

**DETERMINED  
SCHEDULE OF CO-ORDINATION  
FOR ADMISSION AT  
THE NORMAL POINTS OF  
ENTRY/TRANSFER  
FOR THE 2017/2018  
ACADEMIC YEAR**

# 1. INTRODUCTION

- 1.1 The scheme covers all mainstream state funded primary, infant, junior and secondary schools in Oxfordshire and will apply to the normal admissions round for the 2017-18 academic year. It specifically covers the following phases:
- entry to Reception – children born 1 September 2012 to 31 August 2013;
  - transfer from infant schools to junior schools at the end of Key Stage 1 – children born 1 September 2009 to 31 August 2010;
  - transfer from Year 4 in a first school (outside Oxfordshire where the child lives in Oxfordshire) to Year 5 in a primary or middle school – children born 1 September 2007 to 31 August 2008;
  - transfer from Year 6 in primary or junior school to Year 7 in secondary school – children born 1 September 2005 to 31 August 2006;
  - transfer from Year 7 in a secondary school to Year 8 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2005 to 31 August 2006;
  - transfer from Year 8 in a secondary school to Year 9 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2003 to 31 August 2004;
  - transfer from Year 9 in a secondary school to Year 10 in a University Technical College (UTC) or Studio School – children born 1 September 2002 to 31 August 2003.
- 1.2 The Local Authority (LA) will coordinate admissions and act as the “clearing house” for all applications for the normal round of admissions.
- 1.3 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 actually offered will be the one that has been ranked the highest by the parent.
- 1.4 A glossary of key terms used in the scheme is shown at Annex A.
- 1.5 An outline of key dates in the admissions process for primary and secondary admissions is shown at Annex B.
- 1.6 The coordinated admission scheme is part of the published admission arrangements for all community and voluntary controlled schools in Oxfordshire for 2017/18. The LA is the admission authority for these schools and so is responsible for determining whether places can be offered and offering any places at the schools concerned.
- 1.7 The coordinated admission scheme will also become part of the published admission arrangements for all own admission authority schools including all academies, University Technical Colleges, studio schools and free schools in Oxfordshire for 2017/18, once this scheme has been adopted by the governing bodies/directors of the schools concerned.
- 1.8 Any applications for admission directly received by schools will be passed to the “clearing house”, the LA.
- 1.9 When applying through this scheme, at initial allocation, parents will receive no

more than a single offer of a place.

- 1.10 Data on applications for transfer in any phase outlined in 1.1 above will be shared with other LAs where parents have expressed a preference for a school in that LA's area.
- 1.11 The LA will publicise the coordinated admissions process for each phase of education. This will be done by:
- publishing an online composite prospectus for secondary schools called "Moving On";
  - publishing an online composite prospectus for studio schools and University Technical Colleges called "Transfer at Year 10";
  - placing the arrangements on the LA public website;
  - enabling parents to apply online;
  - writing to parents of children in the main transfer groups, including writing to parents of children in Year 9;
  - publishing posters.
- 1.12 The governing bodies/directors of own admission authority schools covered by this scheme remain responsible for setting admission rules, applying them, and determining the offer of places.
- 1.13 However, for all own admission authority schools, places will be offered to the parent by the LA on behalf of the relevant Governing Body/Directors. School places will not be offered to parents directly by a Governing Body/Directors.

## **2. THE COMMON APPLICATION FORM (CAF)**

- 2.1 Parents will be able to apply on line (the principle means of application) or using paper forms.
- 2.2 There will be a separate application form for entry to the following phases of schooling:
- the Common Application Form (Primary) or CAF (Primary) for entry to Reception;
  - the Common Application Form (Junior) or CAF (Junior) for the start of Year 3 at junior schools;
  - the Common Application Form (Junior) or CAF (Junior) for transfer from Year 4 in a first school to Year 5 in a middle or primary school;
  - the Common Application Form (Secondary) or CAF (Secondary) for entry to the start of Year 7;
  - the Common Application Form (Secondary) or CAF (Secondary) for transfer from Year 7 or Year 8 in a secondary school to Year 8 or Year 9 (respectively) in a grammar school;
  - the Common Application Form (UTC/Studio) or CAF (UTC/Studio) for entry into Year 10.
- 2.3 The LA, the "clearing house", will make the relevant CAF available to parents resident in Oxfordshire. All parents will need to use the relevant CAF to express a preference for a child's admission to any state funded mainstream school in England.

