

**Determined Schedule of Co-ordination for Admissions
to Schools at the normal points of entry/transfer for
the 2020/21 academic year**

1. Introduction

- 1.1 A glossary of key terms used in the scheme is shown at Annex A.
- 1.2 The scheme covers all state-funded mainstream infant, junior, primary and secondary schools in Oxfordshire, as well as studio schools and University Technical Colleges, for the normal admissions round for the 2020/21 academic year. It specifically covers the following:
- Phases that will use the 'primary transfer phase' dates:
 - entry to the Reception year group (children born 1 September 2015 to 31 August 2016)
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school (children born 1 September 2012 to 31 August 2013)
 - Phase that will use the 'secondary transfer phase' dates:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school (children born 1 September 2008 to 31 August 2009)
 - Phase that will use the 'UTC/Studio transfer phase' dates:
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC) (children born 1 September 2005 to 31 August 2006)
- 1.3 An outline of key dates in the 'primary transfer phase', 'secondary transfer phase' and 'UTC/Studio transfer phase' is shown at Annex B.
- 1.4 The Local Authority (LA) will coordinate admissions and act as the 'clearing house' for all applications for the normal phases of transfer listed in 1.2 above.
- 1.5 The coordinated scheme for admission is an 'equal preference' scheme. This means that, when the admission rules need to be applied, or when there are vacancies and there is no need to apply the admission rules, if more than one of the listed schools can be offered, the one offered will be the one that has been ranked the highest by the parent.
- 1.6 The coordinated admission scheme is part of the published admission arrangements for all Community and Voluntary Controlled schools in Oxfordshire. The LA is the Admission Authority for these schools and is responsible for determining whether places can be offered and offering any places at the schools concerned.
- 1.7 The coordinated admissions scheme will also become part of the published admission arrangements, for all Own Admission Authority (OAA) state-funded schools in Oxfordshire, including all Academies, Foundation Schools, Free Schools, Studio Schools and University Technical Colleges (UTCs) once this scheme has been adopted by the schools concerned.
- 1.8 Studio Schools and UTCs may opt out of the scheme. However, if any Studio School or UTC wishes to opt out of the scheme for entry in September 2020, they must inform the LA in writing by the last working day in February 2019.
- 1.9 Any applications for admission received directly by schools for any transfer phase outlined in 1.2 above must be passed to the LA, which is the 'clearing house' for all applications for

these phases.

- 1.10 When applying for a transfer for any of the phased transfers listed in 1.2 above, the applicant (parent) will receive no more than a single offer of a place.
- 1.11 Relevant information concerning a preference for a school as part of one of the transfers listed in 1.2 above, will be shared securely with other LAs where a preference has been requested for a school in that LA's area. This is in line with the General Data Protection Regulations and the 2018 Data Protection Act.
- 1.12 The LA will publicise the coordinated admissions process for each phase of education. This will be done by:
 - publishing a composite prospectus online by 12 September 2019 for children due to start the Reception year group for the first time called "Starting School";
 - publishing a composite prospectus online by 12 September 2019 for children due to transfer from infant school to junior or primary school called "Stepping Up";
 - publishing a composite prospectus online by 12 September 2019 for children due to transfer from Year 6 in a junior or primary school to Year 7 in a secondary school called "Moving On";
 - publishing a composite prospectus online by 12 September 2019 for children able to transfer from Year 9 in a secondary school to Year 10 in a Studio School or UTC called "Further Steps";
 - publicising coordinated admission arrangements on the LA public website;
 - producing posters and/or other advertising information;
 - making arrangements to enable parents to apply online or on paper;
 - writing to parents of children regarding the possibility of transferring from Year 9 in a secondary school to Year 10 in a Studio School or UTC.
- 1.13 The Governing Bodies or Academy Committees and/or Directors of OAA schools covered by the scheme remain responsible for setting admission rules, applying them and determining the offer of places. Where an OAA school consults on a change to its admission arrangements and/or rules, which it must at least once every seven years or when a change is made to those arrangements or rules (whichever happens sooner), it must consult, determine and publish according to the timescales laid down in the School Admissions Code 2014.
- 1.14 For all OAA schools, the parent will receive the official offer from the LA as the 'clearing house' made on behalf of the school or Governing Body or Academy Committee or Directors. Offers for the transfer phases listed in 1.2 above **must not** be sent directly by the school, Governing Body, Academy Committee, or Directors.

2. The Application

- 2.1 As outlined in 1.12 above, the LA will make arrangements to enable parents to apply online for any of the transfers outlined in 1.2 above. Online applications will be the principle means of application.
- 2.2 It will also be possible to apply on paper.
- 2.3 There are 4 paper application forms which are used for all the phases listed in 1.2 above:

- CAF (PRIMARY) for entry to the Reception year group;
 - CAF (JUNIOR) for transfer from Year 2 in an infant school to Year 3 in a junior or primary school;
 - CAF (SECONDARY) for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school;
 - CAF (UTC/Studio) for transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- 2.4 Information about how to apply for and obtain a school place will be available online through the LA website. This is the principle means of communication. All parents will need to use the relevant online process or the relevant paper form to express a preference for a child's admission to any state-funded mainstream school in England.
- 2.5 Parents of children resident in Oxfordshire will be able to request a maximum of 4 preferences on their application (online or paper). These preferences can be for any state-funded mainstream school in England.
- 2.6 Parents of children resident in Oxfordshire who wish to apply for a transfer for their child from Year 9 in a secondary school to Year 10 in at a state-funded mainstream Studio School or UTC outside Oxfordshire in the normal transfer phase will need to apply online or on paper direct to the Studio School or UTC. This is because most LAs no longer offer a coordinated admissions process for this phase of transfer and most Studio Schools and UTCs outside Oxfordshire directly process applications.
- 2.7 Parents whose children are resident in England but outside Oxfordshire who wish to apply for a place for their child at a state-funded mainstream Oxfordshire school will need to apply online or on paper via the home LA where their child lives for the following transfers:
- for entry to the Reception year group;
 - for transfer from Year 2 in an infant school to Year 3 in a junior or primary school;
 - for transfer from Year 4 in a first school (outside Oxfordshire) where the child lives in Oxfordshire to Year 5 in a primary (in Oxfordshire);
 - for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
- 2.8 Parents whose children are resident in England but outside Oxfordshire who wish to apply for a transfer for their child from Year 9 in a secondary school to Year 10 in at a state-funded mainstream Oxfordshire Studio School or UTC Oxfordshire in the normal transfer phase will need to apply online or on paper via Oxfordshire County Council. This is because most LAs no longer offer a coordinated admissions process for this transfer phase.
- 2.9 Parents whose children are resident outside England (e.g. Wales, Scotland, Northern Ireland or overseas) who wish to apply for a place for their child at a state-funded mainstream Oxfordshire school on the basis that they will be moving to Oxfordshire in the future, will need to apply online or on paper via Oxfordshire County Council for any transfer listed in 1.2 above.
- 2.10 The application form (whether online or paper) will be used for the admission of pupils in the specified year. The form and/or the accompanying notes will also:

