <a href="http://www.oxfordshire.gov.uk/cms/school/4127">www.oxfordshire.gov.uk/cms/school/4127</a>	180

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.<sup>1</sup>

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

1. Children who are looked after<sup>2</sup> 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.<sup>3</sup> 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 order<sup>4</sup> or special guardianship order<sup>5</sup>).
2. Disabled children who need to be admitted to a school on the grounds of

<sup>1</sup> 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.***

<sup>2</sup> 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.

<sup>3</sup> 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).

<sup>4</sup> 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.

<sup>5</sup> 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).

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.

- 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. Children who attend a partner school, and live outside the designated area. 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.
6. 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.

## **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.

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## Disabilities – the Equality Act 2010

All community and voluntary controlled schools in Oxfordshire 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 Equality Act 2010 which is available online at:

[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

If a child has a disability as identified in the Act then the child's parent should provide details where permitted online or on paper. In addition evidence of a child's disability must be submitted in writing by a medical professional.

**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**.

## 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 at:

[www.oxfordshire.gov.uk/cms/content/using-localview-find-catchment-areas](http://www.oxfordshire.gov.uk/cms/content/using-localview-find-catchment-areas)

The nearest schools to an address can also be found 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" ([see below](#)) as do many Own Admission Authority schools.

Where a school has one, the designated area 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 offered.

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

## Time of entry

The admission arrangements give some priority to those with a brother or sister attending the relevant school at the applicant's "time of entry". This means that, in the normal admissions round, there will be no sibling connection for admission purposes for entry to Year 7 if they have a brother or sister in Year 13.

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All Year 11 students are required to continue education or training and Year 11 students do not need to apply for a place in Year 12 (if they attend an 11 to 18 school). Therefore applications made on behalf of children who have a brother or sister in Year 11 at the preference school will be considered as having a sibling connection for admissions purposes.

## Addresses

### 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 in September 2017 until National Offer Day on 1 March 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 subsequently changed after the application was submitted and this information could have been provided when the application was first made or before places were offered, the Local Authority will 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 **31 October 2017** can be taken into account if proof of this change is provided no later than **16 November 2017**.

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) **but if this tenancy agreement comes to an end before September 2018 we may not accept the address for admissions purposes**; or
- a copy of the Council Tax Bill **showing the same name(s) on the school place application (CAF)**; or

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- **a letter from a new employer** (e.g. University college) 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. In this case the base address will be used for admissions purposes.

**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 who 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 they may wish 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

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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](http://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](http://www.capita-cs.co.uk)).

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 the UK and Europe, we use Google Maps ([www.google.co.uk](http://www.google.co.uk)) which allows measuring by shortest routes when set to 'walking' mode. 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](http://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](http://www.nhc.noaa.gov/gccalc.shtml)

A small number of 'Own Admissions Authority' schools measure using a straight-line distance from home to school. The LA also calculates these distances for those particular schools.

## Own Admission Authorities (Academies and Foundation Schools) that use Oxfordshire County Council's Admissions Criteria

Many, but not all, academies and foundation schools in Oxfordshire use the same oversubscription criteria as community schools. These academies and foundation schools are listed in the table below.

School	School address Oxfordshire web details	Published Admission Number
<b>Aureus School</b>	Candytuft Way, Didcot, OX11 6FF <a href="http://www.oxfordshire.gov.uk/cms/school/4004">www.oxfordshire.gov.uk/cms/school/4004</a>	240
<b>Bartholomew School</b>	Witney Road, Eynsham, Witney, OX29 4AP <a href="http://www.oxfordshire.gov.uk/cms/school/4054">www.oxfordshire.gov.uk/cms/school/4054</a>	210
<b>The Bicester School</b>	Queens Avenue, Bicester, OX26 2NS <a href="http://www.oxfordshire.gov.uk/cms/school/4011">www.oxfordshire.gov.uk/cms/school/4011</a>	240
<b>Burford School</b>	Cheltenham Road, Burford, OX18 4PL <a href="http://www.oxfordshire.gov.uk/cms/school/4040">www.oxfordshire.gov.uk/cms/school/4040</a>	200 + 10 boarders
<b>Chiltern Edge School *</b>	Reades Lane, Sonning Common, Reading, RG4 9LN <a href="http://www.oxfordshire.gov.uk/cms/school/4092">www.oxfordshire.gov.uk/cms/school/4092</a>	120
<b>Chipping Norton School</b>	Burford Road, Chipping Norton, OX7 5DY <a href="http://www.oxfordshire.gov.uk/cms/school/4010">www.oxfordshire.gov.uk/cms/school/4010</a>	240
<b>Gillotts School</b>	Gillotts Lane, Henley-on-Thames, RG9 1PS <a href="http://www.oxfordshire.gov.uk/cms/school/4055">www.oxfordshire.gov.uk/cms/school/4055</a>	180
<b>Gosford Hill School</b>	Oxford Road, Kidlington, OX5 2NT <a href="http://www.oxfordshire.gov.uk/cms/school/4060">www.oxfordshire.gov.uk/cms/school/4060</a>	180
<b>The Henry Box School</b>	Church Green, Witney, OX28 4AX <a href="http://www.oxfordshire.gov.uk/cms/school/4050">www.oxfordshire.gov.uk/cms/school/4050</a>	240
<b>Icknield Community College</b>	Love Lane, Watlington, OX49 5RB <a href="http://www.oxfordshire.gov.uk/cms/school/4082">www.oxfordshire.gov.uk/cms/school/4082</a>	140
<b>John Mason School</b>	Wootton Road, Abingdon, OX14 1JB <a href="http://www.oxfordshire.gov.uk/cms/school/4126">www.oxfordshire.gov.uk/cms/school/4126</a>	180
<b>King Alfred's</b>	West Site: West Challow Road, Wantage, OX12 9DU Central Site: Portway, Wantage, OX12 9BY <a href="http://www.oxfordshire.gov.uk/cms/school/4142">www.oxfordshire.gov.uk/cms/school/4142</a>	390

