

Delegated Decisions by Cabinet Member for Children and Young People

Tuesday, 24 January 2026

ADDENDA

7. Determination of 2027-28 Admission Arrangements for OCC Community and VC Schools (Pages 5 - 142)

Cabinet Member: Children & Young People

Forward Plan Ref: 2025/275

Contact: Carly Williams, Service Manager (Carly.Williams@oxfordshire.gov.uk)

Report by Director of Children's Services (**CMDCEYP7**).

The Cabinet Member is RECOMMENDED to approve and determine the following documents:

- a) **Scheme of Co-ordination for Normal Points of Transfer**
- b) **Admission Arrangements and Oversubscription Criteria for
Community and Voluntary Controlled Schools**
- c) **Published Admission Numbers (PANs)**
- d) **In-Year Admissions Scheme**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

DELEGATED DECISIONS BY CABINET MEMBER FOR CHILDREN AND YOUNG PEOPLE

24 FEBRUARY 2026

Determination of 2027-28 Admission Arrangements for OCC Community and VC Schools

Report by Director of Children's Services

Recommendation

The Cabinet Member is **RECOMMENDED** to approve and determine the following documents:

- a) **Scheme of Co-ordination for Normal Points of Transfer**
- b) **Admission Arrangements and Oversubscription Criteria for Community and Voluntary Controlled Schools**
- c) **Published Admission Numbers (PANs)**
- d) **In-Year Admissions Scheme**

Executive Summary

2. This report outlines the proposed school admissions arrangements for Oxfordshire for the 2027–28 academic year following public consultation. It covers four key policy documents:
 - Scheme of Co-ordination for Normal Points of Transfer (Appendix A)
 - Admission Arrangements and Oversubscription Criteria for Community and Voluntary Controlled Schools (Appendix B)
 - Published Admission Numbers (PANs) (Appendix C)
 - In-Year Admissions Scheme (Appendix D)
3. These documents have been reviewed and updated to ensure compliance with the School Admissions Code 2021 and relevant legislation. The proposed changes aim to improve clarity, fairness, and operational efficiency in the admissions process.

Key changes and highlights:

4. Home to School Travel: All references to notification of eligibility removed from the documents to allow flexibility for future parent-led travel application models.
5. Waiting List Closure: Revised to 21 July 2028 (end of school year) to ensure late-term vacancies can be filled before summer.

6. School Gates: A document with details of school gates for community and voluntary controlled schools has been added to the Admission Arrangements and Oversubscription Criteria document.
7. Disputed Applications: A new policy has been developed with Legal Services to explain how applications will be processed where this is parental disagreement.
8. Service Personnel and Crown Servants: Highlighted that applications with official relocation letters will be processed immediately, regardless of start date and specific reference to the Armed Forces Covenant added.
9. Admissions Decision-Making: Clarification that Admission Authorities retain full responsibility; references to the LA acting as “agent” have been removed.
10. On-Roll Reporting: Frequency increased from every 10 to every 5 school days to improve vacancy data accuracy.
11. Published Admission Number (PAN) Changes:
Ducklington Church of England Primary School
Reduction in PAN for 2027/28 from 30 to 20
North Kidlington Primary School
Reduction in PAN for 2027/28 from 45 to 30

Background

12. Paragraph 1.45 of the 2021 School Admissions Code requires Admission Authorities to consult when changes are proposed to admission arrangements that will apply for admission applications the following school year or at least once every seven years. The consultation must be for a minimum of 6 calendar weeks between 1 October and 31 January.
13. The previous consultation was between 1 November 2024 and 31 January 2025.
14. The Council’s practice is to consult annually on the arrangements/rules and schemes for the following year even where no substantive changes are proposed.
15. The term ‘admission arrangements’ means the overall procedure, practices and oversubscription criteria used to allow parents to apply for school places, process those requests and decide on the allocation including any device or means used to determine whether a school place is to be offered.
16. The Council is the Admission Authority for all community and voluntary controlled schools within Oxfordshire. Therefore, the Council is responsible for determining the admission arrangements, over-subscription criteria and Published Admission Numbers (PANs) for these schools.

17. This admission arrangements and oversubscription criteria set out how places will be allocated at community and voluntary controlled schools.
18. The 2021 School Admissions Code requires oversubscription criteria to be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including equalities legislation. Admission authorities must ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs. In Oxfordshire the practice continues to be for schools to prioritise children in their local community in the first instance. Therefore, children in the catchment area have a higher priority than those with siblings already at the school or attending particular linked schools. These proposed over-subscription criteria comply with the Code and all relevant legislation are permissible and therefore do not breach equality legislation.
19. As required by the School Admissions Code, the council provides a co-ordinated scheme for phased transfers. These are:
 - Starting infant/primary school for the first time in Reception (4 year olds)
 - Transferring from infant/primary to primary/junior school (7 year olds)
 - Starting secondary school for the first time (11 year olds)The scheme sets out the formal process that will be followed in Oxfordshire to allow parents/carers to apply for phased transfers, process those applications liaising appropriately with other local authorities and OAA schools and allocate school places on the National Offer Day set in the 2021 School Admissions Code and at later dates. The dates are set within the scheme.
20. All Admission Authorities in Oxfordshire must participate in the scheme for the above phased transfers. By determining this scheme it becomes part of the admission arrangements/rules for all schools in Oxfordshire whether they are community, voluntary controlled or OAA schools.
21. Paragraph 2.23 of the 2021 School Admissions Code makes the existence of a scheme to process in-year applications voluntary. In Oxfordshire the policy continues to be to operate a co-ordinated in-year scheme.
22. All community and voluntary controlled schools must be part of this scheme because the Council is the Admission Authority. OAA schools are assumed to be participants in the scheme as well unless they have opted out. A small number of OAA schools have opted out. By determining this scheme it becomes part of the admission arrangements/rules for all participating schools in Oxfordshire whether they are community, voluntary controlled or OAA schools (unless they have opted out where they must continue to comply with the 2021 School Admissions Code which places responsibility on them to co-operate with the local authority).
23. Paragraph 1.49 of the 2021 School Admissions Code requires Admission Authorities to determine their arrangements/rules and PAN annually by 28 February.
24. Paragraph 1.50 of the 2021 School Admissions Code requires Admission Authorities to publish their arrangements/rules and PAN annually by 15 March.

Current Situation and Proposals for Change

25. In 2024, the Schools Adjudicator was asked to consider a proposed change to the Published Admission Number (PAN) for a voluntary controlled school. As part of this determination, the Adjudicator reviewed all four relevant documents: the admission arrangements, admission rules, coordinated scheme, and in-year scheme.
26. In the resulting report (REF4237), issued on 25 February 2024, the Adjudicator identified aspects within these documents that were, in their view, not compliant with the 2021 School Admissions Code. The Council subsequently amended the arrangements, rules, and schemes for future years, and these revisions have been incorporated into the 2027–28 documents.
27. The Council is therefore satisfied that all four documents (the admission arrangements, admission rules, coordinated scheme, and in-year scheme) are compliant with the 2021 School Admissions Code and the relevant legislation.

Scheme of Co-ordination for Normal Points of Transfer for the 2027-28 school year

28. The first section of this document shows the proposed amendments since the “Determined scheme of co-ordination for admissions to schools at the normal points of entry/transfer for the 2026/27 academic year”. In summary these are:
 - Date changes for the new school year cycle.
 - There is no statutory requirement for the co-ordinated scheme to include references to Home to School Travel entitlement or the criteria and processes used to assess eligibility under the Home to School Travel and Transport Policy. In light of ongoing discussions regarding a potential move towards parent-led travel applications, all references to Home to School Travel eligibility notification have been removed from the scheme. This change is intended to provide flexibility for future policy decisions.
 - The date on which waiting lists will close has been revised from 30 June 2028 to the final day of the school year. This change ensures that any school places which become available towards the end of term can still be offered to children in need of a place before the summer break begins.
 - As a result of the feedback received and recent legal advice regarding the Council’s procedures for handling applications involving parental disputes, the proposed approach of using GP registration to determine which application to progress will not be implemented. Instead, a new annex (Annex G) has been added to this document, providing clear and updated guidance on how these applications will be processed. This annex has been developed and approved

by Legal Services and will also be published on the Council's web pages as a policy.

- No other changes proposed.

Proposed Admission Arrangements and Over-subscription Criteria for Community and Voluntary Controlled Schools for the 2027/28 school year

29. The first section of this document shows the proposed amendments since the "Determined Admission Arrangements and Over-subscription Criteria for Community and Voluntary Controlled Schools for the 2026/27 academic year". In summary these are:

- Dates changed for the new school year cycle.
- There is no statutory requirement for the admissions arrangements to include references to Home to School Travel entitlement or the criteria and process used to assess eligibility under the Home to School Travel and Transport Policy. In light of ongoing discussions regarding a potential move towards parent-led travel applications, reference to Home to School Travel eligibility notification have been removed from the arrangements. This change is intended to provide flexibility for future policy decisions.
- The date on which waiting lists will close has been revised from 30 June 2028 to 21 July 2028, aligning with the final day of the school year. This change ensures that any school places which become available towards the end of term can still be offered to children in need of a place before the summer break begins.
- A new annex (Annex A) has been added which contains the names and Eastings and Northings for the gates used for distance measurements for all OCC schools.
- As a result of the feedback received, specific reference to the Armed Forces Covenant has been added to the section relating to home addresses for families of service personnel with a confirmed posting, or crown servants returning from overseas.
- As a result of the feedback received and recent legal advice regarding the Council's procedures for handling applications involving parental disputes, the proposed approach of using GP registration to determine which application to progress will not be implemented. Instead, a new annex (Annex G) has been added to this document, providing clear and updated guidance on how these applications will be processed. This annex has been developed and approved by Legal Services and will also be published on the Council's web pages as a policy.
- No other changes proposed.

Published Admission Numbers (PANs) proposed for Community & Voluntary Controlled Schools for the 2027/28 school year

30. The first section of this document shows the proposed amendments since the “Published Admission Numbers (PANs) determined for Community & Voluntary Controlled Schools for the 2026/27 academic year”. In summary these are:

- **North Kidlington Primary School**

The school initiated a request to reduce its Published Admission Number (PAN) for 2027/28 from 45 to 30. The Governors also asked the Council to apply to the Schools Adjudicator for variations to the PAN for earlier years. The adjudicator approved the reduction from 45 to 30 for 2025/26 but did not approve the same change for 2026/27, citing insufficient data on reception applications for that year. However, the adjudicator indicated they would consider a re-application in 2026, once more information on September 2026 reception applications is available.

- **Ducklington Church of England Primary School**

The school have requested to reduce the PAN from 30 to 20.

- No other changes proposed – the PANs for 2027/28 for all other community and voluntary controlled schools to remain the same as they were for 2026/27.

Proposed In-Year Admissions Scheme for admissions to schools in Oxfordshire for children in year groups Reception to Year 11 for the 2027/28 school year

31. The first section of this document shows the proposed amendments since the “Determined In-Year Admissions Scheme for admissions to schools in Oxfordshire for children in year groups Reception to Year 11 for the 2026/27 academic year”. In summary these are:

- Dates updated for the new school year cycle.
- To improve clarity and support for families of service personnel with confirmed postings, and Crown servants returning from overseas, paragraph 2.9 has been added to the scheme. This confirms that applications submitted with an official relocation letter will be processed immediately, regardless of the intended start date. This amendment aligns with paragraph 2.21 of the School Admissions Code 2021 and enhances the responsiveness and quality of service provided to these families. Specific reference to the Armed Forces Covenant has also been included.
- The School Admissions Code 2021 clearly states that Admission Authorities must retain full responsibility for all admissions decisions. In previous versions of Oxfordshire County Council’s In-Year Admissions Scheme, the local authority was described as acting as “the agent” for Own Admission Authority (OAA) schools, where agreed. To reinforce the non-delegable nature of admissions decisions, all references to this “agency”

role have been removed from the proposed In-Year Admissions Scheme for 2027–28. This amendment ensures a clear separation of responsibilities between the local authority and OAA schools.

- To ensure parents receive accurate and timely information about school vacancies, the reporting frequency of on-roll pupil numbers to the local authority has been updated. Schools will now be required to report this data every five school days, rather than every ten. This change enhances the ability to provide up-to-date information on available places.
- There is no statutory requirement for the in-year scheme to include references to Home to School Travel entitlement or the criteria and process used to assess eligibility under the Home to School Travel and Transport Policy. In light of ongoing discussions regarding a potential move towards parent-led travel applications, all references to Home to School Travel eligibility notification have been removed from the scheme. This change is intended to provide flexibility for future policy decisions.
- The date on which waiting lists will close has been revised from 30 June 2028 to the final day of the school year. This change ensures that any school places which become available towards the end of term can still be offered to children in need of a place before the summer break begins.
- As a result of the feedback received and recent legal advice regarding the Council's procedures for handling applications involving parental disputes, the proposed approach of using GP registration to determine which application to progress will not be implemented. Instead, a new annex (Annex G) has been added to this document, providing clear and updated guidance on how these applications will be processed. This annex has been developed and approved by Legal Services and will also be published on our web pages as a policy.
- No other changes proposed.

Corporate Policies and Priorities

32. The proposed changes to the existing admissions arrangements are in line with county's vision to make Oxfordshire a fairer county by creating strong and connected communities by ensuring:
- Fair access to schools and education
 - Easier for families to access a school place as close to where they live as possible
 - Reducing inequality in our communities and making sure all children feel included and supported to succeed

Financial Implications

33. The proposals in this report are statutory and procedural in nature and do not give rise to any new or additional revenue or capital expenditure for Oxfordshire

County Council. They can be delivered within existing service budgets and resources. Schools are funded through the Dedicated Schools Grant (DSG), which is a ring-fenced grant provided by the Department for Education, and the proposals do not alter school funding arrangements. The recommendations are therefore consistent with the assumptions set out in the Council's Medium Term Financial Strategy (MTFS) and do not require any additional funding, savings, or budget adjustments.

Comments checked by:

Jane Billington, Strategic Finance Business Partner
Jane.billington@oxfordshire.gov.uk

Legal Implications

34. Admission authorities must act in accordance with the, School Admissions Code 2021 which contains the mandatory requirements and statutory guidance for admissions arrangements, the School Admission Appeals Code, School Standards and Framework Act 1998; the Human Rights Act 1998 and the Equality Act 2010.
35. The potential legal implications of the new proposals have been explored, in consultation with the Head of Legal as appropriate and no legal issues have been identified. The prescribed routes to challenge the admissions arrangements, namely appeals, complaints to the Local Government Ombudsman (maintained schools) or the Department of Education (other schools) about an appeal process or Judicial Review, remain available options to challenge these admissions arrangements.

Comments checked by:

Leanne Schrouder
Locum SEN and Education Solicitor
leanne.schrouder@oxfordshire.gov.uk

Staff Implications

36. There are no staffing implications resulting from the proposed changes.

Equality & Inclusion Implications

37. EIA attached

Sustainability Implications

38. N/A

Risk Management

39. N/A

Consultations

40. The statutory public consultation was held from 1 December 2025 to 26 January 2026.
41. The documents were placed on the Council's website giving the address to which comments could be sent. Council communication platforms including Facebook and Twitter were also utilised.
42. Copies of all documents were sent to all school admission authorities within Oxfordshire County Council and the relevant consultation areas as well as neighbouring Councils.
43. The consultation was also published on the Let's Talk Oxfordshire consultation pages: [School admissions consultation 2027/28 | Let's Talk Oxfordshire](#)
44. The Council also coordinated other own admission authority consultations through the website.
45. The Council received three responses to the consultation on Oxfordshire County Council's Scheme of Co-ordination for Normal Points of Transfer, Admission Arrangements and Oversubscription Criteria for Community and Voluntary Controlled Schools, Published Admission Numbers (PANs) and In-Year Admissions Scheme.
46. The comments, the Council's response and any recommendation for change is included at Appendix E.

Lisa Lyons
Director of Children's Services

Annex: Appendix A - Scheme of Co-ordination for Normal Points of Transfer
Appendix B - Admission Arrangements and Oversubscription Criteria for Community and Voluntary Controlled Schools
Appendix C - Published Admission Numbers (PANs)
Appendix D - In-Year Admissions Scheme
Appendix E – Responses to Consultation

Contact Officer: Carly Williams
Admissions and Transport Service Manager
carly.williams@oxfordshire.gov.uk
07860 653287

February 2026

This page is intentionally left blank



**OXFORDSHIRE
COUNTY COUNCIL**

**Scheme of co-ordination for
admissions to schools at the normal points of
entry/transfer for the 2027/28 school year**

**(Consulted upon between 1 December 2025
and 26 January 2026)**

Details of changes since the scheme of co-ordination for admissions to schools at the normal points of entry/transfer for the 2026/27 school year

The following changes have been made:

- Paragraph 1.3 – date change
- Paragraph 1.9 – date change
- Paragraph 1.13 – date change
- Paragraph 2.16 – “and fourth” added
- Paragraph 2.17 – date change
- Paragraph 2.18 – date change
- Paragraph 2.21 added: Please see Annex G for information about how the LA will process school admission applications where there is a parental dispute.
- Paragraph 3.1 – date change
- Paragraph 3.2 – date change
- Paragraph 4.3 – date change
- Paragraph 5.18 – “or” added
- Paragraph 5.27 – paragraph deleted and subsequent paragraphs renumbered accordingly
- Paragraph 5.28 – “report” deleted and replaced with “list”
- Paragraph 6.1 – date change
- Paragraph 6.3 – paragraph deleted and subsequent paragraphs renumbered
- Paragraph 6.4 – second and third bullet points deleted
- Paragraph 6.5 - paragraph deleted and subsequent paragraphs renumbered accordingly
- Paragraph 8.6 – date change
- Paragraph 9.4 – “for that school” added to last bullet point
- Annex B – date change
- Annex B – “Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.27 above) deleted
- Annex C – date change
- Annex C - “Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.27 above) deleted
- Annex C – “CILs” replaced with “Waiting Lists”
- Annex G – deleted
- Annex G – “Processing School Admission Applications Where There Is a Parental Dispute” added

1. Introduction

1.1 These arrangements are compliant with the following:

- School Standards & Framework Act 1998
www.legislation.gov.uk/ukpga/1998/31/contents
- Education Act 2002
www.legislation.gov.uk/ukpga/2002/32/contents
- School Admissions Code 2021
www.gov.uk/government/publications/school-admissions-code--2

1.2 A glossary of key terms used in the scheme is shown at Annex A.

1.3 The scheme covers all state-funded mainstream infant, junior, primary and secondary schools in Oxfordshire, for the normal admissions round for the 2027/28 school 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 2022 to 31 August 2023)
Even if a child already attends the nursery class at a primary or infant school, a new application must be made to start Reception year group in a primary or infant school for the first time (Paragraph 15.d) of the 2021 School Admissions Code].
 - transfer from Year 2 in an infant school to Year 3 in a junior school
(children born 1 September 2019 to 31 August 2020)
A separate application must be made for any transfer from infant to junior school [Paragraph 15.d) of the 2021 School Admissions Code].
- 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 2015 to 31 August 2016)

All applications received by 31 August 2027 will be considered using these arrangements. Applications received from 1 September 2027 onwards will be processed using the arrangements in the In-Year Admissions Scheme.

1.4 An outline of key dates in the 'primary transfer phase' is shown at Annex B. An outline of key dates in the 'secondary transfer phase' is shown at Annex C.

1.5 The Local Authority (LA) will coordinate admissions and act as the 'clearing house' for all applications for the normal phases of transfer listed in 1.3 above.

1.6 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.