- state the closing date for the transfer phase;
- allow the parent to express preferences for (**up to four**) schools ranked in order of preference where the first preference is the school most wanted;
- explain that the parent will receive a maximum of one school place offer on Offer Day (see 6.1 below) for their child as a result of the application they have made via the coordinated admissions scheme;
- explain that, subject to the availability of places and the application of the oversubscription criteria, parental preference will be complied with (i.e. a place at the highest preference school will be offered unless it cannot because no places are available or there are too many other applicants with a higher criterion or living closer to the preferred school);
- enable the parent to give reasons for their preference(s) for the school(s) listed;
- enable parents who wish to, to state whether their child belongs to a particular faith, for example the Catholic Church or the Church of England, or have other reasons of faith for requesting a particular school;
- enable parents to provide other reasons for their preference(s) where relevant (e.g. that they work at a school where priority is given to 'children of staff' within the oversubscription criteria).

- 2.11 The LA will take all reasonable steps to ensure that parents with children of the appropriate age, resident in Oxfordshire or attending a school in Oxfordshire, are provided with information on the key features of the coordinated admissions scheme. This will include making arrangements for parents to apply (online or by making a paper form available) and explaining the admissions process and the admission rules for all state-funded mainstream schools in Oxfordshire. The primary means of providing this information will be online.
- 2.12 The Governing Body or Academy Committee or Directors of any state-funded mainstream OAA school included in this scheme may request parents who wish to list, or have listed, that school on the application to provide additional information to the school on a SIF (Supplementary Information Form). When this is requested, the details and procedural arrangements must be consistent with the requirements of the 2014 School Admissions Code and the coordinated admission scheme. Information cannot be requested on the SIF that is specifically prohibited by the School Admissions Code 2014.
- 2.13 If parents complete an application and have listed a state-funded mainstream OAA school on the form but they have not completed any SIF for that school, the application will still be valid. However, if a parent does not complete a SIF this may affect the criterion under which their child is considered.
- 2.14 If parents complete a SIF for a state-funded mainstream OAA school but do not request a place at that school on the application, the SIF on its own cannot be considered as an application for a place and the child cannot be considered for a place at that school. The SIF is a device to collect additional information not covered by the LA application process to enable the Admissions Authority of the state-funded mainstream OAA school to make an admissions decision based on its oversubscription criteria.
- 2.15 Where the Governing Body or Academy Committee or Directors of a state-funded mainstream OAA school request completion of a SIF, the closing date for this SIF **must be** the same as the closing date for the relevant transfer phase (see 3.2 below), unless a different return date has been consulted upon, determined and published by the Admissions Authority of the school. The Governing Body or Academy Committee or Directors of a state-

funded mainstream OAA school **must not** contact an applicant and request completion of a SIF after the school has received the list of applications to consider for places (see 5.6 below).

- 2.16 After the closing date of the relevant transfer phase (see 3.2 below), all mainstream state-funded schools in Oxfordshire will be provided with information on the number of first, second, and third preferences received by the LA on their behalf.

3. Opening and Closing Dates

3.1 The transfer phases in 1.2 (above) will open according to the following schedule:

- 00:01 (12.01am) on Thursday, 5 September 2019 for **all** applications for the following phases:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school;
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- 00:01 (12.01am) on Friday, 1 November 2019 for **all** applications for the following phases:
 - entry to the Reception year group;
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school.

3.2 The deadlines for receipt of on-time applications will be:

- 17:00 (5pm) on Thursday, 31 October 2019 (published as National Closing Date for secondary school transfers in the 2014 School Admissions Code) for **paper** applications for the following phase:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
- 23:59 (11.59pm) on Thursday, 31 October 2019 for online applications for the following phase:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
- 17:00 (5pm) on Friday, 29 November 2019 for **paper** applications for the following phase:
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- 23:59 (11.59pm) on Friday, 29 November 2019 for **online** applications for the following phase:
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- 17:00 (5pm) on Wednesday, 15 January 2020 (published as National Closing Date for primary and junior school transfers in the 2014 School Admissions Code) for **paper**

applications for the following phases:

- entry to the Reception year group;
- transfer from Year 2 in an infant school to Year 3 in a junior or primary school.
- 23:59 (11.59pm) on Wednesday, 15 January 2020 for **online** applications for the following phases:
 - entry to the Reception year group;
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school.

3.3 All applications, and all preferences on those applications, received by the dates/times above for the relevant transfer phase will be processed as on-time applications.

3.4 It will not be possible to apply online after the relevant transfer phase has closed at the date/time above. Therefore, any application received after the dates/times for the relevant transfer phase above will be on paper. Such applications will be considered as late applications except in the circumstances set out in Section 4 below. Late applications will not be considered before the National Offer Day (see 6.1 below).

4. Late Applications

4.1 All parents who need or want a school place for their child/children in one of the transfer phases set out in 1.2 above, and have not made an on-time application (online or on paper), will be asked to complete a paper application. An online application cannot be made after the deadlines shown in 3.2 above. Where appropriate, a SIF for an OAA school should also still be completed.

4.2 On-time applications will be considered before late applications except:

- where the reason for the late application can clearly be shown to be the responsibility of an Admissions Authority or the LA acting as the 'clearing house'; or
- where extenuating circumstances, which have been provided in writing in support of the application, are the reason for the late application (e.g. sudden illness or death of a close family member or the family having very recently moved to the area).

4.3 A committee of three specialist LA officers will consider the extenuating circumstances of any late applications received after the closing date (see 3.2 above) but by the dates below:

- 17:00 (5pm) on Thursday, 14 November 2019 for late **paper** applications with extenuating reasons for the following phase:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
- 17:00 (5pm) on Friday, 13 December 2019 for late **paper** applications with extenuating reasons for the following phase:
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).

- 17:00 (5pm) on Thursday, 30 January for late **paper** applications with extenuating reasons for the following phases:
 - entry to the Reception year group;
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school.

4.4 Therefore, if a late application is submitted it is advisable for parents to provide extenuating reasons, in writing, for the late application.

4.5 Late applications received prior to the response date for the relevant transfer phase (see dates at Annex B) will be considered for places at schools listed on the CAF alongside those added to the relevant Continued Interest List and any changes of preference also received by the response date during the second round of the allocation process.

