

**Determined Schedule of Co-ordination for Admissions
to Schools at the normal points of entry/transfer for
the 2023/24 academic year**

- Amend Annex D to match amendments to measuring text already done for in-year scheme.

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, as well as studio schools and University Technical Colleges, for the normal admissions round for the 2023/24 academic year. It specifically covers the following:

- Phases that will use the 'primary transfer phase' dates:
 - entry to the Reception year group
(children born 1 September 2018 to 31 August 2019)
 - transfer from Year 2 in an infant school to Year 3 in a junior or primary school
(children born 1 September 2015 to 31 August 2016)
- 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 2011 to 31 August 2012)

All applications received by 31 August 2023 will be considered using these arrangements. Applications received from 1 September 2023 onwards will be processed using the arrangements in the Co-ordinated In-Year Admissions Scheme.

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

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 adopted by the schools concerned.
- 1.9 Studio Schools and UTCs may opt out of the scheme. The two Studio Schools and the UTC in Oxfordshire opted out of the scheme for the 2021/22 admissions round. Therefore, it is expected they will remain outside the co-ordinated scheme for the 2023/24 admissions round. However, if any Studio School or UTC, that has already opted out of the scheme, wishes to opt into a scheme, they must inform the LA in writing by the last working day in February 2022. The LA will co-ordinate with that Studio School or UTC as appropriate and with families in Oxfordshire to collect and process applications on behalf of a Studio School or UTC that has opted into the scheme.
- 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 and the 2018 Data Protection Act.
- 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 2022 for children due to start the Reception year group for the first time called "Starting School",
 - publishing a composite prospectus online by 12 September 2022 for children due to transfer from infant school to junior or primary school called "Stepping Up",
 - publishing a composite prospectus online by 12 September 2022 for children due to transfer from Year 6 in a junior or primary school to Year 7 in a secondary school called "Moving On",
 - publishing a composite prospectus online by 12 September 2022 for children able to transfer from Year 9 in a secondary school to Year 10 in a Studio School or UTC called "Further Steps",
 - publicising coordinated admission arrangements on the LA public website,
 - producing posters and/or other advertising information,
 - enabling parents to apply online or on paper,
 - writing to parents of children regarding the possibility of transferring from Year 9 in a secondary school to Year 10 in a Studio School or UTC.

- 1.14 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,
 - CAF (JUNIOR) for transfer from Year 2 in an infant school to Year 3 in a junior or primary school,
 - CAF (SECONDARY) for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
- 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 or primary 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,
 - allow the parent to express preferences for (up to four) schools ranked in order of preference where the first preference is the school most wanted,
 - explain that the parent will receive a maximum of one school place offer on Offer Day (see 6.1 below) for their child as a result of the application they have made via the coordinated admissions scheme,
 - explain that, subject to the availability of places and the application of the oversubscription criteria, parental preference will be complied with (i.e. a place at the highest preference school will be offered unless it cannot because no places are available or there are too many other applicants with a higher criterion or living closer to the preferred school),
 - enable the parent to give reasons for their preference(s) for the school(s) listed,
 - enable parents who wish to, to state whether their child belongs to a particular faith, for example the Catholic Church or the Church of England, or have other reasons of faith for requesting a particular school,
 - enable parents to provide other reasons for their preference(s) where relevant (e.g. that they work at a school where priority is given to ‘children of staff’ within the oversubscription criteria).
- 2.11 The LA will take all reasonable steps to ensure that parents with children of the appropriate age, resident in Oxfordshire or attending a school in Oxfordshire, are provided with information on the key features of the coordinated admissions scheme. This will include making arrangements for parents to apply (online or by making a paper form available) and explaining the admissions process and the admission rules for all state-funded mainstream schools in Oxfordshire. The primary means of providing this information will be online.
- 2.12 The Governing Body or Academy Committee or Directors of any state-funded mainstream OAA school included in this scheme may request parents who wish to list, or have listed, that school on the application to provide additional information to the school on a 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 cannot 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, and third 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 2024.
- 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:
- for the entry to the Reception year group, electronic records will be destroyed no later than 31 August 2030.
 - for the transfer from Year 2 in an infant school to Year 3 in a junior or primary school, electronic records will be destroyed no later than 31 August 2027.
 - for the 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 2028.
- 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.