- 1.7 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.
- 1.8 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 determined.
- 1.9 The UTC Oxfordshire (Didcot) and the Futures Institute (Banbury) opted out of the scheme from the 2021/22 admissions round onwards. Therefore, it is expected they will remain outside the co-ordinated scheme for the 2027/28 admissions round. However, if these institutions wish to opt into the scheme, they must inform the LA in writing by the last working day in February 2026.
- 1.10 Any applications for admission received directly by schools for any transfer phase outlined in 1.3 above must be passed to the LA, which is the 'clearing house' for all applications for these phases.
- 1.11 When applying for a transfer for any of the phased transfers listed in 1.3 above, the applicant (parent) will receive no more than a single offer of a place.
- 1.12 Relevant information concerning a preference for a school as part of one of the transfers listed in 1.3 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.
- 1.13 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 2026 for children due to start the Reception year group for the first time called "Starting School"; and
 - publishing a composite prospectus online by 12 September 2026 for children due to transfer from infant school to junior or primary school called "Stepping Up"; and
 - publishing a composite prospectus online by 12 September 2026 for children due to transfer from Year 6 in a junior or primary school to Year 7 in a secondary school called "Moving On"; and
 - publishing a composite prospectus online by 12 September 2026 for children able to transfer from Year 9 in a secondary school to Year 10 in a Studio School or UTC called "Further Steps"; and
 - publicising coordinated admission arrangements on the LA public website; and
 - producing posters and/or other advertising information via social media; and
 - enabling parents to apply online or on paper; and
 - writing to parents of children regarding the opportunity to transfer from Year 9 in a secondary school to Year 10 in a Studio School or UTC.
- 1.14 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 2021 School Admissions Code.

- 1.15 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 1.3 above **must not** be sent directly by the school or Governing Body or Academy Committee or Directors before the LA notification has been sent on their behalf.

2. The Application

- 2.1 As outlined in 1.13 above, the LA will enable parents to apply online for any of the transfers outlined in 1.3 above. Online will be the principal means of application.
- 2.2 It will also be possible to apply on paper.
- 2.3 There are 3 paper application forms which are used for the phases listed in 1.3 above:
- CAF (PRIMARY) for entry to the Reception year group
Parents of all children of the appropriate age (see Paragraph 1.3) must apply for a place to start Reception year group in a primary or infant school even if the child already attends a nursery class at a primary or infant school.
 - CAF (JUNIOR) for transfer from Year 2 in an infant school to Year 3 in a junior school
A separate application must be made for any transfer from infant to junior school [Paragraph 15.d) of the 2021 School Admissions Code].
 - CAF (SECONDARY) for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school
- 2.4 Information about how to apply for and obtain a school place will be available online through the LA website. This is the principal 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 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 process applications direct.

- 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 school
 - 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 at a state-funded mainstream Oxfordshire Studio School or UTC in the normal transfer phase will need to apply online or on paper direct to the Studio School or UTC.
- 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 1.3 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; and
 - 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; and
 - 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; and
 - 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); and
 - enable the parent to give reasons for their preference(s) for the school(s) listed; and
 - 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; and
 - 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 Supplementary Information Form (SIF). When this is requested, the details and procedural arrangements must be consistent with the requirements of the 2021 School Admissions Code and the coordinated admission scheme. Information **must not** be requested on the SIF that is specifically prohibited by the School Admissions Code 2021.
- 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, third and fourth preferences received by the LA on their behalf.
- 2.17 The LA will destroy all paper-based application forms for the transfers in 1.3 above no later than 31 August 2028.
- 2.18 The LA will destroy all electronic records of the details of the content of applications made for the transfers in 1.3 above as follows:
- Entry to the Reception year group.
 - Electronic records will be destroyed no later than 31 August 2034.
 - transfer from Year 2 in an infant school to Year 3 in a junior school
 - Electronic records will be destroyed no later than 31 August 2031.
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school

➤ Electronic records will be destroyed no later than 31 August 2032.

2.19 The applicant will have the right to request a copy of the electronic record of the content of the application before the destruction date in 2.18 above.

2.20 The applicant will have the right to request the electronic record of the content of the application to be destroyed on any date after the date in 2.17 above but before the scheduled data destruction date in 2.18 above. If the electronic record of the content of the application is destroyed before the scheduled destruction date, the applicant will no longer be able to request a copy of the electronic record of the content of the application.

2.21 Please see Annex G for information about how the LA will process school admission applications where there is a parental dispute.

3. Opening and Closing Dates

3.1 The transfer phases in 1.3 above will open according to the following schedule:

- 00:01 (12.01am) on 11 September 2026 for all applications for the following phases:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school
- 00:01 (12.01am) on 3 November 2026 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 school

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

- 31 October 2026 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 31 October 2026 for online applications for the following phase:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school
- 15 January 2027 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 15 January 2027 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 continue to be possible to apply online or on paper after the relevant transfer phase has closed at the date/time above. 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 1.3 above and have not made an on-time application (online or on paper), will be asked to complete an application. 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 has 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 16 November 2026 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 29 January 2027 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 will be advisable to provide extenuating reasons in writing to support the late application.
- 4.5 Late applications received prior to the response date for the relevant transfer phase (see dates at Annexes B and C) will be considered for places at schools listed on the CAF alongside those added to the relevant Waiting 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 D.

5. Processing applications and determining offers

- 5.1 The LA, as 'clearing house', will receive all applications.
- 5.2 The LA, as '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 1.3 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 which 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 preference for schools in that LA's area for children living in Oxfordshire for any of the transfer phases in 1.3 above. This data will include all information provided by the parent in support of the application and the rank of the preference (first, second, third or fourth). 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 to the OAA school, 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, third and fourth preferences were received. However, the school **will not** be informed whether the preference is a first, second, third, or fourth preference at the time information is provided about applications. 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, a school admissions appeal is lodged on behalf of an individual child, all parties at an independent appeal panel hearing will receive information about the preferences and the order of them 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 only for that school, in compliance with Paragraph 2.7 of the School Admissions Code 2021.

- 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 only, 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 should 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 for further decision making while the allocation process is being run.
- 5.9 When the LA, as '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, third or fourth preference school as well, the 'offer' at the second, third or fourth 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, third or fourth 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 'clearing house', will import 'offer' or 'no offer' information from other LAs.
- 5.15 If the LA, as '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 but does not need to be reserved an Oxfordshire school because a higher preference in their home LA can be offered, 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 one 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 or fourth 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 or fourth 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 If a child cannot be offered a place at the first, second or third preference schools but can be *provisionally* offered a place at the fourth 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.
- 5.19 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 'clearing house', on behalf of the Admission Authority.
- 5.20 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.
- 5.21 When a stable state has been achieved (see 5.20 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 fewer children offered a place than the Published Admission Number).
- 5.22 The LA, as 'clearing house', will make a list of those schools that are not full.
- 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 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 5.22 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 F) to determine the nearest school with an available place not offered to other children. A new '*LA Referral*' for this 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 will not need to be provided with a list of children identified in this way so that they can consider the children as applicants 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 will receive a list of such children as part of the report they receive after the allocation has been completed (see 5.28 and 5.30 below).

- 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 where they live 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 nearest available 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 '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 considered 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 '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.
- 5.28 When the allocation process is completed, the LA, as '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 list compiled at 5.22 (above) but some of these schools or academies may have been filled as part of the process of allocating places shown in 5.23 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 sent to parents of children who were not offered a school listed as a preference on their application.
- 5.29 When the allocation process is completed, the LA, as '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 preference rank (first, second,

third, fourth or LA Referral) 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 prepare for Offer Day and for sending out relevant information after Offer Day.

5.30 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, third or fourth) 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 answering queries from parents on 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 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 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 school as a confidential document so that the school can make preparations for answering queries from parents on Offer Day and preparing information to send to the new school to which the child will be due to transfer the following September.

6. Offer Day

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

- 1 March 2027 (published as National Offer Date for secondary school transfers in the 2021 School Admissions Code) for the following transfer phase:
 - transfer from Year 6 in a primary or junior school to Year 7 in a secondary school
- 16 April 2027 (published as National Offer Date for primary and junior school transfers in the 2021 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 For all parent who made an on-time online application for their child, an email will be sent on the Offer Day (see 6.1 above). The LA, as 'clearing house', will aim to send the email by 2pm on Offer Day.

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

- the original application was made on paper

6.4 If a place has been offered at a school that was not listed as a preference on the parent's application, the LA, as '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).

6.5 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 child's name can be added to a Waiting List.

6.6 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 transfer phases shown below 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. Where applicable the LA, as '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). The transfer phases are:

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

7.2 If the LA, as '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. Waiting Lists

- 8.1 A waiting list is a list of children whose parent continues to be interested in a possible place at the relevant school should one become available in the future that was ranked higher on the child's application than the school where a place was offered. Names on the list will be in order of the determined and published admission rules and arrangements for that school only. Children will not be organised on a list based on the date or time an application was made.
- 8.2 For Community and Voluntary Controlled schools in Oxfordshire, the LA will hold the waiting list. For OAA schools in Oxfordshire, the LA will jointly hold the waiting list on behalf of the Admission Authority for any transfer phase listed in 1.3 above.
- 8.3 For schools 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 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 Waiting List for an Oxfordshire school unless the parent requests this in writing.
- 8.5 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 a place is offered at a later date.
- 8.6 The LA, as 'clearing house', acting on behalf of all state-funded mainstream schools in Oxfordshire, will maintain (jointly maintain in the case of OAA schools) the Waiting Lists for entry to any transfer phase listed in 1.3 above. These lists will normally be maintained from the working day after Response Date 2 (as shown in the schedule of dates at Annexes B and C) until 21 July 2028. The only exceptions to this will be:
- OAA schools that are part of the co-ordinated in-year admissions scheme that have formally determined that the Waiting List will be discontinued at an earlier or later date; or
 - OAA schools that are not part of the co-ordinated in-year admissions scheme. In this case, the LA, as 'clearing house', will provide the Waiting List to the OAA school by 1 September 2027 and will cease to maintain any list thereafter.
- 8.7 Once added, a child's name will remain on the relevant Waiting List until one of the following circumstances occurs:
- a place becomes available that is offered to the child; or
 - the parent requests in writing that the Admission Authority maintaining the list should remove their child's name from the list; or
 - the list ceases to be maintained (see 8.6 above).

- 8.8 In the case of state funded mainstream OAA schools, the relevant Admission Authority will liaise with the LA, as 'clearing house', to ensure that the data held by the LA is kept up to date.
- 8.9 The Waiting List will be maintained in order of priority according to the published admission arrangements and rules of the relevant school. Children will not be organised on a list based on the date or time an application was made.
- 8.10 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 Waiting List. The expectation will be that the place will be offered to the child whose name appears at the top of the list.
- 8.11 Places will only be offered via the Waiting List if the number of places allocated falls below the Published Admission Number for the relevant school. It is entirely possible that a place will never be offered via the Waiting List because sufficient places never become available.

9. Offer Day 2 (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 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 Annexes B and C), 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 Annexes B and C); and
 - changes of preference received by the Response Date (Annexes B and C), 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; and
 - children who were not allocated a place at a preferred school on Offer Day whose parent requested their name to be added to the Waiting List for that school.
- 9.5 The LA, as 'clearing house', will continue to coordinate with all state-funded mainstream schools in Oxfordshire and all LAs in England to continue the process of one school offer for each child in the relevant transfer.

10. School Appeals

- 10.1 Parents will have the right to a school admissions appeal for a place at any school where a place was not offered (including schools ranked lower on the list of preferences than the school where a place was offered).
- 10.2 Children for whom an appeal has been lodged will be added automatically to the Waiting List for that school. If that school is listed as a lower preference than the school where a place was offered, the LA, as clearing house, will contact parents to ask if the order of preferences should be changed. Parents will be able to opt to remove their child's name from the Waiting List by writing to the LA.
- 10.3 The schedule and dates for school admission appeals will be published separately by the Democratic Services Team of the Council's Law & Governance Directorate or by individual Admissions Authorities where they have taken responsibility to organise school appeal hearings.
- 10.4 Parents of children living in Oxfordshire who wish to appeal for a place at an Oxfordshire school where a place was not offered must do so via the Council's appeals process or via the process for an individual Oxfordshire school. The Democratic Services Team publishes a list of schools that do not use the Council's appeals service.
www.oxfordshire.gov.uk/schoolappeals
- 10.5 Parents of children living in Oxfordshire who wish to appeal for a place at a school that is not in Oxfordshire where a place was not offered must do so via the relevant process for the home LA for the school concerned or via the process for the individual school. Details of the relevant school appeals process will be available on the school's website and/or on the home LA's website.
- 10.6 Parents of children living outside Oxfordshire who wish to appeal for a place at an Oxfordshire school where a place was not offered must do so via the Council's appeals process or via the process for an individual Oxfordshire school. The Democratic Services Team publishes a list of schools that do not use the Council's appeals service.
www.oxfordshire.gov.uk/schoolappeals

ANNEX A – GLOSSARY OF KEY TERMS

Academies

Academies are independent, state-funded schools, which receive their funding directly from central government, rather than through a local authority. The day-to-day running of the school is with the head teacher or principal, but they are overseen by individual charitable bodies called academy trusts and may be part of an academy chain.

These schools are not controlled by Local Government. However, they **must** participate in the coordinated admissions process and they are subject to the School Admissions Code under the terms of their Funding Agreement with the Secretary of State for Education.

Admission arrangements and rules

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 Admission Authority (see above).

Education & Skills Funding Agency (ESFA)

An executive agency sponsored by the Department for Education:

- accountable for £58 billion of funding for the education and training sector, providing assurance that public funds are properly spent and delivering the policies and priorities set by the Secretary of State;
- that regulates academies, further education and sixth-form colleges, and training providers, intervening where there is risk of failure or where there is evidence of mismanagement of public funds;
- delivering major projects and operating key services in the education and skills sector, such as school capital programmes, the National Careers Service, the National Apprenticeship Service and the Learning Records Service

Equal Preference System

A system created by statute to prevent Admission Authorities giving a higher priority to parents who request a school as first preference. Each preference is treated as a separate application

and all are considered equally based only on the admissions rules for the school without reference to whether the school was requested as a first or lower preference. Admissions Authorities are not allowed to know the preference number for an individual preference and the School Admissions Code expressly forbids Local Authorities from passing on this information. After the allocation process has been started and it has been determined which school(s) can offer a place (if any), each child is offered a place at the school which was ranked highest on their application among those that could offer a place. Any lower preference where a place could be offered is not needed and released so that a place can be offered to a lower-ranked child.

Free Schools

A type of academy established since 2010 under the Government's free school policy initiative. From May 2015, usage of the term was formally extended to include new academies set up via a local authority competition. Like other academies, free schools are non-profit-making, state-funded schools which are free to attend but which are mostly independent of the local authority.

Each of these schools has 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 Free School set admissions rules and make admissions decisions.

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

Please see Annexes E and F.

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 stepparents) 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 (EHC) Plan.

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).

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.

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 Admission Authority (see above).

ANNEX B – KEY ADMISSION DATES (PRIMARY TRANSFER PHASE)

As specified in 1.3 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 school

Dates in bold are national dates specified by the 2021 School Admissions Code.

Date	Description
11 September 2026	“Starting School” booklet and ‘Stepping Up” booklet published online; Printed copies of “Starting School” and/or “Stepping Up” available on request from the LA
3 November 2026	Opening Date for paper and online applications
15 January 2027	National Closing Date for on-time applications (online or paper)
29 January 2027	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 D)
29 January 2027	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school
10 February 2027	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA’s area
3 March 2027	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)
25 March 2027	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
31 March 2027	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
2 April 2027	Stable state is achieved (see 5.20 above)
6 April 2027	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.23 above)

Date	Description
14 April 2027	All letters and reports prepared; confidential notifications sent to schools
16 April 2027 (National Offer Day)	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)
30 April 2027 (Late Closing Date)	Response date for offers made on National Offer Day (online or paper responses); Response date for requests to join Waiting Lists 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
7 May 2027	Start of second allocation process
7 June 2027 (Offer Day 2) (Later Closing Date)	Second Allocation Day Offer sent for offers or re-offers Date for later applications to be received for consideration in July
21 June 2027	Response date for offers made on 2 nd Offer Day Response date for requests to join Waiting Lists
22 June 2027	Waiting lists start
Early July 2027	Applications received by Later Closing Date considered Offers made <i>ad hoc</i> as places become available at schools considering those on the Waiting List or new applicants whose applications have not yet been determined
Mid July to end of August 2027	Applications received after Later Closing Date considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the Waiting List or new applicants whose applications have not yet been determined
September 2027	Children start Reception year group at the new primary or infant school at which they were allocated a place on National Offer Day or 2 nd Offer Day or at a later date. Children born 1 April 2022 to 31 August 2022 start full time. Children born 1 September 2022 to 31 August 2023 can start full-time or part-time.
September 2027	Children start Year 3 at the new junior school at which they were allocated a place on National Offer Day, or 2 nd Offer Day, or at a later date.

Date	Description
January 2028 (Spring Term)	<p>Children start (or continue) Reception year group at the new primary or infant school at which they were allocated a place on National Offer Day or 2nd Offer Day or at a later date.</p> <p>Children born 1 September 2022 to 31 December 2022 <u>must</u> be full-time.</p> <p>Children born 1 January 2023 to 31 August 2023 can be full-time or part-time.</p>
April 2028 (Summer Term)	<p>Children start (or continue) Reception year group at the new primary or infant school at which they were allocated a place on National Offer Day or 2nd Offer Day or at a later date.</p> <p>Children born 1 January 2023 to 31 March 2023 <u>must</u> be full-time.</p> <p>Children born 1 April 2023 to 31 August 2023 can be full-time or part-time.</p>
21 July 2028	Waiting Lists cease to be maintained (unless an earlier end date for Waiting Lists was specified in an OAA school's admission arrangements)
August 2028	Paper-based application forms will be destroyed
August 2031	Phase of education ends for children who transferred to Year 3 in a junior school in September 2027 – electronic record of the content of the application for this transfer destroyed
August 2034	Phase of education ends for children who started Reception year group in the 2027/28 school year – electronic record of the content of the application for this transfer destroyed

ANNEX C – KEY ADMISSION DATES (SECONDARY TRANSFER PHASE)

As specified in 1.3 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 2021 School Admissions Code.

Date	Description
11 September 2026	“Moving On” booklet published online; Printed copies of “Moving On” available on request from the LA Opening Date for paper and online applications
31 October 2026	National Closing Date for on-time applications (online or paper)
16 November 2026	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 D)
24 November 2026	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA’s area
15 December 2026	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)
15 January 2027	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
29 January 2027	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school
2 February 2027	The process to allocate school places begins (see 5.10 above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
10 February 2027	Stable state is achieved (see 5.20 above)
16 February 2027	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.23 above)
26 February 2027	All letters and reports prepared; confidential notifications sent to schools

Date	Description
1 March 2027 (National Offer Day)	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)
15 March 2027 (Late Closing Date)	Response date for offers made on National Offer Day (online or paper responses); Response date for requests to join Waiting Lists 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
23 March 2027	Start of second allocation process
7 May 2027 (Offer Day 2) (Later Closing Date)	Second Allocation Day; Offers sent Date for later applications to be received for consideration in late May/June
21 May 2027	Response date for offers made on 2 nd Offer Day (paper responses); Response date for requests to join Waiting Lists
24 May 2027	Waiting Lists start
Late May to early June 2027	Applications received by Later Closing Date considered. Offers will be made <i>ad hoc</i> as places become available at schools considering those on the Waiting List or new applicants whose applications have not yet been determined
Mid June to August 2027	Applications received after Later Closing Date considered. Offers will be made <i>ad hoc</i> as places become available at schools considering those on the Waiting Lists or new applicants whose applications have not yet been determined
September 2027	Children start Year 7 at the new secondary school at which they were allocated a place on National Offer Day or 2 nd Offer Day or later
21 July 2028	Waiting Lists cease to be maintained (unless an earlier end date for Waiting Lists was specified in an OAA school's admission arrangements)
August 2028	Paper-based application forms will be destroyed
August 2032	Children who started Year 7 in a secondary school in September 2026 reach Post-16 – electronic record of the content of the application for this transfer destroyed

ANNEX D – LATE APPLICATIONS PROCEDURE

1. 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.
2. Between the Closing Date and 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 late applications received (with any evidence as appropriate) will be collected and collated.
3. The preferences will be recorded on the database and will be tagged as 'Late', within 2 school days of the receipt of the application.
4. 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 Senior Officer (School Admissions portfolio); and
 - One Senior Admissions Officer (School Admissions portfolio); and
 - One Officer from either of the above categories.
5. Where a late application has been received but no mitigating reasons have been provided, 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.
6. Exceptions to the above will be made where a child has an Education, Health and Care (EHC) Plan or is a Looked After child (known in Oxfordshire as a 'Child We Care For' - CWCF) 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.
7. 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.
8. After the conclusion of the LASC meeting, the decisions for each late application will be recorded on a spreadsheet within 3 school days.
9. Where the LASC makes a unanimous or majority decision that a late application will not be considered on-time, no further notification will be sent to the applicant (parent). Their

original notification at the time they submitted the late application will constitute receipt of the late application.