4.6 The Procedure that will be followed when late applications are received is set out in Annex C.

5. Processing applications and determining offers

5.1 The LA, as 'clearing house', will receive all applications.

5.2 The LA, as the 'clearing house', will process all applications received.

5.3 The LA, as 'clearing house', will allocate all places for state-funded mainstream schools or academies for the transfer phases in 1.2 above. Where the school is Community or Voluntary Controlled, the offer will be on behalf of the relevant Local Authority. Where the school is not Community or Voluntary Controlled, the offer will be on behalf of the Admissions Authority for the school (school, diocese or trust).

5.4 For schools that are not Community or Voluntary Controlled, the Admission Authority for the individual school concerned retains the legal responsibility for applying the oversubscription criteria if there are more applicants than places and for determining which children will be offered places.

5.5 Other LAs will receive complete details of every preferences for schools in that LA's area for children living in Oxfordshire for any of the transfer phases in 1.2 above. This data will include all information provided by the parent in support of the application and the rank (first, second or third) of the preference. The expectation will be that the receiving LA will pass on all information about the application, **with the exception of the rank of the preference**, where the individual school needs to consider the application, apply the oversubscription criteria and determine whether a place can be offered.

5.6 OAA schools or academies in Oxfordshire will receive a list of children for whom the school has been listed as a preference by the parent. The OAA school will also receive details of how many first, second and third preferences were received. However, the school **will not** be informed whether the preference is a first, second or third preference at the time information is provided about applications that have been made. This information will remain confidential between the parent and the LA, as 'clearing house', until after the allocation process has been completed. If, after the process has been completed, a place could not be offered and a school admissions appeal is lodged on behalf of an individual child all parties at the independent appeal panel hearing will

receive information about the preferences expressed for that child.

- 5.7 Where a school is oversubscribed (there are more applications for places than places available), the applications will be ranked according to the determined and published admission rules and arrangements for that school.
- 5.8 The Admission Authority for each state-funded mainstream OAA school in Oxfordshire will rank the list provided by the LA, as 'clearing house', (see 5.6 above) according to the criteria set out in its determined and published admission rules and arrangements, indicating the criterion and rank order in which places should be allocated when the allocation process begins. This 'ranked list' will include **all** applicants for the school, irrespective of whether the Admission Authority believes a place can or should be offered during the allocation process. The Admission Authority **must not** refuse to rank any child for whom a preference has been received irrespective of whether the Admission Authority believes a place will or will not be offered as part of the allocation process. This means that Admission Authorities will not normally need to be contacted while the allocation process is being run for further decision making.
- 5.9 When the LA, as the 'clearing house', has received ranked information from every state-funded mainstream OAA school in Oxfordshire, the allocation process will begin.
- 5.10 The allocation process automatically applies the rank information against each preference for each child for the entire transfer phase to determine whether the child has a rank that is high enough for a place to be offered within the Published Admission Number of each preferred school.
- 5.11 During the first stage (or intermediate stage) of the allocation process, it is possible for a child to be identified as able to be offered more than one school.
- 5.12 During the first stage (or intermediate stage) of the allocation process, it is possible for a child to be identified as able to be offered none of the schools listed as preferences.
- 5.13 When the intermediate stage is resolved, the status for any child identified as able to be offered a place at his/her first preference school will change from 'offer' to 'allocated'. If the child had also been identified in the intermediate stage as able to be offered a place at their second or third preference school as well, the 'offer' at the second or third preference school (if applicable) will be released and the status for that child changed from 'offer' to 'not required'. This will create a **temporary** space at the second or third preference school which will be available as part of the allocation process to a child who was previously identified as not able to be offered a place at that school.
- 5.14 After the intermediate stage has been resolved, the LA, as the 'clearing house', will import 'offer' or 'no offer' information from other LAs.
- 5.15 If the LA, as the 'clearing house', is informed by another LA that a child living outside Oxfordshire, who has been reserved a place at an Oxfordshire school as part of the allocation process, does not need a place because a higher preference can be offered in their home LA, the child's status for the Oxfordshire school will be changed to 'not required'. This ensures that all children in England receive one offer of a school place for the relevant transfer phase.
- 5.16 If a child cannot be offered a place at the first preference school but can be **provisionally**

offered a place at the second preference school, the LA, as 'clearing house', will hold that provisional offer, pending further changes as the intermediate stage continues to be resolved during the allocation process. If the child, who is holding a provisional offer at a second preference school, also had a status of 'offer' for his/her third preference school, this status will change to 'not required' so that a space becomes **temporarily** available during the allocation process to be offered to a different child who was previously identified as not able to be offered a place at that school. If the child, who is holding a provisional offer at a second preference school, had a status of 'no offer' for his/her third preference school, this status will change to 'not required'.

- 5.17 If a child cannot be offered a place at the first or second preference schools but can be **provisionally** offered a place at the third preference school, the LA, as 'clearing house', will hold that provisional offer, pending further changes as the intermediate stage continues to be resolved during the allocation process.
- 5.18 The allocation process will automatically refill **temporary** spaces created at oversubscribed schools or academies with the next ranked child on that school's list who previously could not be offered a place at that school. This automatic process will be run for all schools or academies regardless of the Admission Authority for that school. Where the school is a state-funded mainstream OAA school, the automatic offer will be made by the LA, as the 'clearing house', on behalf of the Admission Authority.
- 5.19 The intermediate stage will be resolved as many times as necessary to achieve a stable state where all children have an offer status for every preferred school listed on their application and no further changes can be made.
- 5.20 When a stable state has been achieved (see 5.19 above), some schools or academies will be full (all places offered to children up to the Published Admission Number) and will still have children ranked below the last child offered a place who could not be offered places. Other schools will not be full (with less children offered a place than the Published Admission Number).
- 5.21 The LA, as the 'clearing house', will make a list of those schools that are not full.
- 5.22 For some children living in Oxfordshire, it will not have been possible to offer a place at any of the schools or academies listed as preferences on their application. For the following transfer phases, the LA, as 'clearing house', will make a list of such children and then, for each child, will identify his/her nearest available school based on the list of schools that are not full (see 5.21 above):
- entry to the Reception year group;
 - for transfer from Year 2 in an infant school to Year 3 in a junior or primary school;
 - for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.

The LA will use its measuring policy (see Annex D) to determine the nearest available school. A new '*LA preference*' for the nearest available school will be added to that child's list of preferences and a status of '*provisional offer*' will be set for that child for that school. State-funded mainstream OAA schools and academies will not need to be provided with a list of children identified in this way so that they can consider the children as applications and determine whether they will be offered a place. Because the school will have spaces available, the LA, as 'clearing house', has the right under this

coordinated scheme to allocate spare places to children identified in this way. State-funded mainstream OAA schools and academies will receive a list of such children as part of the report they receive after the allocation has been completed (see 5.28 and 5.29 below).