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School	School address Oxfordshire web details	Published Admission Number
<b>Larkmead School</b>	Faringdon Road, Abingdon, OX14 1RF <a href="http://www.oxfordshire.gov.uk/cms/school/4125">www.oxfordshire.gov.uk/cms/school/4125</a>	180
<b>The Marlborough Church of England School</b>	Shipton Road, Woodstock, OX20 1LP <a href="http://www.oxfordshire.gov.uk/cms/school/4560">www.oxfordshire.gov.uk/cms/school/4560</a>	180
<b>Matthew Arnold School</b>	Arnolds Way, Cumnor, Oxford, OX2 9JE <a href="http://www.oxfordshire.gov.uk/cms/school/4128">www.oxfordshire.gov.uk/cms/school/4128</a>	210
<b>North Oxfordshire Academy</b>	Drayton Road, Banbury, OX16 0UD <a href="http://www.oxfordshire.gov.uk/cms/school/6905">www.oxfordshire.gov.uk/cms/school/6905</a>	180
<b>Wood Green School</b>	Woodstock Road, Witney, OX28 1DX <a href="http://www.oxfordshire.gov.uk/cms/school/4052">www.oxfordshire.gov.uk/cms/school/4052</a>	180

\* Following a critical Ofsted report in March 2017, an academy order has been issued by the Department for Education to convert Chiltern Edge School into an academy. At the time of publication it cannot be confirmed whether an appropriate academy sponsor will be secured. In November 2017, the county council cabinet will consider the progress made by Chiltern Edge School towards addressing the weaknesses identified by Ofsted and the construction of an in-year balanced budget, and also the progress made by the Regional Schools Commissioner in securing an academy sponsor. If sufficient progress has not been made, the county council cabinet will consider whether to publish a statutory notice to close the school.

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### Own Admission Authorities (Academies and Free Schools) that do not use Oxfordshire County Council's Admissions Criteria

These schools are listed in the table below.