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 Tuesday, 6 September 2022 for all applications for the transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
 - 00:01 (12.01am) on Tuesday, 1 November 2022 for all applications for the entry to the Reception year group and transfer from Year 2 in an infant school to Year 3 in a junior or primary school
- 3.2 The deadlines for receipt of on-time applications will be:
- Monday, 31 October 2022 for paper applications for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
 - 23:59 (11.59pm) on Monday, 31 October 2022 for online applications for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
 - Sunday, 15 January 2023 (non-working day) for paper applications for the following entry to the Reception year group and transfer from Year 2 in an infant school to Year 3 in a junior or primary school.
 - 23:59 (11.59pm) on Sunday, 15 January 2023 for online applications for entry to the Reception year group and 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 Any application received after the dates/times for the relevant transfer phase will be considered as a late application, 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 An online application may be made after the deadlines shown in 3.2 above but it will be classed as a late 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 Monday, 14 November 2022 for late applications with extenuating reasons for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.
 - 17:00 (5pm) on Monday, 30 January 2023 for late applications with extenuating reasons for entry to the Reception year group and 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 Annex B) will be considered for places at schools listed on the CAF alongside those added to the relevant Continued Interest List and any changes of preference also received by the response date during the second round of the allocation process.
- 4.6 Later applications received after the response date for the relevant transfer phase but by the response date for the second round of the allocation process (see dates at Annex B) will be considered for places at schools listed on the CAF after that second response date, alongside those added to the relevant Continued Interest List and any changes of preference also received by the second response date.
- 4.7 Later applications and changes of preference received after the second response date for the relevant transfer phase (see dates at Annex B) but by 31 August will be considered every two weeks for places at schools listed on the CAF alongside those added to the relevant Continued Interest List.
- 4.8 The procedure that will be followed when late applications are received is set out in Annex C.

5. Processing applications and determining offers

- 5.1 The LA, as 'clearing house', will receive all applications.
- 5.2 The LA, as '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 preferences 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 (first, second, third or fourth) of the preference. The expectation will be that the receiving LA will pass on all information about the application with the exception of the rank of the preference 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 and third 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 that have been made. This information will remain confidential between the parent and the LA, as 'clearing house', until after the allocation process has been completed. If, after the process has been completed a place could not be offered, 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 for that school.
- 5.8 The Admission Authority for each state-funded mainstream OAA school in Oxfordshire will rank the list provided by the LA, as 'clearing house', (see 5.6 above) according to the criteria set out in its determined and published admission rules and arrangements, indicating the criterion and rank order in which places should be allocated when the allocation process begins. This 'ranked list' will include **all** applicants for the school, irrespective of whether the Admission Authority believes a place can or should be offered during the allocation process. The Admission Authority 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 while the allocation process is being run for further decision making.
- 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 or 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 and 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 school 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 school 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 less 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 the nearest available school based on the list of schools that are not full (see 5.21 above):
- entry to the Reception year group,
 - for transfer from Year 2 in an infant school to Year 3 in a junior or primary school,
 - for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.

The LA will use its measuring policy (see Annex D) to determine the nearest available school. A new '*LA preference*' for the nearest available school will be added to that child's list of preferences and a status of '*provisional offer*' will be set for that child for that school. State-funded mainstream OAA schools will not need to be provided with a list of children identified in this way so that they can consider the children as applications and determine whether they will be offered a place. Because the school will have spaces available, the LA, as 'clearing house', has the right under this coordinated scheme to allocate spare places to children identified in this way. State-funded mainstream OAA schools will receive a list of such children as part of the report they receive after the allocation has been completed (see 5.27 and 5.29 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 determine whether each Oxfordshire child, who has been allocated a place at a school in the relevant transfer phase, is eligible for free travel assistance to his/her allocated school. This determination will be made before offers are published on Offer Day (see 6.1 below) so that information can be prepared for parents to receive notification of the transport eligibility on Offer Day.
- 5.28 When the allocation process is completed, the LA, as 'clearing house', will create a report of the number of places allocated at each school in the relevant transfer phase for each of the oversubscription criteria for that school. This report will be created before offers are published on Offer Day (see 6.1 below) so that information can be published on Offer Day about how places were offered at each school.
- 5.29 When the allocation process is 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 report compiled at 5.21 (above) but some of these schools or academies may have been filled as part of the process of allocating places shown in 5.22 and 5.24 (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.
- 5.30 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 preference) for each child and will be the first time the school will receive this information. It will also include the contact details of the parent who applied for the place and the name of the child's current school (if applicable). This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the school as a confidential document so that the school can prepare for Offer Day and for sending out relevant information after Offer Day.
- 5.31 When the allocation process is completed, the LA, as 'clearing house', will create a report of the names of the children refused a place at each school that was oversubscribed in the relevant transfer phase. This report will include the