- 5.23 For some children living in Oxfordshire, it will not have been possible to offer a place at any of the schools or academies listed as preferences on their application. For the following transfer phase, the LA, as 'clearing house', will **not** identify an alternative school where a place could be offered instead. This is because these children will already be attending secondary school provision where they can continue to attend in the following academic year without necessitating a school transfer:
- CAF (UTC/Studio) for transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- 5.24 For some children living outside Oxfordshire, it will not have been possible to offer a place at any of the Oxfordshire schools listed as preferences on their application. For these children it is the responsibility of their home LA to offer them a place at a school. If their home LA has been unable to offer a place at any of the schools or academies listed as preferences on their application, their home LA must follow its own process to identify and offer a suitable school for that child.
- 5.25 Sometimes an Oxfordshire school will be the nearest available school for a child who does not live in Oxfordshire. The LA, as the 'clearing house', will work closely with the home LA for the child where the home LA for the child seeks to find a nearest available school that is in Oxfordshire.
- 5.26 The allocation process will be complete when every child living in Oxfordshire, for whom an on-time application was received for the relevant transfer phase, has been offered a place at a school. This allocation process will be completed before offers are published on Offer Day (see 6.1 below), so that information can be prepared for parents to receive notification of the formal school offer on Offer Day.
- 5.27 When the allocation process is completed, the LA, as the 'clearing house', will determine whether each Oxfordshire child, that has been allocated a place at a school in the relevant transfer phase, is eligible for free transport to his/her allocated school. This determination will be made before offers are published on Offer Day (see 6.1 below) so that information can be prepared for parents to receive notification of transport eligibility on Offer Day.
- 5.28 When the allocation process is completed, the LA, as 'clearing house', will create a report of the number of places allocated at each school in the relevant transfer phase for each of the oversubscription criteria for that school. This report will be created before offers are published on Offer Day (see 6.1 below), so that information can be published on Offer Day about how places were offered at each school.
- 5.29 When the allocation process is complete, the LA, as the 'clearing house', will create a report of the schools or academies in the relevant transfer phase that still have places available. This report will be similar to the report compiled at 5.21 (above) but some of these schools or academies may have been filled as part of the process of allocating places shown in 5.22 and 5.25 (above). This report will be created before offers are published on Offer Day (see 6.1 below), so that

information can be published on Offer Day and copies of the report can be sent to parents of children who were not offered a school listed as a preference on their application.

- 5.30 When the allocation process is completed, the LA, as the 'clearing house', will create a report of the names of the children allocated a place at each school in the relevant transfer phase. This report will include the ranked preference (first, second, third or LA preference) for each child and will be the first time the school will receive this information. It will also include the contact details of the parent who applied for the place and the name of the child's current school (if applicable). This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the school as a confidential document so that the school can make prepare for Offer Day and for sending out relevant information after Offer Day.
- 5.31 When the allocation process is completed, the LA, as 'clearing house', will create a report of the names of the children refused a place at each school that was oversubscribed in the relevant transfer phase. This report will include the preference rank (first, second or third) for each child and will be the first time the school will receive this information. It will **not** include the contact details of the parent who applied for the place. This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the school as a confidential document so that the school can prepare for queries from parents on Offer Day.
- 5.32 When the allocation process is completed, the LA, as the 'clearing house', will create a report of the names of the children attending each school for the following transfer phases with details of the school each child has been allocated:
- for transfer from Year 2 in an infant school to Year 3 in a junior or primary school;
 - for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.

This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the current school as a confidential document so that the school can respond to queries from parents on Offer Day and prepare information to send to the new school to which the child will be due to transfer to in the following September.

- 5.33 When the allocation process is complete, the LA, as the 'clearing house', will create a report of the number of children attending each secondary school for the following transfer phase who have been allocated a place at a Studio School or UTC Oxfordshire:
- CAF (UTC/Studio) for transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).

This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the secondary school as a confidential document so that the school can understand how many children may leave at the end of the academic year to transfer to a new setting. Details of the names of the students who are due to transfer to a Studio School or UTC Oxfordshire **will not** be provided to the child's current secondary school before the Offer Day. This report will be created

and sent to the secondary schools or academies at the beginning of the second half of the Summer Term in June.

6. Offer Day

6.1 The Offer Day for on-time applications will be:

- Monday, 2 March 2020 (published as National Offer Date for secondary school transfers in the 2014 School Admissions Code) for the following phases of transfer:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school;
 - transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC).
- Thursday, 16 April 2020 (published as National Offer Date for primary and junior school transfers in the 2014 School Admissions Code) for the following phases:
 - entry to the Reception year group;
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school.

6.2 All Oxfordshire parents who made an on-time online application for their child will be sent an email on the Offer Day (see 6.1 above) giving the result of the application. The LA, as the 'clearing house', will aim to send the email by 2pm on Offer Day.

6.3 The LA, as 'clearing house', **will not** send a letter by post for the following category of application:

- an online application where a place at the first preference school was allocated and the LA, as 'clearing house', has determined the child **is not** eligible for free transport to the allocated first preference school.

The email (see 6.2 above) will be the only means of notification of the allocation of a place at a school.

6.4 The LA, as 'clearing house', **will** send a letter by post for the following categories of application:

- original applications made on paper;
- online applications where a place at the first preference school was allocated and the LA, as 'clearing house', has determined the child **is** eligible for free transport to the allocated first preference school; or
- online applications where a place at the first preference school **was not** allocated.

6.5 If the LA, as the 'clearing house', has determined that the child is eligible for free transport to their allocated school, a form will be provided by post for the parent to accept or reject this offer of free transport.

6.6 If a place has been offered at a school that was not listed as a preference on the parent's application, the LA, as the 'clearing house', will provide a list of state-funded mainstream schools in Oxfordshire that were not full on the Offer Day for the relevant transfer phase (see 6.1 above).

- 6.7 If a place has not been offered at one or more schools or academies listed as a preference on the application, the LA, as the 'clearing house', will provide information about how the child's name can be added to a Continued Interest (or Waiting) List.
- 6.8 If a place has not been offered at one or more schools or academies listed as a preference on the application, the LA, as 'clearing house', will provide information about how the parent can appeal for a place at the relevant schools or academies where a place was refused.

7. Children for whom no application has been received

7.1 Where no application has been received on behalf of a child who is of the correct age range for the any of the following transfer phases and the LA, as 'clearing house', is aware that the child is resident in Oxfordshire and the LA has not been informed of any alternative educational arrangements that have been made for the child, the LA, as 'clearing house', will take appropriate steps to encourage the parent to make an application:

- entry to the Reception year group;
- for transfer from Year 2 in an infant school to Year 3 in a junior or primary school;
- for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.