10. Where a late application is accepted as on-time, a member of the LASC will amend the record for the child on the database removing reference to the late application within 24 hours of the LASC meeting. Within 10 school days of the LASC meeting, a notification will be sent to the parent informing them of the decision to consider their application on-time.
11. If, after the LASC has made a decision, an applicant (parent) makes representation (with or without further mitigating information/evidence) for it 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 Service Manager for a new decision.
12. Late applications received after Late Closing Date 1 cannot be considered as on-time because processes will have already started which will make the addition of further applications/preferences problematic. The LASC will meet once after each Late Closing Date 1. It will not meet again to review a decision already made.
13. The Admissions & Transport Service Manager will never be a member of the LASC and has discretion to over-rule a decision made by the LASC.
14. Between the Late Closing Date 1 and the date by when 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 Admissions & Transport Service Manager has discretion to consider a late application with strong extenuating reasons as having been received on-time.
15. 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 16 below.
16. 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 for schools in Oxfordshire only, then the Admissions & Transport Service Manager has sole discretion to consider the application to have been received on-time.
17. 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 18 below.
18. 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 for schools in Oxfordshire only where the LA is the Admission Authority or is acting as agent for the Admission Authority, then the Admissions & Transport Service Manager has sole discretion to consider the application to have been received on-time.

19. Late applications received after the OAA receive date, regardless whether extenuating reasons have been provided, cannot be considered as on-time under any circumstances.
20. Late applications and late changes of preference received after the Late Closing Date 1 but by 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 Offer Day 2 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;
 - 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 10 school days after National Offer Day and is published each year in the LA's scheme.
21. 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 the second round of the admissions process will run in April and notification will be sent out in early May. For applications 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 notification will be sent out in early June. Exact dates will be published in the LA's scheme each year. The LASC will not meet after Response Date to consider whether a late application received after that date with extenuating reasons will be considered for Offer Day 2.
22. Late applications and late changes of preference received after the Response Date will not be considered for Offer Day 2 of the admissions process. Such late applications will be considered after the response date for Offer Day 2, the date of which is published in the LA's scheme.

ANNEX E – MEASURING DISTANCES FROM HOME TO SCHOOL (STRAIGHT LINE)

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 “straight line distance” (see below) and “shortest designated route” (see Annex F).

The LA uses the “straight line distance” (see below) to measure home to school distances for children to all schools where the LA is the Admission Authority.

The LA uses the “shortest designated route” (see Annex F) to determine the nearest school with an available place not offered to other children.

Some OAA schools also use “straight line distance” (see below).

Some OAA schools use “shortest designated route” (see Annex F).

“Straight line distance”

The start point of the measurement is the “**seed point**” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British all-numeric Co-ordinate System (Easting/Northing). 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.

For schools where the LA is the Admission Authority the end point is the nearest open gate of the school first arrived at from the direction of travel 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 LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

Where the LA is not the Admission Authority, the relevant Admission Authority will provide the determined end point 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.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/. A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

ANNEX F – MEASURING DISTANCES FROM HOME TO SCHOOL (SHORTEST DESIGNATED ROUTE)

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 “straight line distance” (see Annex E) and “shortest designated route” (see below).

The LA uses the “shortest designated route” (see below) to determine the nearest school with an available place not offered to other children.

Some OAA schools use “shortest designated route” (see below).

“Shortest designated route”

This is measured from the same start point defined in the straight-line distance measuring rules (see Annex E). From the start 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. This has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information 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 network has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented network 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 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 Admission Authority. The LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

The measurement is calculated using an algorithm within the bespoke software used by the LA. This software is called EYES (Early Years and Education System) which is supplied by Liquid Logic (<http://www.liquidlogic.co.uk>). Eyes measures in 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, 'Directions' in google.co.uk/maps will be used. For addresses outside Europe the straight line distance using the same websites and method set out above will be used.

ANNEX G - OXFORDSHIRE COUNTY COUNCIL POLICY FOR PROCESSING SCHOOL ADMISSION APPLICATIONS WHERE THERE IS A PARENTAL DISPUTE

Purpose and scope

This policy explains how Oxfordshire County Council (The Council) will process school admission applications (normal round and in-year) where there is a dispute between parents and/or others with parental responsibility (PR) over school preferences. It applies to all applications coordinated or processed by the Council, including those made via the Parent Portal, and to all phases (primary, junior, secondary), alongside each school's determined admission arrangements and the Council's coordinated and in-year admissions schemes.

Legal and guidance framework

School Admissions Code (2021)

Statutory requirements for admission authorities and local authorities, including offers, withdrawal of offers, waiting lists, and coordination.

Department for Education (DfE) Parental Responsibility Guidance (updated 24 Aug 2023)

Who is a "parent" for education law, how schools/Local Authorities (LA) should handle disputes, court orders, information sharing, and consent.

Education Act 1996, s.576

The definition of "parent" in education law includes biological parents, those with parental responsibility, and those who have care of the child.

Education (Pupil Information) (England) Regulations 2005

Rights of parents to access the educational record.

Data protection legislation

UK GDPR and Data Protection Act 2018, as referenced in DfE guidance for information sharing with parents.

Oxfordshire County Council's admission rules and schemes

The Council's determined coordinated and in-year schemes and admission rules.

Definitions

Parent (education law):

Any biological parent, any person with parental responsibility, and any person who has care of the child. More than one person can hold and exercise parental responsibility.

Parental Responsibility (PR):

The rights, duties, powers, responsibilities and authority a parent has in relation to the child and their property (Children Act 1989). Examples of how PR is held/acquired are set out in DfE guidance (e.g., birth mother, married parents at birth, joint birth registration, PR agreements/orders, adoption, child arrangements orders, local authority via care orders, etc.).

Court Orders:

Section 8 orders (Child Arrangements, Prohibited Steps, Specific Issue), Care Orders, Special Guardianship Orders and others that may define or limit how PR is exercised—schools/LAs should act consistently with any such orders.

Policy principles

Child's best interests paramount:

The Council will act in the child's best interests and within the law, avoiding involvement in parental disagreements beyond what is required to process an application lawfully and fairly.

Neutrality:

The Council will not mediate, arbitrate, or take sides in disputes between parents; parties are expected to resolve disagreements themselves, through mediation or the family courts if necessary.

Single application and single offer:

Only one live application will be processed at any time for a child, and only one offer will be made, in line with admissions coordination requirements.

Evidence-led processing:

Where a dispute is evident, the Council will establish PR status and consider any relevant court orders before proceeding.

Compliance with data protection and information rights:

The Council will share information with parents in accordance with education law and data protection law, with redactions where appropriate to protect personal data.

What the Council expects before an application is submitted

All parties with PR should discuss and attempt to agree school preferences before an application is submitted.

The applicant must confirm they (a) have PR and (b) have the agreement of all with PR or hold a court order giving authority to proceed. The Council's online form declaration reflects these requirements.

How the Council will process applications where there is (or may be) a dispute

Indicators of a dispute

- Two or more applications received for the same child with different preferences; or
 - Contact from another person with PR disputing the submitted preferences; or
 - Information provided that suggests PR is contested or limited by a court order.
- The Council will pause to verify PR/court-order position where such indicators arise.

Evidence the Council may request

- Evidence of PR (e.g., full birth certificate, PR agreement/order, adoption order, child arrangements order, special guardianship order, care order).
- Copies of any current court orders relevant to schooling decisions (specific issue, prohibited steps, child arrangements, etc.).

Decision pathway

1. **Only one person has PR:** The Council will process that person's application.
2. **Court order specifies who may decide schooling:** The Council will comply with the order and process the authorised party's application.
3. **Multiple PR holders and no agreement/no relevant court order:** The Council will place the application on hold until either:
 - written agreement from *all* PR holders is received; or
 - a relevant court order is provided that authorises one party to decide.

Where the application is part of a main round process (reception, junior or secondary), written

agreement or a court order must be received by the date set for the LA to send information about applications to own admission authority (OAA) schools in Oxfordshire so that OAA schools can consider applications and rank applicants as set out in the coordinated scheme for the relevant academic year. Any agreement or court order received after this date, but before the late closing date set out in the coordinated scheme for the relevant academic year will be processed as part of the late round.

After an offer has been made (or a place taken up)

If the Council later learns an application proceeded without consent from other PR holders (and without a relevant court order), the Council may withdraw the offer/allocated place where permitted by the School Admissions Code (e.g., offer made in error or obtained through a fraudulent or intentionally misleading application). Each case will be assessed on its facts (including time elapsed and the child's position).

If the child has already started at the school, the Council will consider the length of attendance and potential impact before deciding whether withdrawal is appropriate, consistent with the Code and local circumstances.

Information sharing with parents

Any person who is a "parent" under education law is entitled to engage with their child's education and (subject to legal limits) receive educational information; maintained schools must provide access to the educational record on request.

Where a person with PR requests information about an application submitted by another PR holder, the Council will normally disclose application information consistent with DfE guidance and data protection law, redacting personal contact details of the applicant where appropriate to protect privacy or safety.

The Council will consider safeguarding or court-ordered restrictions before disclosure and may refuse disclosure where release could cause serious harm to the child or another individual.

Safeguarding and domestic abuse

Reducing parental conflict is distinct from domestic abuse. Where risks of harm are indicated (e.g., court restrictions, MARAC involvement, social care advice), the Council will prioritise safeguarding and follow statutory procedures, seeking legal advice where needed.

Communication and timescales

The Council will acknowledge receipt of evidence, confirm when an application is on hold due to a dispute, and explain what is required to proceed.

Where feasible, the Council may hold an allocated place open for a period of up to six weeks while parties resolve matters (without prejudice and subject to operational constraints and statutory timelines). This reflects reasonable practice seen in other authorities but is not guaranteed.

Appeals and complaints

Where an application is validly determined and refused, the right of appeal to an independent panel applies in the usual way; the existence of a parental dispute does not change appeal rights or timelines.

Complaints about the Council's handling of disputed applications can be made via the Council's complaints process; however, the Council cannot resolve disagreements between PR holders over school choice and may signpost parties to legal advice/mediation.

Data protection and records

The Council will process and share personal data strictly in line with UK GDPR/DPA 2018 and the DfE guidance. Records of disputes, evidence reviewed, and decisions will be retained in accordance with the Council's retention schedule.

Equality and inclusion

The Council will ensure equitable treatment of all parents (resident and non-resident), guardians and carers, unless a lawful restriction applies (e.g., court order). Communications will be accessible and reasonable adjustments provided where required.

How to contact Oxfordshire County Council School Admissions

Parents should apply and track applications via the Council's Parent Portal and can find general guidance on the Council's admissions pages.

For disputed cases, parents should email the School Admissions Team attaching PR/court-order evidence (admissions.schools@oxfordshire.gov.uk).

This page is intentionally left blank

**Admission Arrangements and
Over-subscription Criteria for
Community and Voluntary Controlled Schools
for the 2027/28 school year**

**(Consulted upon between 1 December 2025 and
26 January 2026)**

Details of changes since the Admission Arrangements and Over-subscription Criteria for Community and Voluntary Controlled Schools for the 2026/27 school year

The following changes have been made:

- Over-subscription Criteria for entry to the Reception year group
Dates changed.
- Over-subscription Criteria for entry to Year 3
Dates changed.
- Over-subscription Criteria for entry to Year 7
Dates changed.
- Over-subscription Criteria for entry to Year 7 to 11
Dates changed.
- Start date in school
Dates changed.
- Measuring distances from home to school (the straight-line distance calculated by Oxfordshire County Council)
“The end point of the straight-line distance will be determined by the Admission Authority for each school.” Deleted
- Measuring distances from home to school (the straight-line distance calculated by Oxfordshire County Council)
Please see Annex A for these details.
- Home address for families of service personnel with a confirmed posting, or crown servants returning from overseas

“and follow the principles of the Armed Forces Covenant.” added
- Amended section:
Parental Disputes (Applicants unable to agree on the schools to be listed on the application)

Where only one individual holds parental responsibility, the local authority will process an application submitted by that person.

Where a court order identifies the individual authorised to decide on schooling matters, the local authority will follow the order and process the application submitted by the authorised party.

Where more than one person holds parental responsibility and there is no mutual agreement—and no court order naming who may make the decision—the application will be placed on hold until either:

- written agreement from all individuals with parental responsibility is provided; or
- a court order is provided that grants one party the authority to determine schooling arrangements.

For applications made as part of a main admission round (reception, junior transfer or secondary transfer), the required agreement or court order must be received by the published

date on which the local authority supplies application information to own admission authority schools. Documents received after this date but before the late closing date will result in the application being processed within the late round.

This approach aligns with national guidance and reflects established practice used by a number of local authorities to ensure compliance with education law while avoiding involvement in parental disputes.

If the local authority later becomes aware that an application was submitted without the knowledge or consent of another individual with parental responsibility—and no relevant court order was in place—it may withdraw the offer or allocated place where permitted under the School Admissions Code. This may apply, for example, where an offer was made in error or where the application was fraudulent or intentionally misleading. Each case will be assessed on its individual circumstances, including the time elapsed and the child’s situation.

Where the child has already started at the school, the local authority will take into account the length of attendance and any potential impact on the child before deciding whether withdrawal of the place is appropriate, in accordance with the School Admissions Code and local circumstances. Please see Annex B for information about how the LA will process school admission applications where there is a parental dispute.

- “Shortest safe route” for home to school travel assessments” deleted
- Home to School Travel Assistance
“If a child is eligible the council will notify the parent in writing when the school place is offered.”
Removed
“used for admissions purposes” added for clarity
- Admission to an older or younger age group
Dates changed
- Waiting Lists
 - Subsection: “Waiting List duration for normal phased transfer for starting primary or infant school for the first time in Reception”
“...the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the end of June of their Reception year.”
changed to
“the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the last day of term of their Reception year.”
 - Subsection: “Waiting List duration for normal phased transfer from primary or junior to Year 7 in a secondary school”
“...the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the end of June of their Year 7 year.”
changed to
“the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the last day of term of their Year 7 year.”
 - Subsection: “Waiting List duration for other age ranges”
“In the case of those applying in year, the Waiting List will be maintained until the end of June of that academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued at the end of June each year”
changed to
“In the case of those applying in year, the Waiting List will be maintained until the last day

of term of that academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on the last day of term each year”

- Community and Voluntary Controlled schools converting to Academy status
Dates changed.
- Objections
Section added
- Annex A – “Details of School Gates” added
- Annex B – “Oxfordshire County Council Policy for Processing School Admission Applications where there is a Parental Dispute” added

Legal Framework

These arrangements and over-subscription criteria meet all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Adoption Act 1976
www.legislation.gov.uk/ukpga/1976/36/contents
- Children Act 1989
www.legislation.gov.uk/ukpga/1989/41/contents
- Education Act 1996
www.legislation.gov.uk/ukpga/1996/56/contents
- School Standards & Framework Act 1998
www.legislation.gov.uk/ukpga/1998/31/contents
- Adoption and Children Act 2002
www.legislation.gov.uk/ukpga/2002/38/contents
- Education Act 2002
www.legislation.gov.uk/ukpga/2002/32/contents
- Equality Act 2010
www.legislation.gov.uk/ukpga/2010/15/contents
- Children and Families Act 2014
www.legislation.gov.uk/ukpga/2014/6/contents
- School Admissions Code 2021
www.gov.uk/government/publications/school-admissions-code--2
- School Admissions Appeals Code 2022
www.gov.uk/government/publications/school-admissions-appeals-code
- Oxfordshire County Council's Co-ordinated Admissions Scheme
www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

Published Admission Numbers (PANs)

The PAN for the relevant admissions year for the relevant age group for each community and voluntary controlled school in Oxfordshire is available online at:

www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

These PANs should be considered alongside and in conjunction with these arrangements.

The relevant age group is the age group at which pupils are or will normally be admitted to the school, e.g. Reception year group (for primary or infant school) and Year 7 (for secondary schools).

Over-subscription Criteria for entry to the Reception year group in Community and Voluntary Controlled schools in the 2027/28 school year (normal phased transfer for starting primary or infant school for the first time) and for entry to year groups Reception to Year 6 during the 2027/28 school year (in-year transfers)

Even if a child already attends the nursery class at a primary school a new application must be made to start Reception year group in a primary or infant school for the first time (see Paragraph 15.d) of the 2021 School Admissions Code).

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹ in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after”² (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children³ (PLAC), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC)⁴ and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
3. Children who live in the catchment area.
4. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
5. All other children who do not live in the catchment area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In all categories above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

¹ An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is not an oversubscription criterion.**

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

³ Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

⁴ The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Over-subscription Criteria for entry to Year 3 in Community and Voluntary Controlled junior schools in September 2027 (normal phased transfer from infant to junior school) and for entry to Year 3 to Year 6 during the 2027/28 school year (in-year transfers)

A separate application must be made for any transfer from infant to junior school [Paragraph 15.d) of the 2021 School Admissions Code].

There are no community or voluntary controlled infant or junior schools in Oxfordshire.

Over-subscription Criteria for entry to Year 7 in Community and Voluntary Controlled schools in September 2027 (normal phased transfer from primary or junior to secondary school)⁵

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan⁶ in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after”⁷ (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children⁸ (PLAC), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC)⁹ and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.
2. Children who attend one of the designated feeder schools in the partnership (listed separately) and live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
3. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.

⁵ There are no Voluntary Controlled schools in Oxfordshire with a Year 7 age range. Currently the only community secondary school in Oxfordshire is Carterton Community College. The following schools are the traditional designated feeder schools: Carterton Primary School, Edith Moorhouse Primary School, Gateway Primary School, St John the Evangelist Church of England Primary School, St Joseph’s Catholic Primary School, Carterton.

⁶ An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is not an oversubscription criterion.**

⁷ A 'looked after child' is a child who is either (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.

⁸ Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

⁹ The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

4. Children who attend one of the designated feeder schools in the partnership (listed separately) and live in the catchment area.
5. Children who live in the catchment area.
6. Children who attend one of the designated feeder schools in the partnership (listed separately) and have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
7. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
8. Children who attend one of the designated feeder schools in the partnership (listed separately).
9. All other children who do not live in the catchment area and also do not attend a designated feeder schools in the partnership (listed separately) and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In all categories above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Over-subscription Criteria for entry to Years 7 to 11 in Community and Voluntary Controlled schools during the 2027/28 school year (in-year transfers)

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan¹⁰ in which the school is named in Section I must always be admitted.

The oversubscription criteria below will be followed in descending order of priority.

1. Children who are “looked after”¹¹ (LAC) by a Local Authority within the meaning of Section 22(1) of the Children Act 1989 at the time of their application, and all “previously looked after” children¹² (PLAC), including those who appear to this Admission Authority to have been in state care outside England (IAPLAC)¹³ and ceased to be in state care having been adopted. Evidence of the previously looked after status and/or the adoption will be requested.

¹⁰ An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. **Therefore, this is not an oversubscription criterion.**

¹¹ A 'looked after child' is a child who is either (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.

¹² Previously Looked After Children (PLAC) are children who are no longer looked after by a LA in England because they are subject to an adoption, special guardianship or child arrangements order.