preference rank (first, second or third) for each child and will be the first time the school will receive this information. It will not include the contact details of the parent who applied for the place. This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the school as a confidential document so that the school can prepare for answering queries from parents on Offer Day.

5.32 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 or primary school,
- for transfer from Year 6 in a primary or junior school to Year 7 in a secondary school.

This report will be created before offers are published on Offer Day (see 6.1 below) and provided to the 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:

- Wednesday, 1 March 2023 (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
- Monday, 17 April 2023 (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 not** send a letter by post for the following category of application:

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

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

- 6.4 The LA, as 'clearing house', **will** send a letter by post for the following categories of application:
- the original application was made on paper; or
 - an online application where a place at the first preference school was allocated and the LA, as 'clearing house', has determined the child **is** eligible for free travel assistance to the allocated first preference school; or
 - an online application where a place at the first preference school **was not** allocated.
- 6.5 If the LA, as 'clearing house', has determined that the child is eligible for free travel assistance to their allocated school, a form will be provided by post for the parent to accept or reject this offer of free travel assistance.
- 6.6 If a place has been offered at a school that was not listed as a preference on the parent's application, the LA, as 'clearing house', will provide a list of state-funded mainstream schools in Oxfordshire that were not full on the Offer Day for the relevant transfer phase (see 6.1 above).
- 6.7 If a place has not been offered at one or more schools or academies listed as a preference on the application, the LA, as 'clearing house', will provide information about how the child's name can be added to a Continued Interest (or Waiting) List.
- 6.8 If a place has not been offered at one or more schools or academies listed as a preference on the application, the LA, as 'clearing house', will provide information about how the parent can appeal for a place at the relevant schools or academies where a place was refused.

7. Children for whom no application has been received

- 7.1 Where no application has been received on behalf of a child who is of the correct age range for the any of the following transfer phases:
- 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

and the LA, as 'clearing house', is aware that the child is resident in Oxfordshire and 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)

- 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. Continued Interest (or Waiting) Lists

- 8.1 For Community and Voluntary Controlled schools in Oxfordshire and some state funded mainstream OAA schools in Oxfordshire, waiting lists will be known as Continued Interest Lists (CILs).
- 8.2 For some state funded mainstream OAA schools in Oxfordshire, waiting lists will be known as Waiting Lists (WLs).
- 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 Continued Interest (or Waiting) List for any state-funded mainstream school in Oxfordshire where a place could not be offered that was listed as a higher preference on the application than the school offered. This system is known as the 'opt-in' system. A child will not automatically be added to the Continued Interest (or Waiting) List for an Oxfordshire school unless the parent requests this in writing.
- 8.5 On Offer Day (see Section 6 above), parents will be provided with details of how to add their child's name to the Waiting List for any state-funded mainstream school outside Oxfordshire where a place could not be offered that was listed as a higher preference on the application than the school offered unless the school is a grammar school and the child did not achieve a suitable qualification mark to be added to the list.
- 8.6 Some LAs and some schools outside Oxfordshire administer an 'opt-out' system for Waiting Lists. This means that a child's name is automatically added to the Waiting List for any school where a place could not be offered that was listed as a higher preference on the application than the school offered. The child's name will remain on that list unless the parent requests in writing for the child's name to be removed from that list or a place is offered at a later date.
- 8.7 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 Continued Interest (or Waiting) Lists for entry to any transfer phase listed in 1.3 above. These lists will normally be maintained from a date shortly after the Offer Day (as shown in the schedule of dates at Annex B) until 30 June 2024. 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 Continued Interest (or 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 Continued Interest (or

Waiting) List to the OAA school by 1 September 2023 and will cease to maintain any list thereafter.