If necessary the LA, as the 'clearing house', will provide details of schools where places are still available after the allocation process has been completed as detailed in Section 5 (above)

7.2 Where no application has been received on behalf of a child who is of the correct age range for the any of the following transfer phase and the child is already receiving education in a secondary school or the LA, as the 'clearing house', is aware that the child is receiving an education suitable to his/her age, aptitude and ability, no action will be taken to encourage a parent to make an application:

- CAF (UTC/Studio) for transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC)

7.3 If the LA, as the 'clearing house', has taken appropriate steps to enable and encourage a parent to make an application and request preferences for their child, and the parent has made neither an application nor provided information about alternative arrangements that will be made so that the child is in receipt of an education suitable to his/her age, aptitude and ability, the LA will refer the child's details to the appropriate services for tracking ('children missing education').

8. Continued Interest (or Waiting) Lists

8.1 For Community and Voluntary Controlled schools in Oxfordshire, waiting lists will be known as Continued Interest Lists (CILs).

8.2 For some state-funded mainstream OAA schools and academies in Oxfordshire, waiting lists will be known as Continued Interest Lists (CILs).

- 8.3 For schools and academies outside Oxfordshire, local arrangements and terminology will be used according to the coordinated scheme of the LA for that area and/or the admission arrangements and rules published by the school.
- 8.4 On Offer Day (see Section 6 above), parents will be provided with details of how to add their child's name to the Continued Interest (or Waiting) List for any state-funded mainstream school in Oxfordshire where a place could not be offered that was listed as a higher preference on the application than the school offered. This system is known as the 'opt-in' system. A child will not automatically be added to the Continued Interest (or Waiting) List for an Oxfordshire school unless the parent requests this in writing.
- 8.5 On Offer Day (see Section 6 above), parents will be provided with details of how to add their child's name to the Waiting List for any state-funded mainstream school outside Oxfordshire where a place could not be offered that was listed as a higher preference on the application than the school actually offered. This will not apply if the school concerned is a grammar school and the child did not achieve a suitable qualification mark to be added to the list.
- 8.6 Some LAs and some schools outside Oxfordshire administer an 'opt-out' system for Waiting Lists. This means that a child's name is automatically added to the Waiting List for any school where a place could not be offered that was listed as a higher preference on the application than the school offered. The child's name will remain on that list unless the parent requests in writing for the child's name to be removed from that list or, at a later date, a place is offered.
- 8.7 The LA, as the 'clearing house', acting on behalf of all state-funded mainstream schools and academies in Oxfordshire, will maintain (jointly maintain in the case of OAA schools) the Continued Interest (or Waiting) Lists for entry to any transfer phase listed in 1.2 (above). These lists will normally be maintained from a date shortly after the Offer Day (as shown in the schedule of dates at Annex B) until 30 June 2021. The only exceptions to this will be:
- OAA schools and academies that are part of the co-ordinated in-year admissions scheme that have formally determined that the Continued Interest (or Waiting) List will be discontinued at an earlier or later date; or
 - OAA schools and academies that are not part of the co-ordinated in-year admissions scheme. In this case, the LA, as 'clearing house', will provide the Continued Interest (or Waiting) List to the OAA school by 1 September 2020 and will cease to maintain any list thereafter.
- 8.8 Once added, a child's name will remain on the relevant Continued Interest (or Waiting) List until one of the following circumstances occurs:
- a place becomes available that is offered to the child;
 - the parent request in writing that the Admission Authority maintaining the list should remove their child's name from the list;
 - the list ceases to be maintained (see 8.7 above).
- 8.9 In the case of OAA schools and academies, the relevant Admission Authority will liaise with the LA, as the 'clearing house', to ensure that the data held by the LA is kept up to date.

- 8.10 The Continued Interest (or Waiting) List will be maintained in order of priority according to the published admission arrangements and oversubscription criteria of the relevant school. Children will not be organised on a list based on the date or time that an application was made.
- 8.11 If a place becomes available at an OAA school after the normal allocations of places have been completed (see Section 9 below), that school will be asked to determine to whom the place should be offered from those listed on the Continued Interest (or Waiting) List. The expectation will be that the place will be offered to the child whose name appears at the top of the list.

9. Second Allocation

- 9.1 After Offer Day, parents will have time to respond to the offer and request to add their child's name to Continued Interest (or Waiting) Lists, as appropriate.
- 9.2 Some allocations on Offer Day are not accepted because parents have made alternative arrangements for their child to receive an education (e.g. independent school). This creates a **temporary** space at the relevant state-funded mainstream school. This space is **not** immediately re-offered.
- 9.3 These spaces will be re-offered on the Second Allocation Day.
- 9.4 After the Response Date (see Annex B), the following types of applications will be considered or re-considered for these spaces:
- late applications received after the Closing Date (see 3.2 above) but by the Response Date (see Annex B);
 - changes of preference received by the Response Date (Annex B), where the child was allocated a place at a school on Offer Day but the parent request in writing for the original preferences to be changed and/or new preferences added;
 - children not allocated a place at a preferred school on Offer Day whose parent request for their name to be added to the Continued Interest (or Waiting) List.
- 9.5 The LA, as the 'clearing house', will continue to coordinate with all state-funded mainstream schools and academies in Oxfordshire and all LAs in England to continue the process of a one school offer for each child in the relevant transfer.

ANNEX A

GLOSSARY OF KEY TERMS

Academies

Academies are publicly funded independent schools.

Academies do not have to follow the National Curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies are funded directly by the Government, not their local council. They are run by an academy trust which employs the staff. Some academies have sponsors such as businesses, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

Admission arrangements and oversubscription criteria

The arrangements and rules for a particular school or schools that determine the procedures and decision-making for admitting pupils to the school(s).

Admission Authority

The body responsible for setting and applying admission rules for a school or schools. In the case of schools that are Community or Voluntary Controlled (see below), the responsible body is the Local Authority. However, for any other type of school (i.e. academies, free schools, foundation and trust schools, University Technical Colleges (UTCs), studio schools and voluntary aided schools), the responsible body is the individual school's governing body or academy committee or trust board.

“CAF (Primary)”, “CAF (Junior)”, “CAF (Secondary)” and “CAF (UTC/Studio)”

The application forms supplied by the LA on paper or electronically which need to be used by all Oxfordshire parents seeking a place for their child in a state-funded mainstream school in England.

Community Schools

A state-funded school for which the LA is the Admissions Authority (see above).

Education & Skills Funding Agency (ESFA)

An executive agency sponsored by the Department for Education:

- that is accountable for £58 billion of funding for the education and training sector, providing assurance that public funds are properly spent, achieving value for money for the tax payer and delivering the policies and priorities set by the Secretary of State;
- that regulates academies, further education and sixth-form colleges, and training providers, intervenes where there is risk of failure or where there is evidence of mismanagement of public funds;
- that delivers major projects and operates key services in the education and skills sector, such as school capital programmes.