School	School address Oxfordshire web details (where a link to admissions rules can be found)	Published Admission Number
<b>Banbury Academy</b>	Ruskin Road, Banbury, OX16 9HY <a href="http://www.oxfordshire.gov.uk/cms/school/4000">www.oxfordshire.gov.uk/cms/school/4000</a>	210
<b>Blessed George Napier Catholic School</b>	Addison Road, Banbury, OX16 9DG <a href="http://www.oxfordshire.gov.uk/cms/school/4600">www.oxfordshire.gov.uk/cms/school/4600</a>	142
<b>Cheney School</b>	Cheney Lane, Headington, Oxford, OX3 7QH <a href="http://www.oxfordshire.gov.uk/cms/school/4120">www.oxfordshire.gov.uk/cms/school/4120</a>	270
<b>The Cherwell School</b>	South Site: Marston Ferry Road, Oxford OX2 7EF <a href="http://www.oxfordshire.gov.uk/cms/school/4116">www.oxfordshire.gov.uk/cms/school/4116</a>	270
<b>The Cooper School</b>	Churchill Road, Bicester, OX26 4RS <a href="http://www.oxfordshire.gov.uk/cms/school/4032">www.oxfordshire.gov.uk/cms/school/4032</a>	220
<b>Didcot Girls' School</b>	Manor Crescent, Didcot, OX11 7AJ <a href="http://www.oxfordshire.gov.uk/cms/school/4139">www.oxfordshire.gov.uk/cms/school/4139</a>	240
<b>Faringdon Community College</b>	Fernham Road, Faringdon, SN7 7LB <a href="http://www.oxfordshire.gov.uk/cms/school/4141">www.oxfordshire.gov.uk/cms/school/4141</a>	220
<b>Gosford Hill School</b>	Oxford Road, Kidlington, OX5 2NT <a href="http://www.oxfordshire.gov.uk/cms/school/4060">www.oxfordshire.gov.uk/cms/school/4060</a>	180
<b>Heyford Park Free School</b>	74 Camp Road, Upper Heyford, Bicester, OX25 5HD <a href="http://www.oxfordshire.gov.uk/cms/school/4003">www.oxfordshire.gov.uk/cms/school/4003</a>	60
<b>Langtree School</b>	Reading Road, Woodcote, Reading, RG8 ORA <a href="http://www.oxfordshire.gov.uk/cms/school/4094">www.oxfordshire.gov.uk/cms/school/4094</a>	120
<b>Lord Williams's School</b>	Lower School: Towersey Road, Thame, OX9 3NW <a href="http://www.oxfordshire.gov.uk/cms/school/4580">www.oxfordshire.gov.uk/cms/school/4580</a>	320
<b>St Birinus' School</b>	Mereland Road, Didcot, OX11 8AZ <a href="http://www.oxfordshire.gov.uk/cms/school/4129">www.oxfordshire.gov.uk/cms/school/4129</a>	180
<b>St Gregory the Great Catholic School</b>	Cricket Lane, Oxford, OX4 3DR <a href="http://www.oxfordshire.gov.uk/cms/school/4145">www.oxfordshire.gov.uk/cms/school/4145</a>	210
<b>The Oxford Academy</b>	Sandy Lane West, Littlemore, Oxford OX4 6JZ <a href="http://www.oxfordshire.gov.uk/cms/school/6906">www.oxfordshire.gov.uk/cms/school/6906</a>	210

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<b>Oxford Spires Academy</b>	Glanville Road, Oxford, OX4 2AU <a href="http://www.oxfordshire.gov.uk/cms/school/6907">www.oxfordshire.gov.uk/cms/school/6907</a>	220
<b>Wallingford School</b>	St George's Road, Wallingford, OX10 8HH <a href="http://www.oxfordshire.gov.uk/cms/school/4140">www.oxfordshire.gov.uk/cms/school/4140</a>	190
<b>The Warriner School</b>	Bloxham, Banbury, OX15 4LJ <a href="http://www.oxfordshire.gov.uk/cms/school/4007">www.oxfordshire.gov.uk/cms/school/4007</a>	256
<b>Wheatley Park School</b>	Holton, Oxford, OX33 1QH <a href="http://www.oxfordshire.gov.uk/cms/school/4077">www.oxfordshire.gov.uk/cms/school/4077</a>	180

Full details of the admission arrangements are available on the websites of the individual schools and on Oxfordshire County Council's public website.

## Section 3 – Travel to School

**A review of Oxfordshire County Council’s Home to School Transport Policy is due to take place during the autumn of 2017. Please see our website for updates on the consultation: [www.oxfordshire.gov.uk/consultation](http://www.oxfordshire.gov.uk/consultation)**

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

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transport rests with the Customer Service Centre and the Environment and Economy Directorate.

Any information regarding Oxfordshire's Home to School Transport Policy obtained from any source other than the School 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**

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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.

### **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.

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

Children are eligible for free travel to school in the circumstances set out in 1 to 12 below.

1. 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 aged 8 and of school age. This applies whether or not the school was listed on the CAF (Common Application Form)
2. 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 CAF.
3. 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.
4. 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.

5. 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 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.
6. 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.
7. 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.
8. Children entitled to free transport who move house during Year 11 and continue to attend their original school subject to the following limits:
  - (a) transport can be provided other than by taxi;
  - (b) the distance travelled is no more than 15 miles.

Taxis will only be used in exceptional circumstances.

10. 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.
11. Children with an Education, Health and Care (EHC) Plan or Statement of Special Educational Need where one of the following applies:
  - (a) 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.
  - (b) 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.

- (c) 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.
12. Children of statutory school age who live at RAF Benson and attend Icknield Community College. This is based on capacity issues in the Wallingford area and is therefore subject to annual review.<sup>6</sup>

## **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:

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

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.

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<sup>6</sup> If these capacity issues are resolved and at a future date a decision is taken to end free travel from RAF Benson to Icknield Community College children currently in receipt of free travel would continue to receive it because there would be a phased introduction of the new policy. The policy change would apply to new entrants.