- 8.8 Once added, a child's name will remain on the relevant Continued Interest (or Waiting) List until one of the following circumstances occurs:
- a place becomes available that is offered to the child; 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 8.7 above).
- 8.9 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.
- 8.10 The Continued Interest (or 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.
- 8.11 If a place becomes available at an OAA school after the normal allocations of places have been completed (see Section 9 below), that school will be asked to determine to whom the place should be offered from those listed on the Continued Interest (or Waiting) List. The expectation will be that the place will be offered to the child whose name appears at the top of the list.

9. Second Allocation

- 9.1 After Offer Day, parents will have time to respond to the offer and request to add their child's name to Continued Interest (or Waiting) Lists, as appropriate.
- 9.2 Some allocations on Offer Day are not accepted because parents have made alternative arrangements for their child to receive an education (e.g. independent school). This creates a *temporary* space at the relevant state-funded mainstream school. This space is not immediately re-offered.
- 9.3 These spaces will be re-offered on the Second Allocation Day, Thursday, 8 June 2023 for entry to primary school and Friday, 5 May 2023 for entry to secondary school.
- 9.4 After the Response Date (see Annex B), the following types of applications will be considered or re-considered for these spaces:
- late applications received after the Closing Date (see 3.2 above) but by the Response Date (see Annex B),
 - changes of preference received by the Response Date (Annex B), where the child was allocated a place at a school on Offer Day but the parent request in writing for the original preferences to be changed and/or new preferences added,
 - children who were not allocated a place at a preferred school on Offer Day whose parent requested their name to be added to the Continued Interest (or

Waiting) List.

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.

9.6 All offers or re-offers after National Offer Day will be sent by post only. Emails will not be sent.

10. Subsequent offers after the second allocation

10.1 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.

10.2 All offers or re-offers after the Second Allocation Day will be sent by post only. Emails will not be sent.

11. School Appeals

11.1 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).

11.2 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.

11.3 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

11.4 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.

11.5 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

- Given we are formalising a second late closing date (response date after second allocation), should we add a new section 10 about subsequent offers after second round? Appeals section would then renumber to 11.

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 Admissions 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 **free school** in England is 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 Annex D.

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 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. 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 Admissions 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 or primary school

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

Date	Description
Monday, 12 September 2022	“Starting School” booklet and ‘Stepping Up” booklet published online; Printed copies of “Starting School” and/or “Stepping Up” available on request from the LA
Tuesday, 1 November 2022	Opening Date for paper and online applications
Sunday, 15 January 2023	National Closing Date for on-time applications (online or paper)
Monday, 30 January 2023	Final date for confirmation of change of address as part of the on-time application process; Final date for late applications with extenuating reasons to be considered as on-time applications (See Annex C)
Tuesday, 31 January 2023	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school
Friday, 10 February 2023	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA’s area
Friday, 3 March 2023	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)
Wednesday, 22 March 2023	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
Tuesday, 28 March 2023	The process to allocate school places begins (see 5.10ff above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
Friday, 31 March 2023	Stable state is achieved (see 5.19 above)
Tuesday, 4 April 2023	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.22ff above)
Thursday, 6 April 2023	Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.26 above)