Free Schools

Free schools are funded by the government but aren't run by the local council. They have more control over how they do things. They're 'all-ability' schools, so can't use academic selection processes like a grammar school. Free schools can:

- set their own pay and conditions for staff;
- change the length of school terms and the school day.

They do not have to follow the National Curriculum.

Funding Agreement

A legal document between the Secretary of State for Education (via the ESFA) and a provider.

Infant schools

A school for children aged 5 to 7 (Years Reception to Year 2) or 3 to 7 (if the school has attached nursery provision).

Junior schools

A school for children aged 7 to 11 (Years 3 to 6).

The LA

In this document "LA" refers to Oxfordshire County Council.

The LA area

This means the administrative area for which Oxfordshire County Council is responsible.

Measuring policy

The LA will measure home to school distance using the shortest designated route. See Annex D for more details.

Own admission authority (OAA) schools

This term is used to describe any school which is not Community or Voluntary Controlled (i.e. academies, free schools, foundation and trust schools, University Technical Colleges (UTCs), studio schools and voluntary aided schools). The Local Authority is not the Admission Authority for these schools.

Parent

Section 576 of the Education Act 1996 defines '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.

Primary schools

A school for children aged 5 to 11 (Years Reception to Year 6) or 3 to 11 (if the school has attached nursery provision).

Published Admission Number (PAN)

This is the number of places the school will offer to start in the relevant year group (Reception year group, Year 3, Year 7 or Year 10) in the allocation year subject to receiving enough applications for places. A school cannot refuse to admit a child if the PAN has not been reached. A school can choose to (or be required to) admit children above the PAN.

Schools

In this document "school" refers to any state-funded mainstream establishment (see below) for children aged 4 to 18. Special schools are not mainstream schools and are not covered by this scheme. A child can usually only attend a special school if he/she has an Education, Health & Care Plan (EHCP).

Secondary schools

A school for children aged 11 to 16 (Years 7 to 11) or 11 to 18 (where the school has an attached Sixth Form).

Supplementary Information Form (SIF)

The Governing Body or Academy Committee or Directors of any state-funded mainstream OAA school included in this scheme may request parents who wish to list, or have listed, that school on the application form to provide additional information on a Supplementary Information Form (SIF). The SIF is a device to collect additional information not covered by the LA application process to enable the Admissions Authority of a state-funded mainstream OAA school to make an admissions decision based on its oversubscription criteria. A SIF on its own cannot be considered as an application for a place and a parent still needs to complete an application form (online or on paper).

State-funded mainstream school

Any school that is funded by Central Government (whether via the Local Authority or via the ESFA). This is all Academies, Community schools, Foundation schools, Free schools, Studio Schools, Trust schools, University Technical Colleges (UTCs), Voluntary Aided schools and Voluntary Controlled schools. Independent (fee-paying) schools are not state-funded mainstream schools.

This scheme does not cover independent schools. Parents will not be able to apply for a place at an independent school using this scheme.

Studio schools

A school for children aged 14 to 18 (Year 10 to 13) that is designed to give students practical skills in workplace environments as well as traditional academic and vocational courses of study. Studio schools are funded by the ESFA. Studio Schools usually run on a business model where students wear business attire and the school day operates business hours.

Trust Schools

A school funded by the ESFA, independent of local authority (LA) control, self-governing, registered as a charity (or part of a charity) and run by a Trust. They have a Funding Agreement with the Secretary of State for Education that stipulates that they must participate in the coordinated admissions arrangements and conform to the requirements of the School Admissions Code. The Governors or Directors of a Trust School set admissions rules and make admissions decisions.

University Technical Colleges (UTCs)

A school/college for children aged 14 to 18 (Years 10 to 13) which specialises in technical studies and is sponsored by a university. It offers full-time courses which combine practical and academic studies. Employers are involved from the start in shaping the curriculum. UTCs are funded by the ESFA. UTCs usually run on a business model where students wear business attire and the school day operates business hours.

Voluntary Aided schools

State-funded schools in England and Wales in which a Foundation or Trust (usually a religious organisation), contributes to building costs and has a substantial influence in the running of the school. Such schools have more autonomy than Voluntary Controlled schools. In most cases the Foundation or the Trust owns the buildings. The governing body of these schools is responsible for setting admissions rules and making admissions decisions.

Voluntary Controlled schools

A state-funded school for which the LA is the Admissions Authority (see above).

ANNEX B

KEY ADMISSION DATES

‘SECONDARY TRANSFER PHASE’

As specified in 1.2 (above), these dates are for the following transfer phase:

- transfer from Year 6 in a primary or junior school to Year 7 in a secondary school

Dates in bold are national dates specified by the 2014 School Admissions Code.

Date	Description
Thursday, 5 September 2019	Opening Date for paper and online applications
Thursday, 12 September 2019	“Moving On” booklet published online; Printed copies of “Moving On” available on request from the LA
Thursday, 31 October 2019	National Closing Date for on-time applications (online or paper)
Thursday, 14 November 2019	Final date for confirmation of change of address as part of the on-time application process; Final date for late applications with extenuating reasons to be considered as on-time applications (See Annex C)
Monday, 25 November 2019	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA’s area
Tuesday, 10 December 2019	Send date for the LA to send information about applications to OAA schools in Oxfordshire so that OAA schools can consider applications and rank applicants (see 5.6 and 5.7 above)
Friday, 17 January 2020	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
Friday, 31 January 2020	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school
Monday, 3 February 2020	The process to allocate school places begins (see 5.10ff above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
Friday, 14 February 2020	Stable state is achieved (see 5.19 above)
Wednesday, 19 February 2020	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.22ff above)

Date	Description
Friday, 21 February 2020	Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.27 above)
Friday, 28 February 2020	All letters and reports prepared; confidential notifications sent to schools
Monday, 2 March 2020	National Offer Day; Emails sent by 2pm for those who applied online; Letters sent by second-class post for those applicants to be notified by post (see 6.3 and 6.4 above)
Wednesday, 18 March 2020	Response date for offers made on 2 March 2020 (online or paper responses); Response date for requests to join Continued Interest Lists (CILs) for consideration in the second allocation; Date for change of preference requests to be received for consideration in the second allocation; Date for late applications to be received for consideration in the second allocation
Monday, 23 March 2020	CILs start; Start of second allocation process
Tuesday, 5 May 2020	Second Allocation Day; No emails are sent on second allocation day; Offer letters sent by second-class post for offers or re-offers
Tuesday, 19 May 2020	Response date for offers made on 5 May 2020 (paper responses); Response date for requests to join CILs;
Late May to August 2020	Applications received after 18 March considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the CIL or new applicants whose applications have not yet been determined
September 2020	Children start Year 7 at the new secondary school at which they were allocated a place on 2 March 2020 or 5 May 2020 or in late May to August 2020
Wednesday, 30 June 2021	CILs cease to be maintained (unless an earlier end date for CILs was specified in an OAA school's admission arrangements)

'UTC/STUDIO TRANSFER PHASE'

As specified in 1.2 (above), these dates are for the following transfer phase:

- transfer from Year 9 in a secondary school to Year 10 in a Studio School or University Technical College (UTC)

Dates in bold are national dates specified by the 2014 School Admissions Code.