¹³ The 2021 School Admissions Code regards a child as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children who live in the catchment area and have a brother or sister on roll at the time of application who will still be attending at the time of entry.
3. Children who live in the catchment area.
4. Children who have a brother or sister on roll at the time of application who will still be attending at the time of entry but live outside the catchment area.
5. All other children who do not live in the catchment area and also do not have a brother or sister on roll at the time of application who will still be attending at the time of entry.

In all categories above, priority will be given to children who are eligible for Service Pupil Premium and then to children who live closest to the school by the straight-line distance as calculated by Oxfordshire County Council.

Definition of a “parent”

“Parent” is defined in law (Section 576 of the Education Act 1996) as either:

- (a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- (b) any person who has care of the child or young person.

“Looked After” children

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

- (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.

In Oxfordshire these children are also known as ‘Children We Care For’ (CWCF).

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(1) 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 adoption¹⁴, residence, or special guardianship order¹⁵.

A revised School Admissions Code came into force on 19 December 2014, and this stated that 'previously looked after' children include those who were adopted under the Adoption Act 1976

¹⁴ An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) or an order under the Adoption and Children Act 2002 (see Section 46 adoption orders).

¹⁵ 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/s.

(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 order¹⁶.

If applying on behalf of a “previously looked after” child, who was previously in state care in England, 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.

Children who appear to this Admission Authority to have been in state care outside England and ceased to be in state care after being adopted (“internationally adopted previously looked after children”) (IAPLAC)

A further revised School Admissions Code was agreed in July 2021, and this came into force on 1 September 2021. The new Code further broadens the existing priority for 'looked after' children and 'previously looked after' children to include those children who appear to an Admission Authority to have been in state care outside England and ceased to be in state care as a result of being adopted. In the School Admissions Code 2021 they are referred to as “internationally adopted previously looked after children” (IAPLAC).

The Code regards a child as having been in state care outside England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Responsibility for determining whether a child is eligible to be considered as an IAPLAC rests with the Admission Authority. Subject to ministerial approval, the Department for Education plans to publish non-statutory guidance on the admission of IAPLAC. This guidance will aim to assist and support admission authorities in assessing evidence provided by parents. If there is doubt about the acceptability of evidence provided by the parent, advice will be sought from the Head of Oxfordshire’s Virtual School. This Admission Authority will take a pragmatic approach to the decision-making process where evidence is lacking.

Catchment areas

Catchment areas can be viewed on the Oxfordshire public website. Living within a particular school’s catchment area gives a high priority for admission but there is no guarantee that a place will always be made available. There is also no guarantee that free transport will be provided to

¹⁶ A ‘child arrangements order’ is an 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 as amended by Section 14 of the Children and Families Act 2014.

the catchment area school if it is not the closest or nearest available school.

Brothers and sisters (siblings)

For admissions purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half-brother or half-sister (one parent the same) living at the same home address; or
- A stepbrother or stepsister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

Time of entry (siblings)

The admission rules 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 the following:

- applicants for entry to the Reception year group in an infant school if the only sibling already at the school is a brother or sister in Year 2; or
- applicants for entry to Reception year group in a primary school if the only sibling already at the school is a brother or sister in Year 6; or
- applicants for entry to Year 3 in a junior or primary school if the only sibling already at the school is a brother or sister in Year 6; or
- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 13; or
- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 11 and the sibling is due to leave for post-16 provision elsewhere; or
- applicants for entry to Year 7 if the only sibling already at the school is a brother or sister in Year 11 and the school does not have a Sixth Form; or
- applicants for immediate entry to any year group and the sibling is not currently at the school.

Twins and Children from Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place at a school has been allocated to one twin, or child from a multiple birth, the other twin, or the other children from the multiple birth, will be offered a place at that school. This means that, in these circumstances, the Published Admission Number would be exceeded.

Children eligible for Service Pupil Premium

Central Government defines online which children are eligible for Service Pupil Premium (SPP) at:

www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know

Parents will need to provide evidence of eligibility when they apply for school (for example, a copy of the military ID of the parent who makes the school application or a letter from a commanding officer confirming status).

Measuring distances from home to school (the straight-line distance calculated by Oxfordshire County Council)

The straight- line distance from home to school will be calculated as set out below.

The start point of the measurement is the “**seed point**” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and Councils via National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British (all-numeric) Co-ordinate System (Easting/Northing). 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.

For schools where the LA is the Admission Authority the end point is the nearest open gate of the school first arrived at from the direction of travel 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. Please see Annex A for these details. The LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

Where the LA is not the Admission Authority, the relevant Admission Authority will provide the determined end point 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.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

Random allocation

If the distance “tie break” produces an identical result for two or more applicants and these applicants live at different addresses and are not children of a multiple birth (see above), the Local Authority will use random allocation to determine who will be offered a place.

Home address for families of service personnel with a confirmed posting, or crown servants returning from overseas

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the Admission Authority will allocate a place in advance of the family arriving in the area

(as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. It will not refuse to process an application and will not refuse a place solely because the family does not yet have an intended address or does not yet live in the area.

In addition, the Admission Authority will use the address at which the child will live when applying oversubscription criteria, provided the parents provide some evidence of the intended address. If requested by a parent, the Admission Authority will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria.

The Admission Authority will not reserve blocks of places for children of service personnel, or crown servants returning from overseas.

The council will also, in both its role as an Admission Authority and in its wider educational responsibilities, ensure that arrangements in Oxfordshire support the Government's commitment to removing disadvantage for Service children and follow the principles of the Armed Forces Covenant.

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).

Normal phased transfer for starting primary or infant school for the first time in Reception

The **time of application** is the entire time period from the point when applications can start to be made in the November when the application process opens until 16 April (or next working day) the following calendar year.

Normal phased transfer from primary or junior to Year 7 in a secondary school

The **time of application** is the entire time period from the point when applications can start to be made in the September when a child starts Year 6, and the application process opens until National Offer Day on 1 March (or next working day) the following calendar year.

Changes of address

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admission Authority (and/or 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, Oxfordshire County Council will consider the application to have been made on the basis of a fraudulent or intentionally misleading address (see below). This may result in the offer of a school place being withdrawn.

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

Changes of Address normal phased transfer for starting primary or infant school for the first time in Reception

Changes of address which occur after the closing date for applications (15 January in the allocation

year) can be considered if proof of this change is provided no later than the date in February set down in Oxfordshire County Council's co-ordinated admissions scheme.

Changes of Address for normal phased transfer from primary or junior to Year 7 in a secondary school

Changes of address which occur after the closing date for applications (31 October when the child is in Year 6) can be considered if proof of this change is provided no later than the date in November set down in Oxfordshire County Council's co-ordinated admissions scheme.

Changes of Address (all)

To confirm a new address, the Local Authority needs one of the following:

- A solicitor's letter advising that contracts have been exchanged (**if the property is being purchased**); *or*
- A copy of a tenancy agreement (if the property is to be rented). **If this tenancy agreement comes to an end before the September when the child is due to start school, the Local Authority may not accept the address for admissions purposes**; *or*
- A copy of the Council Tax Bill **showing the same name(s) as on the school place application (CAF)**; *or*
- **A letter from a new employer** (e.g., University college) where accommodation is being provided by the employer and is tied to the new post/job giving details of this new address; *or*
- **Service Family Accommodation (New Quarter)** if this is a military posting with provided accommodation and the parent has requested that this address should be used for allocation purposes; *or*
- **Assignment Order** if this is a military posting but new quarter has not yet been notified and the parent has requested that the address of the military base be used for allocation purposes.

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 at more than one address the address used for admissions purposes will be the one registered and confirmed as the main address by the nursery/school. If it is not possible to establish the main address from the nursery/school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes or they will be required to have this determined legally via a Court Order.

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 catchment area) and this results in the denial of a place to a child with a stronger claim, the local authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code (1 September 2021) published by the Department for Education:

[2.13] 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.

[2.14] 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.

Start date in school

Normal phased transfer for starting primary or infant school for the first time (entry to the Reception year group)

Children are entitled to start school in the September after their fourth birthday [Paragraph 2.17 of the 2021 School Admissions Code].

Children are entitled to a full-time place from the September after their fourth birthday if this is desired [Paragraph 2.17.a) of the 2021 School Admissions Code].

Parents can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which the child reaches compulsory school age (see table below) and not beyond the beginning of the final term of the academic year for which it was made [Paragraph 2.17.b) of the 2021 School Admissions Code].

Parents who wish it, may have their child attend part-time until later in the academic year but not beyond the point at which the child reaches compulsory school age (see table below) [Paragraph 2.17.c) of the 2021 School Admissions Code]. Schools will be expected to comply with parents' wishes.

The table below shows when children can and must start school (compulsory school age):

Children born...	Can start school...	Must start school...
1 April 2022 to 31 August 2022 <i>(those with an agreed delay to start Reception year group in the 2027/28 academic year)</i>	September 2027 (full-time)	September 2027 (full-time)
1 September 2022 to 31 December 2022	September 2027 (part-time or full-time)	January 2028 (full-time)
1 January 2023 to 31 March 2023	September 2027 (part-time or full-time) January 2028 (part-time or full-time)	April 2028 (full-time)

1 April 2023 to 31 August 2023	September 2027 (part-time or full-time) January 2028 (part-time or full-time) April 2028 (part-time or full-time)	September 2028 (full-time) Unless otherwise agreed, if a child of this age starts school in September 2028, it will be in Year 1 and not the Reception year (please read information about delay requests for summer-born children). The offer of a place will lapse if the child does not start school by April 2028. In cases of this kind the parent would need to reapply in June 2028 for a place to start in Year 1 in September 2028.
-----------------------------------	---	---

Normal phased transfer for starting junior (primary) school in Year 3 (transfer from infant to junior school)

Children must start at their new school full-time at the beginning of September 2027.

Normal phased transfer from primary or junior to secondary school (entry to Year 7 in secondary school)

Children must start at their new school full-time at the beginning of September 2027.

Entry at other times of the year and to other year groups

Children will be expected to start at the new school no later than the start date given in their offer letter. This will be expected to be within 6 weeks of the application or at the beginning of the following half term. Parents should contact the new school to arrange a start date.

Parental Disputes (Applicants unable to agree on the schools to be listed on the application)

Where only one individual holds parental responsibility, the local authority will process an application submitted by that person.

Where a court order identifies the individual authorised to decide on schooling matters, the local authority will follow the order and process the application submitted by the authorised party.

Where more than one person holds parental responsibility and there is no mutual agreement—and no court order naming who may make the decision—the application will be placed on hold until either:

- written agreement from all individuals with parental responsibility is provided; or
- a court order is provided that grants one party the authority to determine schooling arrangements.

For applications made as part of a main admission round (reception, junior transfer or secondary transfer), the required agreement or court order must be received by the published date on which the local authority supplies application information to own admission authority schools.

Documents received after this date but before the late closing date will result in the application

being processed within the late round.

This approach aligns with national guidance and reflects established practice used by a number of local authorities to ensure compliance with education law while avoiding involvement in parental disputes.

If the local authority later becomes aware that an application was submitted without the knowledge or consent of another individual with parental responsibility—and no relevant court order was in place—it may withdraw the offer or allocated place where permitted under the School Admissions Code. This may apply, for example, where an offer was made in error or where the application was fraudulent or intentionally misleading. Each case will be assessed on its individual circumstances, including the time elapsed and the child's situation.

Where the child has already started at the school, the local authority will take into account the length of attendance and any potential impact on the child before deciding whether withdrawal of the place is appropriate, in accordance with the School Admissions Code and local circumstances. Please see Annex B for information about how the LA will process school admission applications where there is a parental dispute.

Home to school travel assistance

Some children qualify for free travel assistance from home to school.

The council does not accept responsibility for the provision or cost of free travel assistance to the catchment area school if it is not the closest or nearest available school.

Where a child is eligible for free travel assistance, but spends time with different parents at different addresses, the council will only accept responsibility for the provision and/or cost of free travel from the registered home address used for admissions purposes.

The home to school transport policy is available online at:

www.oxfordshire.gov.uk/schooltransport

Admission to an older or younger age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

In addition, the parents of a summer born child (born between 1 April 2022 and 31 August 2022) may choose not to send that child to school until September 2027 and may request that they are admitted out of their normal age group – to Reception year group rather than Year 1. Parents will need to use the form online to request this delay:

www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application

In addition, the parents of a summer born child (born between 1 April 2023 and 31 August 2023) may choose not to send that child to school until September 2028 and may request that they are admitted out of their normal age group – to Reception year group rather than Year 1. Parent will need to use the form online to request this delay:

www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application

Any decision will be made on the basis of the circumstances of each case. This will include:

- considering the parent's views.
- any information about the child's academic, social, and emotional development.

- whether they have previously been educated out of their normal age group.
- the views of the head teacher of the school(s) concerned.

When informing a parent of the decision on the year group to which their child should be admitted, the Local Authority will give clear reasons for the decision. Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e., the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.

The Local Authority will not give a lower priority on the basis that the child is not of the correct age.

Parents' 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.

Fair Access Protocol

The Fair Access Protocol is part of the admission arrangements for all community and voluntary controlled schools in Oxfordshire and all 'own admission authority' mainstream schools in Oxfordshire.

The Protocol is published on the County Council's public website:

www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

Waiting Lists

Parents will be able to place their child's name on the Waiting List for a community or voluntary controlled school where a place could not be offered, and a lower preference was offered instead.

Waiting List duration for normal phased transfer for starting primary or infant school for the first time in Reception

For those applying through the normal admissions round for entry to the Reception year group, the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the last day of term of their Reception year.

Waiting List duration for normal phased transfer from primary or junior to Year 7 in a secondary school

For those applying through the normal admissions round for entry to Year 7 in a secondary school, the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the last day of term of their Year 7 year.

Waiting List duration for other age ranges

In the case of those applying in year, the Waiting List will be maintained until the last day of term of that academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on the last day of term each year. Children

will not be automatically moved to a new Waiting List for the following academic year. A re-application will be necessary each year.

More information about Waiting Lists is published on the County Council's public website.
www.oxfordshire.gov.uk/continuedinterest

In-Year admissions (Reception to Year 11)

All community and voluntary controlled schools are part of the coordinated in year admissions process for Oxfordshire.

The In-Year Admission Scheme is published on Oxfordshire County Council's public website.
www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules

Community and Voluntary Controlled schools converting to Academy status

When a school converts to academy status the school retains the existing admission arrangements. However, any new academy can consult on amending these at the next available opportunity.

Paragraph 1.45 of the 2021 School Admissions Code states that Admission Authorities must consult on their admission arrangements at least every 7 years, even if there have been no changes to the arrangements in that period.

Therefore, unless a former Community or Voluntary Controlled school converting to Academy status in 2027/28 and subsequent years specifically consults upon and adopts different admission arrangements, the arrangements set out in this document will continue to apply.

Admission Appeals/Reviews

There is a statutory right to an admission appeal for any community or voluntary controlled school where a place was not offered, even if this was listed lower on the application than the school where a place was offered. The Council operates an independent appeal service for community and voluntary controlled schools (and some other 'own admission authority' (OAA) schools that also use the service). Any appeals will be heard by an Independent Appeal Panel (IAP).

Information about the process is available online.
www.oxfordshire.gov.uk/schoolappeals

Infant Class-Size (ICS)

If a place cannot be offered in Reception year group, Year 1 or Year 2, this will usually be because the admission of a further child would breach the ICS legislation detailed in the School Standards & Framework Act (SSFA) 1998 (as amended by subsequent acts).
www.legislation.gov.uk/ukpga/1998/31/contents

The class would be above the thirty children per one teacher allowed in law if an extra child were to join the school and the school would have to use additional resources to make sure that it did not break the law. The powers of the Independent Appeal Panel (IAP) will be limited to a review and **a case could only succeed in very limited circumstances.**

- the admission of additional children would not breach the infant class-size limit; and/or

- the co-ordinated admission arrangements did not comply with admissions law (i.e., the mandatory requirements of Part 3 of the SSFA 1998 or the School Admissions Code) or were not correctly/impartially applied and the child would have been offered a place if the admission arrangements had complied or had been correctly/impartially applied; and/or
- the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case, as defined by the narrow legal meaning of the word “reasonable.”

Normally parents will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

Two Stage Prejudice Appeals

If a place cannot be offered in Years 3 to 11, this will usually be because the admission of a further child would cause prejudice to the efficient education of the children already at the school or the efficient use of resources or both.

At the appeal, the Admission Authority will present the case why the admission of an additional child would cause prejudice. The Independent Appeal Panel (IAP) and/or appellants can question the evidence.

The IAP then decides, in private, if the case is proven and if the Admission Authority has complied with the mandatory requirements. The IAP can decide one of the following:

- the case is ‘not proven.’ This means the Admission Authority failed to prove there would be prejudice and all children appealing would be offered a place. The appeal ends at this Stage and there is no second stage; or
- the case is ‘proven.’

If the IAP decides that the case is proven, the second (or balancing) stage starts. Parents can give their personal reasons in private why an exception should be made, and their child should be offered a place. After all parents have presented their personal cases, the IAP makes a further decision, again in private, whether any appeals should be upheld (whether the child(ren) should be given place(s) at the school).

Normally parents will be notified about the outcome of the appeal by the end of the day when the appeal is heard.