Date	Description
Friday, 14 April 2023	All letters and reports prepared; confidential notifications sent to schools
Monday, 17 April 2023 (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)
Tuesday, 2 May 2023 (Late Closing Date)	Response date for offers made on National Offer Day (online or paper responses); Response date for requests to join Continued Interest Lists (CILs) for consideration in the second allocation; Date for change of preference requests to be received for consideration in the second allocation; Date for late applications to be received for consideration in the second allocation
Monday, 8 May 2023	Start of second allocation process
Thursday, 8 June 2023 (2 nd Offer Day) (Later Closing Date)	Second Allocation Day; No emails are sent on second allocation day Offer letters sent by second-class post for offers or re-offers Date for later applications to be received for consideration in July
Friday, 23 June 2023	Response date for offers made on 2 nd Offer Day (paper responses); Response date for requests to join CILs
Monday, 26 June 2023	CILs start
Early July 2023	Applications received by Later Closing Date considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the CIL or new applicants whose applications have not yet been determined
Mid July to end of August 2023	Applications received after Later Closing Date considered; Offers made <i>ad hoc</i> as places become available at schools considering those on the CIL or new applicants whose applications have not yet been determined
September 2023	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 start Year 3 at the new junior or primary school at which they were allocated a place on National Offer Day or 2 nd Offer Day or at a later date.
Sunday, 30 June 2024	CILs cease to be maintained (unless an earlier end date for CILs was specified in an OAA school's admission arrangements)

Date	Description
August 2024	Paper-based application forms will be destroyed
August 2027	Phase of education ends for children who transferred to Year 3 in a junior or primary school in September 2024 – electronic record of the content of the application for this transfer destroyed
August 2030	Phase of education ends for children who started Reception year group in the 2023/24 academic year – electronic record of the content of the application for this transfer destroyed

‘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
Tuesday, 6 September 2022	Opening Date for paper and online applications
Monday, 12 September 2022	“Moving On” booklet published online; Printed copies of “Moving On” available on request from the LA
Monday, 31 October 2022	National Closing Date for on-time applications (online or paper)
Monday, 14 November 2022	Final date for confirmation of change of address as part of the on-time application process; Final date for late applications with extenuating reasons to be considered as on-time applications (See Annex C)
Friday, 25 November 2022	Exchange date for the LA to send information about applications to other LAs in England for schools in that LA’s area
Friday, 16 December 2022	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)
Monday, 16 January 2023	Receive date for the LA to receive a ranked list of applications from all OAA schools in Oxfordshire
Tuesday, 31 January 2023	Oxfordshire SEN Team to supply details of children whose EHCPs have been amended to ‘name’ a school

Date	Description
Wednesday, 1 February 2023	The process to allocate school places begins (see 5.10ff above); the LA will liaise with other LAs to exchange offer information so that each child will be offered one school
Friday, 10 February 2023	Stable state is achieved (see 5.19 above)
Thursday, 16 February 2023	The process to allocate places for children who cannot be offered any preferred school is completed (see 5.22ff above)
Friday, 17 February 2023	Date by which the LA will finish determining transport entitlement for those allocated a school place (see 5.26 above)
Tuesday, 28 February 2023	All letters and reports prepared; confidential notifications sent to schools
Wednesday, 1 March 2023 (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)
Wednesday, 15 March 2023 (Late Closing Date)	Response date for offers made on National Offer Day (online or paper responses); Response date for requests to join Continued Interest Lists (CILs) for consideration in the second allocation; Date for change of preference requests to be received for consideration in the second allocation; Date for late applications to be received for consideration in the second allocation
Monday, 20 March 2023	Start of second allocation process
Friday, 5 May 2023 (2 nd Offer Day) (Later Closing Date)	Second Allocation Day; No emails are sent on second allocation day; Offer letters sent by second-class post for offers or re-offers Date for later applications to be received for consideration in late May/June
Friday, 19 May 2023	Response date for offers made on 2 nd Offer Day (paper responses); Response date for requests to join CILs
Monday, 22 May 2023	CILs start
Late May to early June 2023	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 CIL or new applicants whose applications have not yet been determined

Date	Description
Mid June to August 2023	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 CIL or new applicants whose applications have not yet been determined
September 2023	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
Sunday, 30 June 2024	CILs cease to be maintained (unless an earlier end date for CILs was specified in an OAA school's admission arrangements)
August 2024	Paper-based application forms will be destroyed
August 2028	Children who started Year 7 in a secondary school in September 2023 reach Post-16 – electronic record of the content of the application for this transfer destroyed