Date	Description
Thursday, 5 September 2019	Opening Date for paper and online applications
Thursday, 12 September 2019	“Further Steps” booklet published online; Printed copies of “Further Steps” available on request from the LA
Friday, 29 November 2019	Closing Date for on-time applications (online or paper)
Friday, 13 December 2019	Final date for confirmation of change of address as part of the on-time application process; Final date for late applications with extenuating reasons to be considered as on-time applications (See Annex C)
Thursday, 18 December 2019	Send date for the LA to send information about applications to OAA schools in Oxfordshire so that OAA schools can consider applications and rank applicants (see 5.6 and 5.7 above)
Friday, 17 January 2020	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
Friday, 31 January 2020	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school
Monday, 3 February 2020	The process to allocate school places begins (see 5.10ff above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
Friday, 14 February 2020	Stable state is achieved (see 5.19 above)
Wednesday, 19 February 2020	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.22ff above)
Friday, 21 February 2020	Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.27 above)
Friday, 28 February 2020	All letters and reports prepared; confidential notifications sent to schools
Monday, 2 March 2020	National Offer Day; Emails sent by 2pm for those who applied online; Letters sent by second-class post for those applicants to be notified by post (see 6.3 and 6.4 above)
Wednesday, 18 March 2020	Response date for offers made on 2 March 2020 (online or paper responses); Response date for requests to join Continued Interest Lists (CILs) for consideration in the second allocation; Date for change of preference requests to be received for consideration in the second allocation;

Date	Description
Wednesday, 18 March 2020 (continued)	Date for late applications to be received for consideration in the second allocation
Monday, 23 March 2020	CILs start; Start of second allocation process
Tuesday, 5 May 2020	Second Allocation Day; No emails are sent on second allocation day; Offer letters sent by second-class post for offers or re-offers
Tuesday, 19 May 2020	Response date for offers made on 5 May 2020 (paper responses); Response date for requests to join CILs
Late May to August 2020	Applications received after 18 March considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the CIL or new applicants whose applications have not yet been determined
September 2020	Children start Year 10 at the Studio School or UTC at which they were allocated a place on 2 March 2020 or 5 May 2020 or in late May to August 2020
Wednesday, 30 June 2021	CILs cease to be maintained (unless an earlier end date for CILs was specified in an OAA school's admission arrangements)

'PRIMARY TRANSFER PHASE'

As specified in 1.2 (above), these dates are for the following transfer phases:

- entry to the Reception year group
- transfer from Year 2 in an infant school to Year 3 in a junior or primary school

Dates in bold are national dates specified by the 2014 School Admissions Code.

Date	Description
Thursday, 12 September 2019	"Starting School" booklet and 'Stepping Up" booklet published online; Printed copies of "Starting School" and/or "Stepping Up" available on request from the LA
Friday, 1 November 2019	Opening Date for paper and online applications
Wednesday, 15 January 2020	Closing Date for on-time applications (online or paper)
Thursday, 30 January 2020	Final date for confirmation of change of address as part of the on-time application process; Final date for late applications with extenuating reasons to be considered as on-time applications (See Annex C)

Date	Description
Friday, 31 January 2020	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to 'name' a school
Wednesday, 5 February 2020	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA's area
Monday, 3 March 2020	Send date for the LA to send information about applications to OAA schools in Oxfordshire so that OAA schools can consider applications and rank applicants (see 5.6 and 5.7 above)
Friday, 20 March 2020	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
Tuesday, 24 March 2020	The process to allocate school places begins (see 5.10ff above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
Tuesday, 31 March 2020	Stable state is achieved (see 5.19 above)
Thursday, 2 April 2020	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.22ff above)
Monday, 6 April 2020	Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.27 above)
Tuesday, 14 April 2020	All letters and reports prepared; confidential notifications sent to schools
Thursday, 16 April 2020	National Offer Day; Emails sent by 2pm for those who applied online; Letters sent by second-class post for those applicants to be notified by post (see 6.3 and 6.4 above)
Tuesday, 5 May 2020	Response date for offers made on 16 April 2020 (online or paper responses); Response date for requests to join Continued Interest Lists (CILs) for consideration in the second allocation; Date for change of preference requests to be received for consideration in the second allocation; Date for late applications to be received for consideration in the second allocation
Monday, 11 May 2020	CILs start; Start of second allocation process
Tuesday, 9 June 2020	Second Allocation Day; No emails are sent on second allocation day; Offer letters sent by second-class post for offers or re-offers

Date	Description
Monday, 29 June 2020	Response date for offers made on 9 June 2020 (paper responses); Response date for requests to join CILs
Early July to August 2020	Applications received after 5 May considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the CIL or new applicants whose applications have not yet been determined
September 2020	Children start Reception year group at the new primary or infant school at which they were allocated a place on 16 April 2020 or 9 June 2020 or in July to August 2020; Children start Year 3 at the new junior or primary school at which they were allocated a place on 16 April 2020 or 9 June 2020 or in July to August 2020
Wednesday, 30 June 2021	CILs cease to be maintained (unless an earlier end date for CILs was specified in an OAA school's admission arrangements)

ANNEX C

LATE APPLICATIONS PROCEDURE

The LA will follow the procedure set out below when dealing with and considering late applications received after the National Closing Date or Local Closing Date. The National Closing Dates for transfers are:

- 31 October for applications for secondary school transfer;
- 15 January for applications for transfer from infant school to junior or primary school;
- 15 January for applications to start primary or infant school for the first time.