## “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
Adderbury/Twyford	Blessed George Napier Catholic School The Warriner School	The Warriner School
Ascott-under-Wychwood	Burford School Chipping Norton School	Burford School
Dry Sandford	Fitzharrys School Larkmead School	Fitzharrys School
Freeland	Bartholomew School Wood Green School	Bartholomew School
Great Haseley	Lord Williams’s School Wheatley Park School	Wheatley Park School
Kirtlington	Gosford Hill School Heyford Park Free School The Marlborough CE School	The Marlborough CE School
Long Hanborough	Bartholomew School The Marlborough CE School Wood Green School	Bartholomew School
Old Boars Hill	Fitzharrys School Matthew Arnold School	Fitzharrys School
Twyford/Adderbury	Blessed George Napier Catholic School The Warriner School	The Warriner School
Yatscombe Copse	Fitzharrys School St Gregory the Great Catholic School	Fitzharrys 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.

**Please note that Sutton Courtney is no longer classed as a “split village”.** This follows the opening of the Aureus School in Didcot in September 2017 and the Europa School operating a secondary phase from that date. Both of these schools are closer to Sutton Courtney than John Mason School. Therefore it is no longer the case that at least 20% of addresses in Sutton Courtney are closer to John Mason School. This will not affect those currently receiving free travel from Sutton Courtney to John Mason School. However, **new**

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**entrants will not receive free travel from Sutton Courtney to John Mason School** under the “split village” arrangements.

## 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 two terms
- b. The parent, or in the case of Years 12 and 13, the student, must complete an application form for concessionary travel
- c. Parents are required to pay for two terms travel in advance
- d. The price charged covers a return journey for every school day of the relevant period
- e. 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 person decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon
- f. If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment
- g. 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
- h. The concessionary charge will be waived for the following low income groups:
  - young people who are aged 8 to 19 in the relevant academic year in which travel is required who are eligible for Free School Meals on income grounds;
  - young people who are aged 5, 6 or 7 in the relevant academic year in which travel is required who would have been eligible for Free School Meals on income grounds;
  - young people aged 5 to 19 in the relevant academic year in which travel is required whose parents are in receipt of the maximum level of Working Tax Credit.
- i. 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 or an Education, Health & Care Plan 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

**Table 2 - Charges for 2018/19 and 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.

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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.

### **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:

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- 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 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:

[www.oxfordshire.gov.uk/cms/content/free-or-concessionary-school-transport](http://www.oxfordshire.gov.uk/cms/content/free-or-concessionary-school-transport)

## Section 4 – Miscellaneous

### **In year admissions (Year 7 to Year 11)**

All except three state funded secondary 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 secondary schools outside of the normal admission round during the 2018/19 academic year for Year 7 through to Year 11 (inclusive). All except three state funded secondary schools are part of the coordinated in year admissions process for Oxfordshire.

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 School 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**

<b>Event</b>	<b>Action by</b>	<b>Remarks</b>
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 Directorate  
County Hall  
New Road  
Oxford  
OX1 1ND

Email: [admissions.schools@oxfordshire.gov.uk](mailto: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 schools in Oxfordshire that are not part of the In year Admissions Scheme.

The following three academies have opted out of the in year scheme:

- **Banbury Academy** (Aspirations Academy Trust);
- **Heyford Park Free School** (Heyfordian School Trust);
- **Lord Williams's School** (Thame Partnership Academy Trust).

Heyford Park Free School is an all through school that has two main points of entry, Reception and Year 7. Year 7 is the main point of entry for Banbury Academy and Lord Williams's School.

The following studio school and University Technical College have also opted out of the in year scheme (normal point of entry Year 10):

- **Space Studio**, Banbury (Aspirations Academy Trust);
- **University Technical College**, Didcot (Activate Learning).

## 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	Governors/Directors	Both the parent and the Admissions Team

/offer of a place by an own admission authority school		at County Hall should be informed of the result.
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## 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<sup>1</sup> in Oxfordshire and is consistent with the requirements set out in paragraphs 3.9 to 3.15 of the Schools 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.

If a request is made to the Education Funding and Skills Agency to direct admission to an academy it is that agency that 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.

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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.

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;
- 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;

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- 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.

### **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;

Apply online at: [www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions)

- 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](mailto:schoolreferrals@homeoffice.gsi.gov.uk)

## **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, prior to the year of application. Any queries should be directed to the relevant SEN officer.

**A parent cannot apply for a place for their child at a special school or base through the admissions process outlined in this booklet.**

## **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).

Apply online at: [www.oxfordshire.gov.uk/secondaryadmissions](http://www.oxfordshire.gov.uk/secondaryadmissions)

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](mailto:katie.holmes@oxfordshire.gov.uk)

## School Uniform Policies

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

## Term dates

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

<b>Term</b>	<b>Dates</b>
<b>Autumn</b>	<b>4 September 2018 – 21 December 2018</b> (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>
<b>Spring</b>	<b>7 January 2019 – 5 April 2019</b> <i>Half term holiday: 18 February 2019 – 22 February 2019</i> <i>Easter holiday: 8 April 2019 – 22 April 2019</i>
<b>Summer</b>	<b>23 April 2019 – 24 July 2019</b> <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).

## **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).

## 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