Objections

Objections to these admission arrangements and over-subscription criteria can be referred to the Schools Adjudicator by 15 May in the determination year.

www.gov.uk/guidance/school-admissions-arrangements

ANNEX A - Details of School Gates

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3120	Aston and Cote Church of England Primary School	Name	Cote Road			
		Grid Ref	E: 434264.6 N: 203060.7			
2463	Barley Hill Primary School	Name	Denbigh Road	Cattle Market / Parliament Road	Ludsden Grove	
		Grid Ref	E: 471098 N: 206105	E: 470922 N: 206106	E: 471080 N: 206009	
3146	Bladon Church of England Primary School	Name	School Lane, East	School Lane, West		
		Grid Ref	E: 444909.6 N: 214908	E: 444892.6 N: 214913		
3064	Bloxham Church of England Primary School	Name	Tadmarton Road, South-East	Tadmarton Road, North-West	Cortington Lane	
		Grid Ref	E: 442354.1 N: 235878.4	E: 442309.3 N: 235915.1	E: 442383.1 N: 235896.4	
2202	Brookside Primary School	Name	Bucknell Road, North			
		Grid Ref	E: 458059.2 N: 458059.2			
2610	Bure Park primary School	Name	Lucerne Avenue, North	Lucerne Avenue, South		
		Grid Ref	E: 458044.9 N: 223824.7	E: 458049 N: 223802.3		
2605	Caldecott Primary School	Name	Caldecott Road	Caldecott Chase	Drayton Road	
		Grid Ref	E: 448911.4 N: 196485.3	E: 448955.1 N: 196442	E: 448771 N: 196482.3	
2595	Carswell Community Primary School	Name	Mullard Way	Conduit Road		
		Grid Ref	E: 449126.4 N: 197069.7	E: 449281.1 N: 197073.5		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
4041	Carterton Community College	Name	Upavon Way, Car Park	Upavon Way, East	Upavon Way, West	
		Grid Ref	E: 427647.7 N: 207361.7	E: 427753.4 N: 207380.8	E: 427720.5 N: 207374.4	
3043	Chadlington Church of England Primary School	Name	Church Road			
		Grid Ref	E: 433245.7 N: 222030.9			
3081	Charlton-on-Otmoor Church of England Primary School	Name	Fencott Road			
		Grid Ref	E: 456368.6 N: 215963.8			
2555	Chilton County Primary School	Name	Downside			
		Grid Ref	E: 448425.4 N: 185966.6			
3210	Church Cowley St James Church of England Primary School	Name	Bartholomew Road, West	Bartholomew Road, East		
		Grid Ref	E: 454332.2 N: 203580.4	E: 454382.8 N: 203574.5		
3100	Clanfield Church of England Primary School	Name	Main Street			
		Grid Ref	E: 428489 N: 201638			
3183	Clifton Hampden Church of England Primary School	Name	High Street	Abingdon Road		
		Grid Ref	E: 454698.9 N: 195558.6	E: 454696.1 N: 195617.1		
3142	Combe Church of England Primary School	Name	Church Walk			
		Grid Ref	E: 441145 N: 215749			
3200	Crowmarsh Gifford Church of England	Name	Old Reading Road, South	Newnham Green		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
	Primary School	Grid Ref	E: 461746.8 N: 189028	E: 461703.3 N: 189077.7		
3223	Cumnor Church of England Primary School	Name	Oxford Road			
		Grid Ref	E: 446258.2 N: 204199.9			
3186	Dorchester St Birinus Church of England Primary School	Name	Manor Farm Road	Queen Street		
		Grid Ref	E: 457888.7 N: 194324.4	E: 457853.7 N: 194392.3		
2560	Drayton Community Primary School	Name	Hilliat Fields			
		Grid Ref	E: 447588.6 N: 194535.4			
2565	Dry Sandford Primary School	Name	Lashford Lane			
		Grid Ref	E: 447005.1 N: 200590.2			
3122	Ducklington Church of England Primary School	Name	Aston Road, North	Aston Road, South		
		Grid Ref	E: 435784.3 N: 207492.3	E: 435779.2 N: 207414.2		
3861	Dunmore Primary School	Name	Northcourt Road	Farm Road		
		Grid Ref	E: 449807.4 N: 198303.2	E: 449814.2 N: 198458.3		
2525	East Oxford Primary School	Name	Collins Street	Union Street		
		Grid Ref	E: 452903.6 N: 205774.8	E: 452870.8 N: 205837.2		
2103	Enstone Primary School	Name	Oxford Road			
		Grid Ref	E: 437650.3 N: 224246.6			

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
2200	Five Acres Primary School	Name	Blackthorn Road	Ploughley Road, North	East Hawthorn Road	Ploughley Road, South
		Grid Ref	E: 460708.2 N: 219550.3	E: 460630.7 N: 219602.4	E: 460684.2 N: 219640.5	E: 460655.6 N: 219547.7
3083	Fringford Church of England Primary School	Name	The Green			
		Grid Ref	E: 460398.8 N: 228745.1			
2254	Gateway Primary School	Name	Halton Road	Netheravon Close		
		Grid Ref	E: 428483.1 N: 206654.8	E: 428400.7 N: 206598.1		
2058	The Grange Community Primary School	Name	Avocet Way			
		Grid Ref	E: 445968.2 N: 239204.7			
3187	Great Milton Church of England Primary School	Name	Lower End			
		Grid Ref	E: 462955.1 N: 203037.1			
2104	Great Tew County Primary School	Name	The Lane	Old Road	New Road	
		Grid Ref	E: 439584.6 N: 229285.3	E: 439604.7 N: 229249.4	E: 439561.7 N: 229279.4	
3123	Hailey Church of England Primary School	Name	Middletown			
		Grid Ref	E: 435263.1 N: 212783.6			
2563	Harwell Primary School	Name	Orchard Way	The Styles		
		Grid Ref	E: 448867.9 N: 189231.3	E: 448877.4 N: 189256.3		
3044	Hook Norton Church of England Primary School	Name	Sibford Road, North	Sibford Road, South		
		Grid Ref	E: 435655.4 N: 233659.8	E: 435666.4 N: 233640.4		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
2591	John Hampden Primary School	Name	Park Street, South	Park Street, North	Van Diemens Road	
		Grid Ref	E: 471113.5 N: 205471.3	E: 471094.6 N: 205495.7	E: 470991.4 N: 205335.1	
2210	King's Meadow Primary School	Name	Shakespeare Drive, North-West	Shakespeare Drive, South-East		
		Grid Ref	E: 457040.7 N: 223468.3	E: 457076 N: 223413.4		
2106	Kingham Primary School	Name	Churchill Road			
		Grid Ref	E: 426254.4 N: 224265.6			
2608	Langford Village Community Primary School	Name	Peregrine Way, East	Peregrine Way, West	Kingfisher Way	
		Grid Ref	E: 459344.4 N: 221749.6	E: 459306.8 N: 221727.4	E: 459310.1 N: 221676.1	
3085	Launton Church of England Primary School	Name	Bicester Road			
		Grid Ref	E: 460584 N: 222765.9			
3184	Lewknor Church of England Primary School	Name	High Street, West	High Street, East		
		Grid Ref	E: 471607.8 N: 197579.8	E: 471636.9 N: 197609.4		
2602	Long Furlong Primary School	Name	South Avenue	Boulter Drive, East	Boulter Drive, West	
		Grid Ref	E: 450019.2 N: 199031.1	E: 450068.9 N: 199099.6	E: 450006.4 N: 199081.3	
2207	Longfields Primary and Nursery School	Name	Longfields			
		Grid Ref	E: 458714.8 N: 222828.8			
3234	Longworth Primary School	Name	School Close			
		Grid Ref	E: 439032.4 N: 199433.5			

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3235	Marcham Church of England Primary School	Name	Morland Road, South	Morland Road, North		
		Grid Ref	E: 445813.5 N: 196857.5	E: 445805.4 N: 196884.9		
3188	Marsh Baldon Church of England Primary School	Name	The Green			
		Grid Ref	E: 456377.2 N: 199610.8			
2465	Mill Lane Community Primary School	Name	Mill Lane, West	Mill Lane, East		
		Grid Ref	E: 474887.6 N: 201034.7	E: 474928.8 N: 201051.8		
2504	Nettlebed Community School	Name	High Street	Old School Green		
		Grid Ref	E: 469934.4 N: 186737.8	E: 469960.3 N: 186718.6		
3213	New Hinksey Church of England Primary School	Name	School Place	Vicarage Road		
		Grid Ref	E: 451516.7 N: 204654.5	E: 451496 N: 204625.3		
2357	North Kidlington Primary School	Name	Benmead Road	High Street		
		Grid Ref	E: 448961.8 N: 214224.1	E: 449012.8 N: 214128.4		
2055	Orchard Fields Community School	Name	Edmunds Road, North	Prescott Avenue	Edmunds Road, South	
		Grid Ref	E: 443770 N: 240588.5	E: 443906.4 N: 240606.8	E: 443791.5 N: 240533	
3205	Peppard Church of England Primary School	Name	Drays Lane	Church Lane		
		Grid Ref	E: 471096.9 N: 181651.9	E: 471039.9 N: 181654.7		
2057	Queensway School	Name	Queensway	Brantwood Rise		
		Grid Ref	E: 444554.7 N: 239862.2	E: 444640.8 N: 239776		
3238	Radley Church of	Name	Church Road			

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
	England Primary School	Grid Ref	E: 452224.4 N: 199339.2			
3231	The Ridgeway Church of England Primary School	Name	West Street			
		Grid Ref	E: 435816.6 N: 187318.8			
2450	Royal Air Force Benson Community Primary School	Name	Fielden Road Spur	Battle Road	Mosquito Lane	
		Grid Ref	E: 463679.1 N: 190875.6	E: 463770.7 N: 190906	E: 463658.3 N: 190923.9	
3182	St Andrew's Church of England Primary School, Chinnor	Name	Rectory Meadow	Grafton Orchard	Station Road	
		Grid Ref	E: 475590.1 N: 201120.8	E: 475553.4 N: 201175.9	E: 475416.2 N: 201058.8	
3211	St Andrew's Church of England Primary School, Oxford	Name	London Road, East	London Road, West	St Leonards Road	
		Grid Ref	E: 454778.3 N: 207220	E: 454738.2 N: 207201	E: 454799.6 N: 207087.8	
3260	St Blaise Church of England Primary School	Name	Midwinter Avenue			
		Grid Ref	E: 448323 N: 191048.7			
3125	St Kenelm's Church of England Primary School	Name	Wenrisc Drive, West	Wenrisc Drive, East	Charterville Close	
		Grid Ref	E: 431237.1 N: 210684.3	E: 431279.2 N: 210690.4	E: 431241.6 N: 210759	
3262	St Leonard's Church of England Primary School	Name	Overthorpe Road	Beaulieu Close	Howard Road	
		Grid Ref	E: 446747.5 N: 240780.7	E: 446858.8 N: 240960.8	E: 446686.8 N: 240916.8	
2352	St Nicholas' Primary and Nursery School	Name	Raymund Road			
		Grid Ref	E: 452654.9 N: 208320.7			
3247	St Nicolas' Church of	Name	Boxhill Walk, West	Boxhill Walk, East		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
	England Primary School, Abingdon	Grid Ref	E: 449577.5 N: 197816.1	E: 449630.4 N: 197822.8		
3258	St Swithun's Church of England Primary School	Name	Grundy Crescent	The Avenue		
		Grid Ref	E: 452183.9 N: 201957	E: 452288.7 N: 201920.6		
2506	Sonning Common Primary School	Name	Lea Road			
		Grid Ref	E: 470868.2 N: 180053.4			
2507	South Stoke Primary School	Name	The Street			
		Grid Ref	E: 459871.6 N: 183548			
3240	Stanford-in-the-Vale Church of England Primary School	Name	High Street			
		Grid Ref	E: 434341.5 N: 193310			
2583	Stockham Primary School	Name	Stockham Park	Winchester Way		
		Grid Ref	E: 439168.2 N: 188420.2	E: 439091.4 N: 188369.3		
2353	Stonesfield Primary School	Name	High Street	Peaks Lane		
		Grid Ref	E: 439324.4 N: 217177.8	E: 439378.3 N: 217282.5		
3242	Sunningwell Church of England Primary School	Name	Dark Lane			
		Grid Ref	E: 449196.1 N: 200470.4			
2456	Tetsworth Primary School	Name	High Street			
		Grid Ref	E: 468799 N: 201696.6			
2587	Thomas Reade Primary School	Name	Grundy Close	Radley Road		
		Grid Ref	E: 450766.8	E: 450733.7		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
			N: 197887.2	N: 197884.6		
3254	Trinity Church of England Primary School	Name	Vicarage Road			
		Grid Ref	E: 476057 N: 182128.9			
3251	Uffington Church of England Primary School	Name	Broad Street			
		Grid Ref	E: 430307.1 N: 189334.3			
2512	Valley Road School	Name	Valley Road			
		Grid Ref	E: 474902.7 N: 181828.8			
2533	West Oxford Community Primary School	Name	Ferry Hinksey Road			
		Grid Ref	E: 450063.4 N: 206068			
2208	Whitchurch Primary School	Name	Eastfield Lane			
		Grid Ref	E: 464024.6 N: 177262.2			
2354	William Fletcher Primary School	Name	Rutten Lane, North	Rutten Lane, South		
		Grid Ref	E: 447508.1 N: 212413.1	E: 447508.4 N: 212379.7		
2527	Windmill Primary School	Name	Margaret Road, West	Margaret Road, East		
		Grid Ref	E: 454913.9 N: 206763.2	E: 454994.1 N: 206797		
2589	Wood Farm Primary School	Name	Titup Hall Drive			
		Grid Ref	E: 455208.1 N: 206270.8			
2510	Woodcote Primary School	Name	Reading Road			
		Grid Ref	E: 464642.4			

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
			N: 182064.4			
3145	Woodstock Church of England Primary School	Name	Shipton Road	Recreation Road		
		Grid Ref	E: 445178.1 N: 216889.1	E: 445134.7 N: 216842		
3257	Wychwood Church of England Primary School	Name	Milton Road, North-West	Milton Road, South-East		
		Grid Ref	E: 427286.3 N: 218067.4	E: 427349.4 N: 218036.6		

ANNEX B - OXFORDSHIRE COUNTY COUNCIL POLICY FOR PROCESSING SCHOOL ADMISSION APPLICATIONS WHERE THERE IS A PARENTAL DISPUTE

Purpose and scope

This policy explains how Oxfordshire County Council (The Council) will process school admission applications (normal round and in year) where there is a dispute between parents and/or others with parental responsibility (PR) over school preferences. It applies to all applications coordinated or processed by the Council, including those made via the Parent Portal, and to all phases (primary, junior, secondary), alongside each school's determined admission arrangements and the Council's coordinated and in year admissions schemes.

Legal and guidance framework

School Admissions Code (2021)

Statutory requirements for admission authorities and local authorities, including offers, withdrawal of offers, waiting lists, and coordination.

Department for Education (DfE) Parental Responsibility Guidance (updated 24 Aug 2023)

Who is a "parent" for education law, how schools/Local Authorities (LA) should handle disputes, court orders, information sharing, and consent.

Education Act 1996, s.576

The definition of "parent" in education law includes biological parents, those with parental responsibility, and those who have care of the child.

Education (Pupil Information) (England) Regulations 2005

Rights of parents to access the educational record.

Data protection legislation

UK GDPR and Data Protection Act 2018, as referenced in DfE guidance for information sharing with parents.

Oxfordshire County Council's admission rules and schemes

The Council's determined coordinated and in-year schemes and admission rules.

Definitions

Parent (education law):

Any biological parent, any person with parental responsibility, and any person who has care of the child. More than one person can hold and exercise parental responsibility.

Parental Responsibility (PR):

The rights, duties, powers, responsibilities and authority a parent has in relation to the child and their property (Children Act 1989). Examples of how PR is held/acquired are set out in DfE guidance (e.g., birth mother, married parents at birth, joint birth registration, PR agreements/orders, adoption, child arrangements orders, local authority via care orders, etc.).

Court Orders:

Section 8 orders (Child Arrangements, Prohibited Steps, Specific Issue), Care Orders, Special Guardianship Orders and others that may define or limit how PR is exercised—

schools/LAs should act consistently with any such orders.

Policy principles

Child's best interests paramount:

The Council will act in the child's best interests and within the law, avoiding involvement in parental disagreements beyond what is required to process an application lawfully and fairly.

Neutrality:

The Council will not mediate, arbitrate, or take sides in disputes between parents; parties are expected to resolve disagreements themselves, through mediation or the family courts if necessary.

Single application and single offer:

Only one live application will be processed at any time for a child, and only one offer will be made, in line with admissions coordination requirements.

Evidence led processing:

Where a dispute is evident, the Council will establish PR status and consider any relevant court orders before proceeding.

Compliance with data protection and information rights:

The Council will share information with parents in accordance with education law and data protection law, with redactions where appropriate to protect personal data.

What the Council expects before an application is submitted

All parties with PR should discuss and attempt to agree school preferences before an application is submitted.

The applicant must confirm they (a) have PR and (b) have the agreement of all with PR or hold a court order giving authority to proceed. The Council's online form declaration reflects these requirements.

How the Council will process applications where there is (or may be) a dispute

Indicators of a dispute

- Two or more applications received for the same child with different preferences; or
- Contact from another person with PR disputing the submitted preferences; or
- Information provided that suggests PR is contested or limited by a court order.

The Council will pause to verify PR/court order position where such indicators arise.

Evidence the Council may request

- Evidence of PR (e.g., full birth certificate, PR agreement/order, adoption order, child arrangements order, special guardianship order, care order).
- Copies of any current court orders relevant to schooling decisions (specific issue, prohibited steps, child arrangements, etc.).

Decision pathway

1. Only one person has PR: The Council will process that person's application.
2. Court order specifies who may decide schooling: The Council will comply with the order and process the authorised party's application.
3. Multiple PR holders and no agreement/no relevant court order: The Council will place the application on hold until either:
 - written agreement from all PR holders is received; or
 - a relevant court order is provided that authorises one party to decide.

Where the application is part of a main round process (reception, junior or secondary), written agreement or a court order must be received by the date set for the LA to send information about applications to own admission authority (OAA) schools in Oxfordshire so that OAA schools can consider applications and rank applicants as set out in the coordinated scheme for the relevant academic year. Any agreement or court order received after this date, but before the late closing date set out in the coordinated scheme for the relevant academic year will be processed as part of the late round.

After an offer has been made (or a place taken up)

If the Council later learns an application proceeded without consent from other PR holders (and without a relevant court order), the Council may withdraw the offer/allocated place where permitted by the School Admissions Code (e.g., offer made in error or obtained through a fraudulent or intentionally misleading application). Each case will be assessed on its facts (including time elapsed and the child's position).

If the child has already started at the school, the Council will consider the length of attendance and potential impact before deciding whether withdrawal is appropriate, consistent with the Code and local circumstances.

Information sharing with parents

Any person who is a "parent" under education law is entitled to engage with their child's education and (subject to legal limits) receive educational information; maintained schools must provide access to the educational record on request.

Where a person with PR requests information about an application submitted by another PR holder, the Council will normally disclose application information consistent with DfE guidance and data protection law, redacting personal contact details of the applicant where appropriate to protect privacy or safety.

The Council will consider safeguarding or court ordered restrictions before disclosure and may refuse disclosure where release could cause serious harm to the child or another individual.

Safeguarding and domestic abuse

Reducing parental conflict is distinct from domestic abuse. Where risks of harm are indicated (e.g., court restrictions, MARAC involvement, social care advice), the Council will prioritise safeguarding and follow statutory procedures, seeking legal advice where needed.

Communication and timescales

The Council will acknowledge receipt of evidence, confirm when an application is on hold due to a dispute, and explain what is required to proceed.

Where feasible, the Council may hold an allocated place open for a period of up to six weeks while parties resolve matters (without prejudice and subject to operational constraints and statutory timelines). This reflects reasonable practice seen in other authorities but is not guaranteed.

Appeals and complaints

Where an application is validly determined and refused, the right of appeal to an independent panel applies in the usual way; the existence of a parental dispute does not change appeal rights or timelines.

Complaints about the Council's handling of disputed applications can be made via the Council's complaints process; however, the Council cannot resolve disagreements between PR holders over school choice and may signpost parties to legal advice/mediation.

Data protection and records

The Council will process and share personal data strictly in line with UK GDPR/DPA 2018 and the DfE guidance. Records of disputes, evidence reviewed, and decisions will be retained in accordance with the Council's retention schedule.

Equality and inclusion

The Council will ensure equitable treatment of all parents (resident and non resident), guardians and carers, unless a lawful restriction applies (e.g., court order). Communications will be accessible and reasonable adjustments provided where required.

How to contact Oxfordshire County Council School Admissions

Parents should apply and track applications via the Council's Parent Portal and can find general guidance on the Council's admissions pages.

For disputed cases, parents should email the School Admissions Team attaching PR/court order evidence (admissions.schools@oxfordshire.gov.uk).