The Local Closing Date for transfer is

30 November (or nearest working day) for applications for transfer from secondary school to Studio Schools/UTCs;

1. Between the Closing Date and 5pm on the date published in the LA's Co-ordinated scheme for receipt of proof of address or late applications with extenuating reasons (hereinafter called 'Late Closing Date 1'), all paper applications received (with evidence and envelopes) will be collected centrally.
2. An officer in the School Admissions team will record on the ONE database that a late application has been received within 2 school days of the receipt of the application. This will help officers in the School Admissions team and the Customer Service Centre to know that a late application has been received.
3. The LA will constitute a sub-committee of three specialist officers with a portfolio in Education Sufficiency (School Admissions) to meet to look at all late applications received between the dates set out in paragraph 1 above. This committee will be known as the 'Late Applications Sub-Committee' (LASC). The membership of the Sub-Committee will always be:
 - One Grade 12 Senior Officer (School Admissions portfolio); and
 - One Grade 9 Senior Admissions Officer (School Admissions portfolio); and
 - One Officer from either of the above categories.
4. Where a late application has been received but no mitigating reasons have been attached, each individual member of the LASC will consider the late application but shall record a decision that the application has no extenuating reasons and is therefore late.
5. Exceptions to the above will be made where a child has a Statement of Special Educational Need or an Education, Health and Care Plan or is a Looked After child or previously Looked After child. Such applications will be recorded as having been received on-time. Where the parent has provided no mitigating reasons for the late application but the child's current school has provided information/evidence about the family circumstances, the individual members of the LASC have discretion to take these circumstances into account and accept the application as having been received on-time.
6. Where a late application is supported by mitigating reasons, each individual member of the LASC will consider the reasons and record their decision. It is desirable (but not essential) that consensus is reached between the members of the LASC and each member can discuss their reasons for their decision with the other two members of the LASC before the

decision is formally recorded. Where the decision is not unanimous, the dissenting vote will be recorded and kept with the late application form.

7. After the conclusion of the LASC meeting, the decisions for each late application will be recorded on a spreadsheet within 3 school days.
8. Where a late application is accepted as on-time, a member of the LASC will amend the record for the child on the ONE database removing reference to the late application and adding the preferences for the application as an on-time application within 24 hours of the LASC meeting.
9. Within 10 school days of the LASC meeting, a letter will be sent to the parent informing them of the decision.
10. If an applicant (parent), after receipt of the decision letter, makes representation (with or without further mitigating information/evidence) for the LASC decision to be reviewed, the original application with any supporting evidence received at that time together with any new information will be taken to the Admissions & Transport Services Manager for a new decision.
11. The Admissions & Transport Services Manager will never be a member of the LASC and has discretion to over-rule a decision made by the LASC.
12. Late applications received after Late Closing Date 1 cannot be considered as on-time under any circumstances because processes will have already started which makes it difficult to add further applications.
13. Between the Late Application Closing Date 1 and the date by which the LA has published in its scheme that it will send details to other LAs of applications received for home residents (hereinafter to be called the 'LA swap date') the LASC and/or the Admissions & Transport Services Manager have discretion to consider a late application with strong extenuating reasons as having been received on-time.
14. Late applications received after the LA swap date, regardless whether extenuating reasons have been provided, cannot be considered as on-time except as detailed in Paragraph 15 below.
15. If a late application is received after the LA swap date but before the date when the LA has published in its scheme that it will send lists of applications to Other Admissions Authority (OAA) schools within Oxfordshire (hereinafter to be called 'OAA send date'), and the application is supported by strong extenuating reasons as to why it should be considered on-time, and the preferences received on the late application are not for any schools outside Oxfordshire, then the Admissions & Transport Services Manager has sole discretion to consider the application to have been received on-time.
16. Late applications received after the OAA send date, regardless whether extenuating reasons have been provided, cannot be considered as on-time except as detailed in Paragraph 17 below.
17. If a late application is received after the OAA send date but before the date when the LA has published in its scheme that it will receive lists of applications from OAA schools within Oxfordshire (hereinafter to be called 'OAA receive date'), and the application is supported by strong extenuating reasons as to why it should be considered on-time, and the

preferences received on the late application are not for any schools outside Oxfordshire or for any OAA schools within Oxfordshire, then the Admissions & Transport Services Manager has sole discretion to consider the application to have been received on-time.

18. Late applications received after the OAA receive date, regardless whether extenuating reasons have been provided, cannot be considered as on-time under any circumstances.
19. Late applications and late changes of preference received after the Late Closing Date 1 but by 5pm on the date when responses to the offers made on National Offer Day should be received as detailed in the LA's scheme (hereinafter to be called the 'Response Date') will be considered as late applications for the second round of the admissions process as detailed in the LA's scheme. The National Offer Day is:
 - 1 March (or next working day) for applications for secondary school transfer;
 - 1 March (or next working day) for applications for transfer from secondary school to Studio Schools/ UTCs;
 - 16 April (or next working day) for applications for transfer from infant school to junior or primary school;
 - 16 April (or next working day) for applications to start primary or infant school for the first time.The Response Date is usually approximately 15 school days after National Offer Day and is published each year in the LA's scheme.
20. The second round of the admissions process will run according to the dates published in the LA's scheme. For applications for secondary school transfer and transfer from secondary school to Studio Schools/UTCs the second round of the admissions process will run in April and notification will be sent out at the beginning of May. For application for transfer from infant to junior or primary school and to start primary or infant school for the first time, the second round of the admissions process will run in May and early June and notification will be sent out in mid-June. Exact dates will be published in the LA's scheme each year.
21. Late applications and late changes of preference received after the Response Date will not be considered in the second round of the admissions process. Such late applications will be considered after the response date for the second round of the admissions process as published in the LA's scheme.

ANNEX D

MEASURING DISTANCES FROM HOME TO SCHOOL

There are two ways to measure children's distances from home school for admissions purposes to determine which children live closest to the school. These are "shortest designated route" and "straight line distance".

The shortest safe route is also measured from home to school. This route and distance is used to determine whether a child is eligible for free home to school transport.

The LA currently uses the "shortest designated route" to measure home to school distances for children to all schools where the LA is the Admissions Authority

Some OAA schools also use "shortest designated route".

Some OAA schools use "straight line distance".

"Shortest designated route"

This route is defined on the LA's Geographic Information System.

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

The shortest designated route is established using an algorithm within the bespoke software used

by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

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 because, for example, where the measurement uses a road, the route 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 lead to inconsistency in the method used to measure the shortest designated route and would constitute maladministration of the admissions process.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire's county boundary) an internet mapping solution will be used. For addresses in Europe, we use maps.google.co.uk For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using itouchmap.com/latlong.html We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using www.nhc.noaa.gov/gccalc.shtml

“Shortest safe route” for transport assessments

This is measured using the same software and the same algorithm as for the shortest designated route (see above). However, in this mode of calculation, certain parts of the network of roads and/or paths have been specified as unsafe and the route will use an alternative direction which will be longer. This longer distance will be used to determine whether a child is eligible for free home to school transport.

“Straight line distance”

The straight line distance used to determine proximity of the home to the school will be measured on behalf of OAA schools by the LA. The start point of the measurement will be the geographical placement of the address (address point using the Easting/Northing British Co-ordinate system) as available to Oxfordshire Council from information compiled from Royal Mail and/or district or city councils. This placement is accurate to 10 centimetres. The end point of the measurement will be determined by the Admissions Authority of the OAA school and provided to the LA. The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.