ANNEX C – 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 5pm on the date published in the LA's Co-ordinated scheme for receipt of proof of address or late applications with extenuating reasons (hereinafter called 'Late Closing Date 1'), all paper applications received (with evidence and envelopes) will be collected centrally.
3. An officer in the School Admissions team will record on the ONE database that a late application has been received within 2 school days of the receipt of the application. This will help officers in the School Admissions team and the Customer Service Centre to know that a late application has been received.
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 or the Admissions & Transport Services Manager.
5. Where a late application has been received but no mitigating reasons have been attached, each individual member of the LASC will consider the late application but shall record a decision that the application has no extenuating reasons and is therefore late.
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 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 form.
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 a late application is accepted as on-time, a member of the LASC will amend the record for the child on the ONE database removing reference to the late application and adding the preferences for the application as an on-time application within 24 hours of the LASC meeting.
10. Within 10 school days of the LASC meeting, a letter will be sent to the parent informing them of the decision.
11. If an applicant (parent), after receipt of the decision letter, makes representation (with or without further mitigating information/evidence) for the LASC decision to be reviewed, the original application with any supporting evidence received at that time together with any new information will be taken to the Admissions & Transport Services Manager for a new decision.
12. The Admissions & Transport Services Manager will never be a member of the LASC and has discretion to over-rule a decision made by the LASC.
13. Late applications received after Late Closing Date 1 cannot be considered as on-time under any circumstances because processes will have already started which makes it difficult to add further applications.
14. Between the Late Application Closing Date 1 and the date by which the LA has published in its scheme that it will send details to other LAs of applications received for home residents (hereinafter to be called the 'LA swap date') the LASC and/or the Admissions & Transport Services Manager have discretion to consider a late application with strong extenuating reasons as having been received on-time.
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 15 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 not for any schools outside Oxfordshire, then the Admissions & Transport Services Manager has sole discretion to consider the application to have been received on-time.
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 17 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 not for any schools outside Oxfordshire or for any OAA schools within Oxfordshire, then the Admissions & Transport Services Manager has sole discretion to consider the application to have been received on-time.

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 5pm on the date when responses to the offers made on National Offer Day should be received as detailed in the LA's scheme (hereinafter to be called the 'Response Date') will be considered as late applications for the second round of the admissions process as detailed in the LA's scheme. The National Offer Day is:
- 1 March (or next working day) for applications for secondary school transfer;
 - 16 April (or next working day) for applications for transfer from infant school to junior or primary school;
 - 16 April (or next working day) for applications to start primary or infant school for the first time.

The Response Date is usually approximately 15 school days after National Offer Day and is published each year in the LA's scheme.

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 at the beginning of May. For application for transfer from infant to junior or primary school and to start primary or infant school for the first time, the second round of the admissions process will run in May and early June and notification will be sent out in mid-June. Exact dates will be published in the LA's scheme each year.
22. Late applications and late changes of preference received after the Response Date will not be considered in the second round of the admissions process. Such late applications will be considered after the response date for the second round of the admissions process as published in the LA's scheme.

ANNEX D – MEASURING DISTANCES FROM HOME TO SCHOOL

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

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

The LA uses the "straight line distance" to measure home to school distances for children to all schools where the LA is the Admissions Authority.

Some OAA schools also use "straight line distance".

Some OAA schools use "shortest designated route".

The straight-line distance calculated by Oxfordshire County Council

For admissions purposes for all schools where the Local Authority (LA) is the Admissions Authority for the school, and any OAA schools that have adopted the LA's measuring system, 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 Co-ordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

The end point of the straight line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions 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

"Shortest safe route" for home to school travel assessments

This is measured from the same start point defined in the straight-line distance measuring rules (see above). From the start point the route firstly connects to the nearest point of the digitised network.

The digitised network is constructed from a subset of the national road and path data supplied by Ordnance Survey. This data 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 roads and paths 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 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 Admissions Authority. The LA consults with each individual school annually to ensure accurate placement of gates and their availability for use.

The shortest safe 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 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 safe 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 safe 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. In calculating the shortest safe route, certain parts of the network of roads and/or paths have been specified as unsafe and the route will use an alternative which will be longer. This longer distance will be used to determine whether a child is eligible for free home to school travel assistance.

Other measuring systems may give a different measurement, but the Council cannot take a measurement from another measuring system into account because this would lead to inconsistency in the method used to measure the shortest safe route and determine a child's eligibility for free home to school travel assistance.