Published Admission Numbers (PANs) for Community & Voluntary Controlled Schools for the 2027/28 school year

(Consulted upon between 1 December 2025 and 26 January 2026)

Summary of changes to Published Admission Numbers (PANs)

- Ducklington Church of England Primary School – reduction in PAN from 30 to 20
- North Kidlington Primary School - reduction in PAN from 45 to 30

DfE Code	School Name	IAN* (based on Net Capacity)	Determined PAN for 2025/26	Determined PAN for 2026/27	Determined PAN for 2027/28
3120	Aston and Cote Church of England Primary School	25	27	27	27
2463	Barley Hill Primary School	90	60	60	60
3146	Bladon Church of England Primary School	14	15	15	15
3064	Bloxham Church of England Primary School	60	60	60	60
2202	Brookside Primary School	45	45	45	45
2610	Bure Park primary School	60	60	60	60
2605	Caldecott Primary School	59	60	60	60
2595	Carswell Community Primary School	30	30	30	30
4041	Carterton Community College	161	140	140	140
3043	Chadlington Church of England Primary School	15	15	15	15
3081	Charlton-on-Otmoor Church of England Primary School	15	15	15	15
2555	Chilton County Primary School	45	45	45	45
3210	Church Cowley St James Church of England Primary School	60	60	60	60
3100	Clanfield Church of England Primary School	15	15	15	15

DfE Code	School Name	IAN* (based on Net Capacity)	Determined PAN for 2025/26	Determined PAN for 2026/27	Determined PAN for 2027/28
3183	Clifton Hampden Church of England Primary School	15	15	15	15
3142	Combe Church of England Primary School	15	15	15	15
3200	Crowmarsh Gifford Church of England Primary School	30	30	30	30
3223	Cumnor Church of England Primary School	29	30	30	30
3186	Dorchester St Birinus Church of England Primary School	15	15	15	15
2560	Drayton Community Primary School	30	30	30	30
2565	Dry Sandford Primary School	20	20	20	20
3122	Ducklington Church of England Primary School	30	30	30	20
3861	Dunmore Primary School	60	60	60	60
2525	East Oxford Primary School	45	45	45	45
2103	Enstone Primary School	15	15	15	15
2200	Five Acres Primary School	60	60	60	60
3083	Fringford Church of England Primary School	15	15	15	15
2254	Gateway Primary School	50	45	45	45
2058	The Grange Community Primary School	45	45	45	45
3187	Great Milton Church of England Primary School	30	30	30	30
2104	Great Tew County Primary School	14	15	15	15
3123	Hailey Church of England Primary School	15	15	15	15

* IAN – Indicated Admission Number

NB: Where the determined or proposed Published Admission Number (PAN) is lower than the IAN, this relates either to likely demand or the potential organisational difficulties posed by admitting a greater number of children

DfE Code	School Name	IAN* (based on Net Capacity)	Determined PAN for 2025/26	Determined PAN for 2026/27	Determined PAN for 2027/28
2563	Harwell Primary School	30	30	30	30
3044	Hook Norton Church of England Primary School	45	45	30	30
2591	John Hampden Primary School	59	60	60	60
2210	King's Meadow Primary School	61	60	60	60
2106	Kingham Primary School	29	30	30	30
2608	Langford Village Community Primary School	60	60	60	60
3085	Launton Church of England Primary School	20	20	20	20
3184	Lewknor Church of England Primary School	12	15	15	15
2602	Long Furlong Primary School	30	30	30	30
2207	Longfields Primary and Nursery School	60	45	45	45
3234	Longworth Primary School	15	15	15	15
3235	Marcham Church of England Primary School	30	30	30	30
3188	Marsh Baldon Church of England Primary School	12	12	12	12
2465	Mill Lane Community Primary School	30	30	30	30
2504	Nettlebed Community School	20	20	20	20
3213	New Hinksey Church of England Primary School	25	15	15	15
2357	North Kidlington Primary School	45	45	45	30
2055	Orchard Fields Community School	60	60	60	60

* IAN – Indicated Admission Number

NB: Where the determined or proposed Published Admission Number (PAN) is lower than the IAN, this relates either to likely demand or the potential organisational issues posed by admitting a greater number of children

DfE Code	School Name	IAN* (based on Net Capacity)	Determined PAN for 2025/26	Determined PAN for 2026/27	Determined PAN for 2027/28
3205	Peppard Church of England Primary School	15	15	15	15
2057	Queensway School	60	60	60	60
3238	Radley Church of England Primary School	30	30	30	30
3231	The Ridgeway Church of England Primary School	15	15	15	15
2450	Royal Air Force Benson Community Primary School	35	45	45	45
3182	St Andrew's Church of England Primary School, Chinnor	60	60	60	60
3211	St Andrew's Church of England Primary School, Oxford	30	30	30	30
3260	St Blaise Church of England Primary School	30	30	30	30
3125	St Kenelm's Church of England Primary School	22	20	20	20
3262	St Leonard's Church of England Primary School	60	45	45	45
2352	St Nicholas' Primary and Nursery School	60	60	60	60
3247	St Nicolas' Church of England Primary School, Abingdon	60	60	60	60
3258	St Swithun's Church of England Primary School	60	60	60	60
2506	Sonning Common Primary School	58	30	30	30
2507	South Stoke Primary School	7	7	7	7
3240	Stanford-in-the-Vale Church of England Primary School	30	30	30	30
2583	Stockham Primary School	30	30	30	30

* IAN – Indicated Admission Number

NB: Where the determined or proposed Published Admission Number (PAN) is lower than the IAN, this relates either to likely demand or the potential organisational difficulties posed by admitting a greater number of children

DfE Code	School Name	IAN* (based on Net Capacity)	Determined PAN for 2025/26	Determined PAN for 2026/27	Determined PAN for 2027/28
2353	Stonesfield Primary School	20	20	20	20
3242	Sunningwell Church of England Primary School	15	15	15	15
2456	Tetsworth Primary School	8	8	8	8
2587	Thomas Reade Primary School	30	30	30	30
3254	Trinity Church of England Primary School	45	45	45	45
3251	Uffington Church of England Primary School	15	15	15	15
2512	Valley Road School	30	30	30	30
2533	West Oxford Community Primary School	29	30	30	30
2208	Whitchurch Primary School	20	20	20	20
2354	William Fletcher Primary School	45	30	30	30
2527	Windmill Primary School	90	90	90	90
2589	Wood Farm Primary School	60	60	60	60
2510	Woodcote Primary School	30	30	30	30
3145	Woodstock Church of England Primary School	60	60	60	60
3257	Wychwood Church of England Primary School	45	45	45	45

* IAN – Indicated Admission Number

NB: Where the determined or proposed Published Admission Number (PAN) is lower than the IAN, this relates either to likely demand or the potential organisational difficulties posed by admitting a greater number of children

This page is intentionally left blank

**In-Year Admissions Scheme
for admissions to schools in
Oxfordshire for children in year groups
Reception to Year 11
for the 2027/28 school year**

**(Consulted upon between 1 December 2025 and
26 January 2026)**

Details of changes since the In-Year Admissions Scheme for Admissions to Schools in Oxfordshire for children in year groups Reception to Year 11 for the 2026/27 school year

The following changes have been made:

- Paragraph 1.2 – date change
- Paragraph 1.5 – date change
- Paragraph 1.6 – date change
- Paragraph 1.8 – date change
- Paragraph 1.13 – “The LA **will not** make admissions decisions on behalf of state funded mainstream OAA schools but can act as the agent for an OAA school if agreed between the OAA school and the LA.” removed
- Paragraph 1.15 – date change
- Paragraph 2.4 – second bullet amended to reflect that four schools may be requested.
- Paragraph 2.6 – date change
- Paragraph 2.9 – New paragraph added and all subsequent paragraphs in section renumbered. Added text: For families of service personnel with a confirmed posting, or crown servants returning from overseas, applications accompanied by an official letter that declares a relocation date will be processed when received, regardless of the intended start date.
- Paragraph 2.10 – date change
- Paragraph 2.11 – date change
- Paragraph 2.12 – date change
- Paragraph 2.13 – date change
- Paragraph 2.14 – date change
- Paragraph 2.15 – date change
- Paragraph 2.22 – date change
- Paragraph 2.23 – date change
- Paragraph 2.24 – reference to paragraphs updated
- Paragraph 2.25 – reference to paragraphs updated
- Paragraph 2.26 – “Please see Annex G for information about how the LA will process school admission applications where there is a parental dispute.” added
- Paragraph 3.1 – date change
- Paragraph 3.2 – deleted and all subsequent paragraphs in section renumbered.
- Paragraph 3.3 – Frequency of on roll numbers reported to LA changed from 10 school days to 5 school days.
- Paragraph 3.6 – “Where the LA does not have agency” removed
- Paragraph 3.7 – “Where the LA does not have agency” removed
- Paragraph 3.9 – “...the LA acting as agent for...” removed
- Paragraph 3.10 – “...the LA acting as agent for...” removed

- Paragraph 3.11 – “...the LA acting as agent for...” removed
- Paragraph 3.12 – “Where the LA does not have agency” removed
- Paragraph 3.14 - deleted and all subsequent paragraphs in section renumbered
- Paragraph 3.17 – “or is a school for which the LA has agency (see 3.2 above)” and “(as set out in 3.14 above)” removed
- Paragraph 3.18 – “and for which the LA does not have agency,” removed
- Paragraph 3.21 – “and information about whether the child is eligible for free home to school transport” removed
- Paragraph 3.24 – “The LA will not process subsequent repeat applications for the same child that are clearly intended to reserve a place for a longer period.” Removed
- Paragraph 4.3 – deleted and all subsequent paragraphs in section renumbered
- Paragraph 5.2 – date change and “30 June” replaced with “the last date of the summer term”
- Annex B – amended text in model process
- Annex C – amended text in model process
- Annex D – date change
- Annex G – added

1. Introduction

1.1 This Scheme is compliant with the following:

- School Standards & Framework Act 1998
www.legislation.gov.uk/ukpga/1998/31/contents
- Education Act 2002
www.legislation.gov.uk/ukpga/2002/32/contents
- School Admissions Code 2021
www.gov.uk/government/publications/school-admissions-code--2

1.2 This Scheme operates for the geographical area of Oxfordshire and will operate from 1 June 2027 until 21 July 2028.

1.3 A glossary of key terms used in the scheme is shown at Annex A.

1.4 The In-Year Admissions Scheme covers admissions for entry to all Community and Voluntary Controlled schools in Oxfordshire outside the normal admissions rounds for children transferring between phases of education (see the Coordinated Admissions Scheme for more details) for entry to year groups Reception through Year 11 (inclusive).

1.5 Paragraph 2.24 of the 2021 School Admissions Code requires Own Admission Authority (OAA) schools to inform the Local Authority (LA) by 1 August 2027 whether they will participate in this scheme. The LA will treat all OAA schools currently in the Scheme as having opted-in to this scheme unless they opt-out by 1 August 2027.

1.6 A state funded mainstream OAA school in Oxfordshire may opt to withdraw from this In-Year Scheme. The school should inform the LA in writing by 1 August 2027 so that details can be published in the In-Year Admissions Scheme and online.

1.7 A state funded mainstream OAA school in Oxfordshire that has withdrawn from the In-Year Admissions Scheme must adhere to the requirements set out in Part 4 of this Scheme.

1.8 A list of state funded mainstream OAA schools in Oxfordshire that are not part of the In-Year Admissions Scheme will be published online by 1 August 2027.

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school/before-you-start>

1.9 Applications outside the normal round of admissions (see the Coordinated Admissions Scheme) will be referred to in the In-Year Admissions Scheme as “in-year applications.”

1.10 Admissions to Years 12 and 13 (Sixth Form) are not included in the In-Year Scheme. Parents need to apply direct to schools for Sixth Form places.

1.11 The LA will coordinate in-year admissions to all state funded mainstream schools in Oxfordshire that are part of the In-Year Scheme. Therefore, applications from both residents and non-residents of Oxfordshire for places in schools in Oxfordshire that are part of the In-Year Admissions Scheme must be made to the LA.

1.12 The LA will offer or refuse places at all state funded mainstream schools that are part of the In-Year Scheme. Where the state funded mainstream school is an OOA school, the offer or refusal will be on behalf of the Admission Authority for the school. Schools within

the In-Year Admissions Scheme **must not** write direct to parents before the LA has sent a letter offering a place.

- 1.13 The Governing Bodies or Academy Committees and/or Directors of state funded mainstream OAA schools that are part of the In-Year Admissions Scheme remain responsible for setting admission rules, applying them and determining the offer of places. They cannot delegate the responsibility to the LA.
- 1.14 Parents, resident in Oxfordshire, who want to apply for a state funded mainstream school that is not in Oxfordshire cannot apply using this Scheme and cannot apply through the LA. Parents are advised to contact the LA where the school is located, or the school direct, to find out about arrangements for applications and in-year admissions for that school or area.
- 1.15 The LA will publicise the In-Year Admissions Scheme. This will be done by:
 - publishing a composite prospectus online; and
 - publicising the In-Year Admissions Scheme on the LA public website; and
 - enabling parents to apply online or on paper.

2. The Application

- 2.1 The LA will enable parents to apply online and this will be the principal means of application.
- 2.2 Applications will also be accepted using a paper form.
- 2.3 The 'School Admissions in-Year Transfer' form will be used for in-year applications to all state funded mainstream schools that are part of the In-Year Scheme.
- 2.4 The application form (whether online or paper) and/or the accompanying notes will:
 - state where and to whom the completed form should be sent/returned.
 - 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, usually, the parent will receive a maximum of one school place offer per child in response to the application.
 - 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 faith, for example the Catholic Church or the Church of England or have other reasons of faith for requesting a 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).

- 2.5 Parents 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 Oxfordshire that is part of the In-Year Scheme.
- 2.6 A model approach for how applications will be processed, inclusive of intended timescales, is set out at Annexes B and C. A timetable for in-year admissions for 2027/28, will be published on the LA website.
- 2.7 Normally an application can be made no more than six school weeks before the intended start date.
- 2.8 However, applications for children to start at the beginning of a term or half term can be made from the beginning of the preceding term or half term.
- 2.9 For families of service personnel with a confirmed posting, or crown servants returning from overseas, applications accompanied by an official letter that declares a relocation date will be processed when received, regardless of the intended start date.
- 2.10 Applications to start at the beginning of the Autumn Term 2027 (September 2027) can be made from the second half of the Summer Term 2027 (June 2027).
- 2.11 Applications for the beginning of the second half of the Autumn Term 2027 (November 2027) can be made from the beginning of the Autumn Term 2027 (September 2027).
- 2.12 Applications for the beginning of the first half of the Spring Term 2028 (January 2027) can be made from the beginning of the second half of the Autumn Term 2027 (November 2027).
- 2.13 Applications for the beginning of the second half of the Spring Term 2028 (February 2028) can be made from the beginning of the Spring Term 2028 (January 2028).
- 2.14 Applications for the beginning of the first half of the Summer Term 2028 (April 2028) can be made from the beginning of the second half of the Spring Term 2028 (February 2028).
- 2.15 Applications for the beginning of the second half of the Summer Term 2028 (June 2028) can be made from the beginning of the Summer Term 2028 (April 2028).
- 2.16 The LA will take all reasonable steps to ensure that parents are provided with information on the key features of the In-Year Admissions Scheme. This will include enabling 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 principal means of providing this information will be online.
- 2.17 The Governing Body or Academy Committee or Directors of any state funded mainstream OAA school that is part of the 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 Supplementary Information Form (SIF). When this is requested, the details and procedural arrangements must be consistent with the requirements of the 2021 School Admissions Code, statute and case law and the Scheme. Information cannot be requested on the SIF that is specifically prohibited by the 2021 School Admissions Code. The SIF will be accessible online on the school's own website. Schools must also arrange to provide a paper version of the SIF to parents on request.

- 2.18 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.
- 2.19 If a parent completes a SIF for a state funded mainstream OAA school but does 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 Admission Authority of the state funded mainstream OAA school to make an admissions decision based on its oversubscription criteria.
- 2.20 If a parent directly approaches a state funded mainstream school that is part of the Scheme requesting a place for a child, and the child is within the age range of the school, the parent will be asked to complete an application irrespective whether the school has a vacancy in the relevant year group. If the school receives a completed paper application, the school will pass the application to the LA for processing. If the school asks a parent to complete an application but does not receive the application, the school will notify the LA that a direct approach was made so that the LA is aware that an application is due.
- 2.21 If a parent applies for a place at a state funded mainstream OAA school that is not part of the Scheme, the LA will notify the parent that this preference/application cannot be processed and ask the parent to approach the relevant school direct. The LA will also notify the relevant school that an application was received and that the parent was asked to apply direct to the school so that the school is aware that an application is due.
- 2.22 The LA will destroy all paper-based application forms for this transfer no later than 31 August 2029.
- 2.23 The LA will destroy all electronic records of the details of the content of applications made for this transfer no later than 31 August 2034.
- 2.24 The applicant will have the right to request a copy of the electronic record of the content of the application before the destruction date given in 2.23 above.
- 2.25 The applicant will have the right to request the electronic record of the content of the application to be destroyed on any date after the date in 2.22 above but before the scheduled data destruction date in 2.23 above. If the electronic record of the content of the application is destroyed before the scheduled destruction date, the applicant will no longer be able to request a copy of the electronic record of the content of the application.
- 2.26 Please see Annex G for information about how the LA will process school admission applications where there is a parental dispute.

3. Processing Applications and Offering Places

- 3.1 A model approach for how applications will be processed, inclusive of intended timescales, is set out at Annexes B and C. A timetable for in-year admissions for 2027/28 will be published on the LA website.
- 3.2 The Admission Authority of a state funded mainstream OAA school in Oxfordshire is

responsible for any admission decisions. This responsibility cannot be delegated to the LA.

- 3.3 The LA needs correct information about where places are available. Therefore, all state funded mainstream schools in Oxfordshire **must** regularly update the LA about the number of children on roll in each year group and/or the number of places available in each year group. Schools that have a data-sharing arrangement with the LA automatically provide this information on a weekly basis during term-time and do not need to make a different arrangement. Schools that have no data-sharing arrangement with the LA should provide this information at least once every 5 school days and **must** provide it after receiving a request within 2 days of receiving the demand for information.
- 3.4 If the LA does not receive the information in 3.3 above, the LA will contact the individual school in the first instance to try to resolve the issue. If a resolution cannot be reached, and the school is a Voluntary Aided school, non-compliance will be raised with the relevant Diocese. If a resolution cannot be reached, and the school is an academy or free school, non-compliance will be raised with the Multi-Academy Trust Board and/or the Education and Skills Funding Agency (ESFA). The LA will also report non-compliance that has not been resolved in its annual report to the Office of the Schools Adjudicator.
- 3.5 When reaching an admissions decision, Admission Authorities **must** comply with Paragraphs 2.7, 2.15, 2.28 and 2.29 of the 2021 School Admissions Code 2021 which state that:
- the decision must be based solely on the determined admission arrangements,
 - the decision must not be made by one individual,
 - a clear record must be kept of the decision,
 - the waiting list must be ranked (and offers made) based on the published oversubscription criteria,
 - places must be offered to every child who has applied for one if places are available (unless admitting the child would prejudice the efficient provision of education or use of resources),
 - if insufficient places are available when dealing with multiple applications, places will be allocated on the basis of the oversubscription criteria only.
- 3.6 Relevant details of a preference for a state funded mainstream OAA school that is part of the In-Year Admissions Scheme will be forwarded by the LA to the school concerned so that a decision can be made by the Admission Authority. The Admission Authority will then be responsible for determining whether a place can be offered and for notifying the LA of the outcome of the preference. At the time the application is sent by the LA to the school, the LA will not provide the school with any of the following information which is specifically prohibited by Paragraphs 1.9 and 2.4 of the School Admissions Code 2021:
- details about whether the school is listed as first, second, third or fourth preference (prohibited by Paragraph 1.9),
 - details about a parents' or child's disabilities, special educational needs (where the child does not have an Education, Health & Care Plan – EHCP) or medical conditions (prohibited by Paragraphs 1.9 and 2.4),
 - details of the current/previous school, unless it is a feeder or partner school

(prohibited by Paragraph 1.9),

- information provided by previous school about past behaviour, attendance, attitude, or achievement or that of any other child in the family (prohibited by Paragraph 1.9),
 - the first language of the parents or the child (prohibited by Paragraph 2.4).
- 3.7 Schools will hold admissions meetings as necessary (see 3.5 above) to ensure that the timescales set within the Scheme can be met. In practice, all larger schools and some smaller schools that receive a high number of applications are likely to need to arrange meetings to make admissions decisions on a weekly basis. The Department for Education (DfE) advises that decisions of this kind can be taken by a minimum of two appointed representatives (Governors or Directors) and the meeting can be virtual.
- 3.8 A place will normally be offered unless the admission of another child would prejudice the provision of efficient education and/or efficient use of resources (Paragraph 1.4 of the 2021 School Admissions Code).
- 3.9 If there are places available in the relevant year group and the number of applications is fewer than the number of available places, the Admission Authority (which may be the LA or a state funded mainstream OAA school) **must** comply with Paragraphs 2.8 and 2.28 of the 2021 School Admissions Code and offer a place to every child who has applied for one without condition or the use of any oversubscription criteria.
- 3.10 If there are places available in the relevant year group but the number of applications exceeds the number of available places, the Admission Authority (which may be the LA or a state funded mainstream OAA school) **must** decide to whom the place or places are to be offered by prioritising the applications according to the determined and published over-subscription criteria. The Admission Authority **must not** offer a place to one child ahead of another, where both applications are being considered simultaneously, due to the fact that one application was received at an earlier date or time.
- 3.11 If there are no places available in the relevant year group, the Admission Authority (which may be the LA or a state funded mainstream OAA school) **must** prioritise the applications according to the determined and published over-subscription criteria but will be unable to offer a place to any of the applicants.
- 3.12 The Admission Authority for a state funded mainstream OAA school in Oxfordshire that is part of the Scheme **must** communicate the decision that has been made (see 3.9 to 3.11 above) to the LA so that the parent can be sent written notification in a timely manner.
- 3.13 Where the LA has provided information to a state funded mainstream OAA school as set out in 3.6 above and the LA has received no response from the school after 5 school days from sending the information, the LA will contact the school to request an update. If the school does not provide a satisfactory update or response, the LA will proceed on the basis that the school has decided a place will not be offered. The LA will inform the parent accordingly (see 3.21 below) together with information about how the child's name can be added to the Waiting List (see Section 5 below) and information about School Appeals (see Section 6 below).
- 3.14 The LA is responsible for establishing, in accordance with the provisions of the

Scheme, whether a child is eligible for a place at more than one school or is not eligible to be offered a place at any preferred school or any school in Oxfordshire. The LA then determines whether the child is to be granted or refused admission to a school.

- 3.15 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Oxfordshire and the child is at a school within a reasonable distance or the parent has advised of alternative arrangements that have been made or will be made to secure an education for the child that is suitable to his/her age, aptitude and ability (e.g. elective home education), the LA will not offer an alternative school place.
- 3.16 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Oxfordshire and the child has no school place (is out of school) or has a school place at a school that is not within a reasonable distance or the parent has indicated that no alternative arrangements have been made, or will be made, for the child to receive an education suitable to his/her age, aptitude and ability, the LA will determine the nearest school within a reasonable distance that has a place available. The LA will use its measuring policy (see Annex F) to determine the nearest school with a place not offered to other children.
- 3.17 If the nearest school within a reasonable distance with a place available not offered to other children (see 3.16 above) is a Community or Voluntary Controlled school, the LA will liaise with that school and a place will be reserved.
- 3.18 If the nearest school within a reasonable distance with a place available not offered to other children (see 3.16 above) is a state funded mainstream OAA school that is part of the Scheme, the LA will approach the school to request a place be reserved on behalf of the child as if an application for a place had been made. The Admission Authority for the school will consider the application on the same basis as if the LA's notification were an application (or preference) made by the child's parent falling within Section 86 of the 1998 School Standards & Framework Act (see 3.6 above).
- 3.19 If the nearest school within a reasonable distance with an available place (see 3.17 above) is a state funded mainstream OAA school that is not part of the Scheme, the LA will advise the parent to make a direct application for a place at that school.
- 3.20 For all schools that are part of the Scheme, the LA will send formal written notification of the offer and/or refusal. Individual schools **must not** contact the parent in writing or by any other method until the LA has sent formal written notification. Where a place is offered at a Community or Voluntary Controlled school, this offer is made by the LA as Admission Authority. Where a place is offered at a state funded mainstream OAA school, the offer is made by the LA on behalf of the Admission Authority of the school.
- 3.21 The formal written notification should always include a school offer at one of the preferred schools for which the parent applied or an alternative nearest school within a reasonable distance that has a place available or reasons why no alternative school has been offered (e.g. where the child is already on roll at a school within a reasonable distance or the parent has advised of alternative arrangements that have been made or will be made to secure an education for the child that is suitable to his/her age, aptitude and ability). The formal written notification will also always include a date by when the child will be expected to start at the new school (if applicable). Where a place

is not offered at one or more preferred schools for which the parent applied, the formal written notification will also include information about Waiting Lists (see Section 5 below) and School Appeals (See Section 6 below).

- 3.22 On certain rare occasions, the LA may send formal written notification that a place cannot be offered at any of the preferred schools for which the parent applied without sending notification of an alternative school offer, and the child has no school place (is out of school) or has a school place at a school that is not within a reasonable distance, or the parent has indicated that no alternative arrangements have been made or will be made for the child to receive an education suitable to his/her age, aptitude and ability. This will happen where the LA has not yet been able to identify an alternative school within a reasonable distance, or the school that has been identified is a state funded mainstream OAA school that has not yet responded to the approach from the LA (see 3.18 and 3.19 above). This is to ensure that a parent will be able to request that their child is added to Waiting Lists (see Section 5 below) and/or lodge a School Appeal (see Section 6 below). In these cases, the County Secondary Fair Access Panel or the County Primary Fair Access Panel will be asked to identify a suitable school. The LA will then send a further formal written notification letter with a school offer as soon as possible after the first written notification was sent.
- 3.23 If the child lives in England but outside Oxfordshire, the LA will notify the current home local authority that a place has been offered at an Oxfordshire school (or an application was made for a place at Oxfordshire school(s) and no place was offered).
- 3.24 An offer of a school place will normally be available for no longer than six school weeks from the date on which the offer is made. The formal written notification will specify the date by when the child should start at the new school (see 3.22 above).
- 3.25 All Oxfordshire schools, whether or not they are part of the Scheme, **must** comply with the General Data Protection Regulations and the 2018 Data Protection Act. Schools should not provide information about a child to a new receiving school until they have received formal written notification that the child will join the new school (i.e., an offer of a place that has been accepted or the child has left the current/previous school and has been taken on roll at the new school).

4. Requirements on state funded mainstream OAA schools that are not part of the Scheme

- 4.1 There is a legal requirement for schools to notify the LA of any in-year application and its outcome. State funded mainstream OAA schools that are not part of the Scheme must comply with this legal requirement by notifying the LA of any in-year application and its outcome. This information needs to be sent to the link Admissions Officer at the LA.
- 4.2 State funded mainstream OAA schools that are not part of the Scheme **must** send a formal written notification to the parent of the outcome of the application. Where an offer is made, the school **must** specify a date by when the child should join the school. This start date **should** not be more than six school weeks after the date of the offer. If a place cannot be offered, the school **must** provide details of its policy on waiting lists, how a child's name can be added to the list and when the list will be discontinued. If a place cannot be offered, the school **must** inform the parent of their right to a school

admissions appeal and how they can lodge such an appeal. If a place cannot be offered, and the child is resident in Oxfordshire and has no school place (is out of school) or has a school place at a school that is not within a reasonable distance or the parent has indicated that no alternative arrangements have been made or will be made for the child to receive an education suitable to his/her age, aptitude and ability, the school **must** provide a copy of the original application and the formal written notification without delay, so that the LA can determine the nearest school within a reasonable distance with a place available not offered to other children (see 3.15 above).

- 4.4 All Oxfordshire schools, whether or not they are part of the Scheme, **must** comply with the UK General Data Protection Regulations and the 2018 Data Protection Act. Schools should not provide information about a child to a new receiving school until they have received formal written notification that the child will join the new school (i.e., an offer of a place that has been accepted or the child has left the current/previous school and has been taken on roll at the new school).
- 4.5 All schools in Oxfordshire (including independent schools) **must** inform the LA if a child leaves and the school does not have confirmation of where the child has gone and is not contacted by a new receiving school for information about or records of the child.

5. Waiting Lists

- 5.1 Parents will be provided with details of how to add their child's name to the 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 a waiting list for an Oxfordshire school unless the parent requests this in writing, or unless a state funded mainstream OAA school has determined and published a scheme that includes automatically adding a child's name to a waiting list.
- 5.2 The LA, acting on behalf of all state funded mainstream schools in Oxfordshire that are part of the Scheme, will maintain (jointly maintain in the case of OAA schools) waiting lists for any year groups where places cannot be offered. These lists will normally be maintained from 1 August 2027 until the last date of the summer term 2028. The only exceptions to this will be state funded mainstream OAA schools that are part of the Scheme that have formally determined that the waiting list will be discontinued at an earlier or later date.
- 5.3 State funded mainstream OAA schools that are not part of the Scheme will need to maintain their own waiting list according to the arrangements determined and published in their admissions arrangements and inform parents about this when they send formal written notification.
- 5.4 Once added, a child's name will remain on the relevant waiting list until one of the following circumstances occurs:
 - a place becomes available that is offered to the child; or
 - the parent requests in writing that the Admission Authority maintaining the list

- should remove their child's name from the list; or
- the list ceases to be maintained (see 5.2 or 5.3 above).
- 5.5 In the case of state funded mainstream OAA schools that are part of the In-Year Admissions Scheme, the relevant Admission Authority will liaise with the LA to ensure that the data held by the LA is kept up to date.
- 5.6 Waiting lists will be maintained in order of priority according to the published admission arrangements and admissions criteria of the relevant school. Children will not be organised on a list based on the date or time an application was made.
- 5.7 It is possible that children added to waiting lists will not be offered a place during the time they are on the list if places do not become available. Adding a child's name to the waiting list does not guarantee that a place will be offered eventually.
- 5.8 If a child is not offered a place by the time a waiting list ceases to be maintained (see 5.4 above), a re-application will be needed so the child can be considered again and a new option to join a new waiting list can be offered.
- 5.9 If a place becomes available at a state funded mainstream OAA school, that school will determine to whom the place should be offered from those listed on the waiting list and/or with a current application. The expectation will be that the place will be offered to the child whose name appears at the top of the list.

6. School Appeals

- 6.1 For all state funded mainstream schools that are part of the In-Year Admissions Scheme, if a place could not be offered that was listed as a higher preference on the application, the LA will provide parents with details of how to lodge a school admissions appeal. This information will be sent with formal written notification of the outcome of an application.
- 6.2 Appeals for all Community and Voluntary Controlled schools in Oxfordshire are handled by Oxfordshire County Council's Committee Services and parents will receive information about the online appeals process available at www.oxfordshire.gov.uk/schoolappeals
- 6.3 Some state funded mainstream OAA schools in Oxfordshire that are part of the In-Year Admissions Scheme have purchased the school appeals service offered by the Oxfordshire County Council's Committee Services and parents will receive information about the online appeals process available at www.oxfordshire.gov.uk/schoolappeals
- 6.4 Appeals for some state funded mainstream OAA schools in Oxfordshire that are part of the In-Year Admissions Scheme are arranged by a different organisation and parents will receive information about the how to lodge a school admissions appeal for that school.
- 6.5 State funded mainstream OAA schools in Oxfordshire that are not part of the Scheme **must** inform parents when the formal written response is sent about the right to a school admissions appeal if a place is not being offered at the school.

6.6 The Oxfordshire County Council's Committee Services publishes an online list of schools at www.oxfordshire.gov.uk/schoolappeals where appeals are not arranged by the department.

7. Queries about the operation of the Scheme

7.1 Queries about the operation of the Scheme should be directed to:

School Admissions
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND

Email: admissions.schools@oxfordshire.gov.uk

ANNEX A – GLOSSARY OF KEY TERMS

Academies

Academies are state funded independent schools that are directly funded by the Education & Skills Funding Agency (see below).

These schools are not controlled by Local Government. However, they **must** participate in the coordinated admissions process, and they are subject to the School Admissions Code under the terms of their Funding Agreement with the Secretary of State for Education.

Admission arrangements and rules

The arrangements and rules for a 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.

Community Schools

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

Education & Skills Funding Agency (ESFA)

An executive agency sponsored by the Department for Education:

- accountable for funding for the education and training sector and providing assurance that public funds are properly spent.
- that regulates academies, further education and sixth-form colleges, and training providers, intervening where there is risk of failure or where there is evidence of mismanagement of public funds.
- responsible for delivering major projects and operating key services in the education and skills sector, such as school capital programmes.

Free Schools

Schools funded by the ESFA, independent of local authority (LA) control, self-governing, registered as a charity (or part of a charity). 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 Free School set admissions rules and make admissions decisions.

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.

Measuring policy

See Annexes E, F and G for 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 stepparents) 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.

The Scheme

The In-Year Admissions Scheme for Admissions to Schools in Oxfordshire for children in year groups Reception to Year 11.

School Admissions in-Year Transfer' form

The application form supplied by the LA on paper or electronically which needs to be used by all parents making an in-year application for a transfer to a state funded mainstream school that is part of the Scheme.

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).

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. UTCs are funded by the ESFA.

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 Admission Authority (see above).

ANNEX B – MODEL PROCESS (SCHEME)

State funded mainstream schools in Oxfordshire that are part of the In-Year Admissions Scheme

Event	Action by	Remarks
Application submitted/ received	LA	Parents can apply at any time. Applications should only be submitted for a child to start within the following six school weeks or immediately after the following term or half-term break unless the provision detailed in 2.9 above applies
Processing	LA	Applications are processed on receipt. The aim will be to respond to applications within 10 school days and no more than 15 school days
Liaising	LA / AA	<p>Preferences for Community or Voluntary Controlled schools will be collated and the school will be notified the number of applications received and the school will be requested to confirm availability of places.</p> <p>If one or more preferences is for a state-funded mainstream OAA school that is part of the Scheme relevant details of all preferences (including any children already added to the Waiting List) will be sent to the school.</p>
Decision-making	AA	<p>Decisions should be made within a maximum of 5 school days after the application is received.</p> <p>For state-funded mainstream OAA schools, the school <u>must</u> notify the LA of their decision by no later than the end of the fifth school day after receiving details of the application.</p>

Event	Action by	Remarks
Decision-making (extension)	AA	<p>If a school fails to notify the decision by the end of the fifth school day after receiving details of the application, the LA will contact the school for an explanation and has discretion to allow an extension of two further school days.</p> <p>If the school believes the application should be refused because of challenging behaviour it can refer the application to the County Fair Access Panel (primary or secondary – depending on the age of the child).</p> <p>If the LA receives no decision from the school (with or without extension) and the child is not receiving an education, the LA will refer the child for placement via the County Fair Access Panel (primary or secondary).</p>
Determination	LA	This should be completed no more than two working days after the completion of decision-making for all preferred schools.
Notification	LA	Formal written notification <u>must</u> be sent on the day of determination or on the next working day.
Start date	Parent and School	The child should be taken on roll no later than the date given in the formal written notification, within 10 school days of the offer (for offers for immediate transfer) or at the start of the following term or half-term, whichever is the earlier.

ANNEX C – MODEL PROCESS (OUTSIDE SCHEME)

Model process for state funded mainstream schools in Oxfordshire that are not part of the In-Year Scheme

Event	Action by	Remarks
Application received	School / AA	Add details list waiting to be processed. Notify the LA of details of the application that has been received within two school days.
Decision-making & Determination	AA	Determine the application within a maximum of seven school days after the application was received. Notify the LA of the decision / determination by the end of the eighth day.
Decision-making & Determination (extension)	AA	If the school believes the application to be a 'complex case,' it can refer the application via the Council's In-Year Fair Access (IYFA) arrangements. If the school does not wish to offer a place and the child is not receiving an education, the Admission Authority <u>must</u> refer the application to the LA for a placement decision via the County Fair Access Panel (primary or secondary – depending on the age of the child).
Notification	School / AA	Formal written notification <u>must</u> be sent on the day of determination or on the next school day. The LA is sent a copy of the formal written notification or otherwise formally notified about the outcome.
Start date	Parent and School	The child should start as soon as possible and no later than the date in the formal written notification. A reasonable expectation would be 10 school days for offers for immediate transfer, or at the start of the following term or half-term for future offers.

ANNEX D – STATE FUNDED MAINSTREAM OAA SCHOOLS THAT ARE NOT PART OF THE SCHEME

A list of schools that have opted not to be part of the Scheme by 1 August 2027 will be available online at:

<https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school/before-you-start>

These schools process their own in-year applications. An in-year application must be made direct to these schools using the form provided by the individual school.

ANNEX E – MEASURING DISTANCES FROM HOME TO SCHOOL (STRAIGHT LINE)

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 “straight line distance” (see below) and “shortest designated route” (see Annex F).

The LA uses the “straight line distance” (see below) to measure home to school distances for children to all schools where the LA is the Admission Authority.

The LA uses the “shortest designated route” (see Annex F) to determine the nearest school with an available place not offered to other children.

Some OAA schools also use “straight line distance” (see below).

Some OAA schools use “shortest designated route” (see Annex F).

“Straight line distance”

The start point of the measurement is the “**seed point**” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British (all-numeric) Co-ordinate System (Easting/Northing). 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.

For schools where the LA is the Admission Authority the end point is the nearest open gate of the school first arrived at from the direction of travel 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 LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

Where the LA is not the Admission Authority, the relevant Admission Authority will provide the determined end point 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.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml

ANNEX F – MEASURING DISTANCES FROM HOME TO SCHOOL (SHORTEST DESIGNATED ROUTE)

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 “straight line distance” (see Annex E) and “shortest designated route” (see below).

The LA uses the “shortest designated route” (see below) to determine the nearest school with an available place not offered to other children.

Some OAA schools use “shortest designated route” (see below).

“Shortest designated route”

This is measured from the same start point defined in the straight-line distance measuring rules (see Annex E). From the start 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. The network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information 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 network has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented network 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 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 Admission Authority. The LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

The route is established using an algorithm within the bespoke software used by the LA. This software is called EYES (Early Years and Education System) which is supplied by System-C (Liquid Logic) – systemc.com EYES measures in metres and the measurement is converted by dividing the distance by 1.609344 to calculate in miles accurate to three decimal places using.

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, 'Directions' in [google.co.uk/maps](https://www.google.co.uk/maps) will be used. For addresses outside Europe the straight line distance using the same websites and method set out above will be used.

ANNEX G - OXFORDSHIRE COUNTY COUNCIL POLICY FOR PROCESSING SCHOOL ADMISSION APPLICATIONS WHERE THERE IS A PARENTAL DISPUTE

Purpose and scope

This policy explains how Oxfordshire County Council (The Council) will process school admission applications (normal round and in-year) where there is a dispute between parents and/or others with parental responsibility (PR) over school preferences. It applies to all applications coordinated or processed by the Council, including those made via the Parent Portal, and to all phases (primary, junior, secondary), alongside each school's determined admission arrangements and the Council's coordinated and in-year admissions schemes.

Legal and guidance framework

School Admissions Code (2021)

Statutory requirements for admission authorities and local authorities, including offers, withdrawal of offers, waiting lists, and coordination.

Department for Education (DfE) Parental Responsibility Guidance (updated 24 Aug 2023)

Who is a "parent" for education law, how schools/Local Authorities (LA) should handle disputes, court orders, information sharing, and consent.

Education Act 1996, s.576

The definition of "parent" in education law includes biological parents, those with parental responsibility, and those who have care of the child.

Education (Pupil Information) (England) Regulations 2005

Rights of parents to access the educational record.

Data protection legislation

UK GDPR and Data Protection Act 2018, as referenced in DfE guidance for information sharing with parents.

Oxfordshire County Council's admission rules and schemes

The Council's determined coordinated and in-year schemes and admission rules.

Definitions

Parent (education law):

Any biological parent, any person with parental responsibility, and any person who has care of the child. More than one person can hold and exercise parental responsibility.

Parental Responsibility (PR):

The rights, duties, powers, responsibilities and authority a parent has in relation to the child and their property (Children Act 1989). Examples of how PR is held/acquired are set out in DfE guidance (e.g., birth mother, married parents at birth, joint birth registration, PR agreements/orders, adoption, child arrangements orders, local authority via care orders, etc.).

Court Orders:

Section 8 orders (Child Arrangements, Prohibited Steps, Specific Issue), Care Orders, Special Guardianship Orders and others that may define or limit how PR is exercised—schools/LAs should act consistently with any such orders.

Policy principles

Child's best interests paramount:

The Council will act in the child's best interests and within the law, avoiding involvement in parental disagreements beyond what is required to process an application lawfully and fairly.

Neutrality:

The Council will not mediate, arbitrate, or take sides in disputes between parents; parties are expected to resolve disagreements themselves, through mediation or the family courts if necessary.

Single application and single offer:

Only one live application will be processed at any time for a child, and only one offer will be made, in line with admissions coordination requirements.

Evidence-led processing:

Where a dispute is evident, the Council will establish PR status and consider any relevant court orders before proceeding.

Compliance with data protection and information rights:

The Council will share information with parents in accordance with education law and data protection law, with redactions where appropriate to protect personal data.

What the Council expects before an application is submitted

All parties with PR should discuss and attempt to agree school preferences before an application is submitted.

The applicant must confirm they (a) have PR and (b) have the agreement of all with PR or hold a court order giving authority to proceed. The Council's online form declaration reflects these requirements.

How the Council will process applications where there is (or may be) a dispute**Indicators of a dispute**

- Two or more applications received for the same child with different preferences; or
 - Contact from another person with PR disputing the submitted preferences; or
 - Information provided that suggests PR is contested or limited by a court order.
- The Council will pause to verify PR/court-order position where such indicators arise.

Evidence the Council may request

- Evidence of PR (e.g., full birth certificate, PR agreement/order, adoption order, child arrangements order, special guardianship order, care order).
- Copies of any current court orders relevant to schooling decisions (specific issue, prohibited steps, child arrangements, etc.).

Decision pathway

1. **Only one person has PR:** The Council will process that person's application.
2. **Court order specifies who may decide schooling:** The Council will comply with the order and process the authorised party's application.
3. **Multiple PR holders and no agreement/no relevant court order:** The Council will place the application on hold until either:
 - written agreement from *all* PR holders is received; or
 - a relevant court order is provided that authorises one party to decide.

Where the application is part of a main round process (reception, junior or secondary), written agreement or a court order must be received by the date set for the LA to send information about applications to own admission authority (OAA) schools in Oxfordshire so that OAA schools can consider applications and rank applicants as set out in the coordinated scheme for the relevant academic year. Any agreement or court order received after this date, but before the late closing date set out in the coordinated scheme for the relevant academic year will be processed as part of the late round.

After an offer has been made (or a place taken up)

If the Council later learns an application proceeded without consent from other PR holders (and without a relevant court order), the Council may withdraw the offer/allocated place where permitted by the School Admissions Code (e.g., offer made in error or obtained through a fraudulent or intentionally misleading application). Each case will be assessed on its facts (including time elapsed and the child's position).

If the child has already started at the school, the Council will consider the length of attendance and potential impact before deciding whether withdrawal is appropriate, consistent with the Code and local circumstances.

Information sharing with parents

Any person who is a "parent" under education law is entitled to engage with their child's education and (subject to legal limits) receive educational information; maintained schools must provide access to the educational record on request.

Where a person with PR requests information about an application submitted by another PR holder, the Council will normally disclose application information consistent with DfE guidance and data protection law, redacting personal contact details of the applicant where appropriate to protect privacy or safety.

The Council will consider safeguarding or court-ordered restrictions before disclosure and may refuse disclosure where release could cause serious harm to the child or another individual.

Safeguarding and domestic abuse

Reducing parental conflict is distinct from domestic abuse. Where risks of harm are indicated (e.g., court restrictions, MARAC involvement, social care advice), the Council will prioritise safeguarding and follow statutory procedures, seeking legal advice where needed.

Communication and timescales

The Council will acknowledge receipt of evidence, confirm when an application is on hold due to a dispute, and explain what is required to proceed.

Where feasible, the Council may hold an allocated place open for a period of up to six weeks while parties resolve matters (without prejudice and subject to operational constraints and statutory timelines). This reflects reasonable practice seen in other authorities but is not guaranteed.

Appeals and complaints

Where an application is validly determined and refused, the right of appeal to an independent panel applies in the usual way; the existence of a parental dispute does not change appeal rights or timelines.

Complaints about the Council's handling of disputed applications can be made via the Council's complaints process; however, the Council cannot resolve disagreements between PR holders over school choice and may signpost parties to legal advice/mediation.

Data protection and records

The Council will process and share personal data strictly in line with UK GDPR/DPA 2018 and the DfE guidance. Records of disputes, evidence reviewed, and decisions will be retained in accordance with the Council's retention schedule.

Equality and inclusion

The Council will ensure equitable treatment of all parents (resident and non-resident), guardians and carers, unless a lawful restriction applies (e.g., court order). Communications will be accessible and reasonable adjustments provided where required.

How to contact Oxfordshire County Council School Admissions

Parents should apply and track applications via the Council's Parent Portal and can find general guidance on the Council's admissions pages.

For disputed cases, parents should email the School Admissions Team attaching PR/court-order evidence (admissions.schools@oxfordshire.gov.uk).

This page is intentionally left blank

Appendix E – Consultation Responses

Commentor	Comment		Theme	Response	Amendment to arrangements proposed? (Y/N)
	Number	Detail			
1	1	<p>I find that having siblings in a school should be a higher priority. Mainly because this could mean two children attending two separate schools. This is always going to make one child late, cause missed opportunities for teacher/parent interaction and building that bond with the school, other parents and friendships for children. Also having more than one sibling in the school but only allowing to add one child on the application process.</p> <p>Having allowances regarding lateness with siblings in separate schools. Making arrangements so this doesn't cause ongoing issues for all</p>	Sibling priority	<p>Oxfordshire County Council is committed to the principle that schools should serve their local communities. Our admissions arrangements therefore give priority to children living within the catchment area over those who live outside it. However, we also recognise the importance of keeping families together, so within each priority group, children with siblings already attending the school are placed ahead of those without siblings.</p> <p>Policies around lateness should be discussed with individual schools.</p>	N
2	2	<p>I think Flexischooling would be a phenomenal addition to the school admissions option. It allows schools to get FUL funding for all 5 days ,but on a set number of days, agreed by the school and working collaboratively with parents it would allow children to have targetted time with their families, and reduced numbers in each day to give maximum concentration. Working collaboratively would be key, with parents following similar activities, and being actively present in their</p>	Flexi schooling arrangements	<p>This comment relates to matters that must be addressed after a place has been offered. However, Oxfordshire County Council may wish to consider developing a policy on Flexi-schooling in collaboration with headteachers.</p>	N

Appendix E – Consultation Responses

		<p>childrens education.</p> <p>more flexible admissions process for those who would like part time schooling options</p>			
Page 3	3	<p>These admission arrangements operate alongside recent PAN reductions across several community and VC schools. Reduced PANs lead to fewer available places overall, which has three direct implications:</p> <ul style="list-style-type: none"> • Increased oversubscription in previously stable schools. • Greater displacement to non preferred or distant schools. • Limited flexibility for in year admissions something Armed Forces families rely on more than any other group. <p>Even with strengthened Code protections (e.g., early processing of applications), no mechanism can compensate for a reduction in available school places. This is likely to lead to more appeals, longer travel distances, and siblings attending different schools.</p>	Published Admission Number reductions	The proposed reductions in Published Admission Numbers (PANs) are informed by birth rate data, demographic trends, and detailed forecasting methodologies. The PANs included in this consultation have been adjusted following discussions with the Place Planning and Sufficiency teams to ensure that there remains adequate capacity across the surrounding areas.	N

Appendix E – Consultation Responses

3	4	<p>The deletion of the clause stating: “The end point of the straight-line distance will be determined by the Admission Authority for each school.” creates ambiguity around how distances are calculated. For Service families many of whom must rely on intended future addresses or a Unit address prior to arrival distance-based ranking is often the make or break factor. Reduced clarity makes it harder for families to understand allocation outcomes, challenge errors, or make informed school choices before relocating.</p>	Distance Measurements	<p>This was removed for clarity, as Oxfordshire County Council is not the admissions authority for all schools within Oxfordshire. The policy advises parents that Own Admission Authorities (OAA) will provide the end point to the Council. The end point must be included within each OAA policy for clarity in line with the school admissions code. Oxfordshire County Council has challenged non-compliance this year.</p> <p>For schools where the Council is the Admission Authority the end point is the nearest open gate of the school first arrived at from the direction of travel 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 Council consults with each individual school annually to ensure accurate placement of gates and their availability for use.</p>	<p>Y</p> <p>Location of gates for all Oxfordshire County Council schools added to policy.</p>
3	5	<p>The new approach, where the LA uses the child’s GP-registered address if parents disagree, may unintentionally disadvantage Service families because:</p> <ul style="list-style-type: none"> • Many children are still registered to a GP at a previous station, sometimes hundreds of miles away. • Families posted at short notice may be unable to update GP details before the application deadline. • Some families remain unregistered due to 	Contested applications	Will be removed due to updated legal guidance.	<p>Y</p> <p>New policy and wording developed based on legal advice.</p>

Appendix E – Consultation Responses

		temporary accommodation or access issues. This could result in incorrect catchment assignments, miscalculated distances, or misallocation of places.			
3	6	The deletion of “shortest safe route” risks excluding children from transport eligibility even when walking routes are unsafe or impractical. This disproportionately affects Service families who: <ul style="list-style-type: none"> • Are placed in temporary or substitute housing • Often rely on one car due to deployment • May lack informal local networks to support travel Transport uncertainty compounds stress for newly arrived families who may already be managing separation, deployment, or transition.	Home to School Transport	This section has been removed as it is not pertinent to the admissions policy and has no influence on the determination of which children will or will not be offered a place. Information concerning Home to School Transport is outlined in the Home to School Transport policy, which is made available to all parents prior to the submission of their preferences.	N
3	7	The removal of the statement that the LA will notify parents when eligible for free transport may leave Service families unaware of entitlement until too late. Given the complexities of moving into SFA, arranging wraparound care, and balancing deployments, late discovery of transport ineligibility can have major operational and welfare impacts.	Home to School Transport	At present, all applications are assessed at the point an offer is made, which is not common practice and results in an inefficient use of the Council’s resources. We are therefore considering a transition to a parent-led application process.	N

Appendix E – Consultation Responses

3	8	<p>The revised waiting list rules particularly the annual reset at the end of term create issues for mobile families:</p> <ul style="list-style-type: none"> • Service children often arrive during July, August, or mid term. • If they join a waiting list late in the year, the list may reset before movement is possible. • This can trap children in non preferred schools for an entire academic year. <p>For a highly mobile community, the ability to move schools during the year is not a preference — it is often a necessity.</p>	Waiting lists	<p>The waiting list currently resets annually as parents need to apply for places the following year. This amendment will mean that children stay on it for longer and was introduced to ensure that places will be offered up until the end of the school year.</p>	N
Page 127 ₃	9	<p>Catchment areas remain a key oversubscription factor, but Service families cannot:</p> <ul style="list-style-type: none"> • Move into catchment early enough, • Predict their posting date reliably, • Purchase housing close to preferred schools. <p>Even when a Unit or intended address is accepted, distance still ranks local families above incoming military families, placing Service children at a systemic disadvantage compared to more settled peers.</p>	Service Families and catchment disadvantage	<p>All children eligible for Service Pupil Premium are given priority within each category.</p> <p>Were there to be an influx of service families into an area, Oxfordshire County Council would investigate the possibility of providing additional, extraordinary capacity in local schools, subject to relevant approvals.</p>	N

Appendix E – Consultation Responses

3	10	<p>The arrangements explicitly state that no places will be reserved for Service children. While consistent with national policy, this has real-world consequences in:</p> <ul style="list-style-type: none"> • High-mobility areas such as Carterton • Schools reliant on class based organisation • Years where multiple personnel rotate in simultaneously <p>In these cases, Service children may be scattered across several schools, increasing travel burden and reducing stability.</p>	Service Families	<p>The School Admissions Code does not permit schools to reserve places specifically for service children. However, Oxfordshire County Council actively supports service families by approaching schools on their behalf when suitable places are unavailable within a reasonable distance, and by helping to negotiate placements for siblings wherever possible.</p>	N
3	11	<p>Due to the nature of military moves which frequently involve temporary accommodation, delayed SFA allocation, or incomplete documentation Service families have an elevated risk of:</p> <ul style="list-style-type: none"> • Misunderstanding address rules • Using interim addresses • Being accused of “misleading address” • Having offers withdrawn <p>Given that families must often make applications before they physically Oxfordshire County Council SFA, clarity and flexibility are vital.</p>	Service Families	<p>Oxfordshire County Council has added clarity around offering to children prior to a move into the area to its arrangements to avoid any misunderstanding regarding when an application can be processed. The Council is currently working on writing clear guidance for service families and would welcome input from military colleagues and the Civilian Military Partnership education working group to ensure that accurate terminology is used and the guidance is useful. Specific reference to the Armed Forces Covenant has been added to the policy for clarity.</p>	<p>Y</p> <p>Specific reference to the Armed Forces Covenant has been added to the policy for clarity.</p>

Appendix E – Consultation Responses

3	12	<p>The requirement that children start within six weeks of an in year allocation may be unrealistic for families:</p> <ul style="list-style-type: none"> • Still awaiting housing • Managing deployment changes • Lacking access to a car • Needing SEND adjustments before entry <p>Service children should not be disadvantaged because of unavoidable relocation timelines.</p>	Time frame for applications.	For military families, there is no limit to how far in advance they can apply and a school must hold an offered place unless advised by the family that it is no longer required.	N
---	----	--	------------------------------	---	---

This page is intentionally left blank



**Oxfordshire County Council
Equalities Impact Assessment**

**Policy for Processing School Admission Applications Where There Is a
Parental Dispute**

10/02/2026

Contents

Section 1: Summary details	3
Section 2: Detail of proposal	4
Section 3: Impact Assessment - Protected Characteristics	8
Section 3: Impact Assessment - Additional Community Impacts	9
Section 3: Impact Assessment - Additional Wider Impacts	10
Section 4: Review	11

Section 1: Summary details

Directorate and Service Area	Children's Services – School Admissions & Transport
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Policy for Processing Disputed School Admission Applications
Is this a new or existing function or policy?	New policy addition to existing schemes
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	The policy formalises a transparent, legally compliant process for handling applications where parental disputes exist. It ensures child welfare, legal compliance and neutrality. No negative equalities impacts identified; positive impacts include improved fairness and clarity for families in dispute.
Completed By	Carly Williams, School Admissions & Transport Service Manager
Authorised By	Jaswinder Didiaily, Assistant Director Schools and Settings Sufficiency
Date of Assessment	10/02/2026

Section 2: Detail of proposal

<p>Context / Background</p> <p>Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.</p>	<p>The policy has been developed in response to an increase in the number and complexity of school admission applications affected by parental disagreements. Operational experience over recent years has highlighted that the absence of a clearly defined and publicly available process has resulted in delays, inconsistent expectations among parents, and additional administrative burden for both the School Admissions Team and schools.</p> <p>The statutory framework, including the School Admissions Code 2021, Children Act 1989, Education Act 1996, DfE’s Parental Responsibility Guidance (2023), and UK data-protection legislation, places explicit duties on the Council as the Admission Authority for community and voluntary controlled schools. These duties relate to:</p> <ul style="list-style-type: none"> • ensuring that admission decisions are made lawfully, • treating all individuals with parental responsibility fairly, and • ensuring that decisions are aligned with court orders where these exist. <p>The development of the policy therefore reflects the need to provide a structured, transparent and legally sound process which ensures the Council can meet its statutory duties while minimising the impact of parental conflict on children and on the integrity of the admissions process.</p>
<p>Proposals</p> <p>Explain the detail of the proposals, including why this has been decided as the best course of action.</p>	<p>Introduction of a formalised policy setting out how the Council will process school admission applications where a parental dispute arises. The new policy provides clarity for both parents and professionals by:</p> <p>Establishing clear evidence requirements</p> <p>The policy sets out what evidence the Council may request, including proof of parental responsibility and relevant court orders (e.g., Child Arrangements Orders, Specific Issue Orders, Prohibited Steps Orders). This ensures that decisions are made based on verified legal authority rather than informal assertions.</p> <p>Introducing a structured decision-making pathway</p> <p>The policy describes a consistent approach for processing applications under different scenarios, including:</p>

	<ul style="list-style-type: none"> • where only one individual holds parental responsibility; • where a court order delegates authority; and • where multiple individuals hold parental responsibility but do not agree. <p>This structured approach supports lawful and timely decision-making.</p> <p>Clarifying how applications will be placed on hold and what is required to proceed</p> <p>Where disputes exist, applications may be paused until written agreement is obtained from all parties with parental responsibility or until a relevant court order is provided. This ensures fair treatment and compliance with statutory expectations without the Council arbitrating between parents.</p> <p>Strengthening safeguarding and information-sharing provisions</p> <p>The policy embeds safeguards for cases involving domestic abuse, court-imposed restrictions, or other risk factors. It also clarifies how information will be shared with parents while meeting legal duties under UK.</p> <p>Managing processes after an offer has been issued</p> <p>The policy explains when an offer may be withdrawn if made without lawful authority and how the Council will consider the child’s best interests where the child has already started at the school.</p> <p>Overall, the proposed policy seeks to:</p> <ul style="list-style-type: none"> • Improve operational consistency • Reduce delays for children awaiting placements • Provide transparency for families • Strengthen legal compliance • Minimise disputes escalating into the admissions process
<p>Evidence / Intelligence</p> <p>List and explain any data, consultation outcomes, research</p>	<p>The development of the policy is directly informed by:</p> <p>Statutory and legal frameworks</p>

<p>findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<ul style="list-style-type: none"> • School Admissions Code 2021 (legal duties on admission authorities regarding validity, withdrawal, and coordination). • DfE Parental Responsibility Guidance (2023) (clarifies PR definitions, rights, court-order effects, and information-sharing duties). • Children Act 1989 (definition and application of parental responsibility). • Education Act 1996 (s.576) (defines “parent” in education law). • Education (Pupil Information) Regulations 2005 (information rights for parents). • Data Protection Act 2018 & UK GDPR (requirements for processing and sharing personal data). <p>Operational practice</p> <p>Admissions officers have noted an increase in duplicate or conflicting applications, as well as rising levels of parental conflict that impact timeliness and fairness. Existing informal practices lacked an authoritative and publicly accessible framework.</p> <p>Legal advice and feedback</p> <p>Legal Services advised that the previously considered approach of using GP registration to determine which parent’s application should be prioritised would be legally unsound and potentially discriminatory. This evidence directly informed the decision to adopt the more robust PR-verification and court-order-based model.</p> <p>Consistency with regional and national practice</p> <p>The policy draws on reasonable operational approaches used by other local authorities (e.g., holding places open for short periods to allow parents to resolve disputes). This ensures that Oxfordshire’s approach is aligned with accepted best practice.</p>
---	---

<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>a) Using GP registration to determine which parent’s application takes precedence</p> <p>This approach was rejected following legal advice. GP registration is not a lawful determinant of parental responsibility and may not reflect court orders or safeguarding considerations. It was therefore inappropriate as a basis for processing admissions in cases of dispute.</p> <p>b) Continuing with informal practices</p> <p>Maintaining the status quo would perpetuate inconsistencies, create legal risk, and fail to meet good administrative practice. Parents would continue to receive inconsistent messaging, and children could face unnecessary delays.</p> <p>c) Defaulting to the first application received</p> <p>This was dismissed as unfair, legally unsound, and incompatible with both the School Admissions Code and DfE PR guidance. It would risk advantaging one parent over another and could encourage tactical behaviour.</p> <p>d) Treating all disputed applications as invalid</p> <p>This was rejected because it would conflict with the Council’s statutory duty to process applications and could disadvantage children awaiting school placement.</p>
--	--

Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No differential impact is expected as a result of this policy. The council will of course remain vigilant to feedback, and where negative impacts are discovered, the council will reasonably adjust this policy in order to ensure mitigation of those impacts.			
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Gender Reassignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Race	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Sexual Orientation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Religion or Belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Armed Forces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Areas of deprivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 3: Impact Assessment - Additional Wider Impacts

Additional Wider Impacts	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other Council Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Social Value ¹	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

¹ If the Public Services (Social Value) Act 2012 applies to this proposal, please summarise here how you have considered how the contract might improve the economic, social, and environmental well-being of the relevant area

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	12 months after implementation or earlier if legislation updates
Person Responsible for Review	School Admissions & Transport Service Manager
Authorised By	Assistant Director Schools and Settings Sufficiency

This page is intentionally left blank