- 2.4 Information on how to obtain a school place will be available on line through the Oxfordshire County Council web site. This is the principle means of application.
- 2.5 Parents who are resident within Oxfordshire will be able to state up to 3 preferences on the CAF (Primary), the CAF (Junior), the CAF (Secondary) and the CAF (Studio/UTC).
- 2.6 Parents who are resident outside Oxfordshire who wish to apply for a place for their child at a state funded mainstream school within Oxfordshire will need to complete the common application form for their home authority. They will be unable to apply using one of the Oxfordshire forms.
- 2.7 The CAF (Primary), the CAF (Junior), the CAF (Secondary) and the CAF (Studio/UTC) will be used for the purpose of admitting pupils in the specified year. This form and /or the accompanying notes will also:
- specify the closing date and to where it must be returned;
  - invite the parent to express a preference – or to apply for a place – by completing the form and by ranking up to three of the schools;
  - explain that the parent will receive no more than one offer of a school place in response to the application form;
  - explain that, subject to availability of places and the application of the oversubscription criteria, parental preference will be respected;
  - explain that, if more than one school is listed and no order of preference is given, the parent will be regarded as having expressed the preferences in the order that the schools appear on the form (The first mentioned being regarded as the highest preference);
  - explain that, if a wish is expressed by the parent that the schools listed should be regarded as equal preferences, the parent will be regarded as having ranked the schools on the order appearing on the form (the first mentioned being ranked as the highest preference);
  - enable the parent to give reasons for their applications for the schools 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.
- 2.8 The LA will take all reasonable steps to ensure that parents with children of the appropriate age, resident in the LA area, are provided with information on the key features of the coordinated admissions scheme. This will include making all reasonable efforts to provide parents with a copy of the appropriate CAF, an explanation of 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.
- 2.9 The governing body/directors of any state funded mainstream own admission authority school included in this scheme may request parents who wish to list, or have listed, that school on the application form to provide additional information to the school on a supplementary information form. When this is requested, the details and procedural arrangements must be consistent with the requirements of the School Admissions Code and the coordinated admission scheme. If parents complete a CAF (Primary), CAF (Junior) or CAF (Secondary), and they have listed an own admission authority state funded mainstream school on the form

but they have not completed any supplementary information form for that institution the application will still be valid.

- 2.10 Completion of a supplementary information form on its own will not constitute an application for an own admission authority state funded mainstream school. Any supplementary form is simply a device for seeking additional information that would be helpful in applying a particular school's oversubscription criteria.
- 2.11 Where the governing body/directors request completion of a supplementary information form, the completed form must be received by the school concerned by the relevant deadline set out in 3.1 below, unless a different return date is specified on the form by the school concerned.
- 2.12 All mainstream state funded schools in Oxfordshire will be provided with information on the number of first, second, and third preferences received for the school concerned.
- 2.13 Information on how to obtain a school place will be available on line through the Oxfordshire County Council web site.

### **3. Processing of application forms for entry to Reception (primary or infant school), Year 3 at junior schools, Year 7 at secondary school and other phased entry points.**

3.1 The deadlines for receipt of on time applications are set out below:

- 17:00 hours (end of working day) on Monday 31 October 2016 for paper applications for the following phases of transfer:
  - transfer from Year 6 in primary or junior school to Year 7 in secondary school – children born 1 September 2005 to 31 August 2006;
  - transfer from Year 7 in a secondary school to Year 8 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2004 to 31 August 2005;
  - transfer from Year 8 in a secondary school to Year 9 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2003 to 31 August 2004;
  - transfer from Year 9 in a secondary school to Year 10 in a University Technical College (UTC) or Studio School – children born 1 September 2002 to 31 August 2003.
- 23:59 hours on Monday 31 October 2016 for online application for the following phases of transfer:
  - transfer from Year 6 in primary or junior school to Year 7 in secondary school – children born 1 September 2005 to 31 August 2006;
  - transfer from Year 7 in a secondary school to Year 8 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2004 to 31 August 2005;
  - transfer from Year 8 in a secondary school to Year 9 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2003 to 31 August 2004;

- transfer from Year 9 in a secondary school to Year 10 in a University Technical College (UTC) or Studio School – children born 1 September 2002 to 31 August 2003.
- 16:00 hours (end of working day) on Monday, 16 January 2017 for paper applications for the following phases of transfer:
  - entry to Reception – children born 1 September 2012 to 31 August 2013;
  - transfer from infant schools to junior schools at the end of Key Stage 1 – children born 1 September 2009 to 31 August 2010;
  - transfer from Year 4 in a first school (outside Oxfordshire where the child lives in Oxfordshire) to Year 5 in a primary or middle school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2007 to 31 August 2008.
- 23:59 hours on Monday, 16 January 2017 for online application for the following phases of transfer:
  - entry to Reception – children born 1 September 2012 to 31 August 2013;
  - transfer from infant schools to junior schools at the end of Key Stage 1 – children born 1 September 2009 to 31 August 2010;
  - transfer from Year 4 in a first school (outside Oxfordshire where the child lives in Oxfordshire) to Year 5 in a primary or middle school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2007 to 31 August 2008.

- 3.2 Completed CAF (Primary), CAF (Junior), CAF (Secondary) or CAF (UTC/Studio) applications received after the closing date will be treated as late applications, except in the circumstances set out in paragraph 5.2.
- 3.3 The LA will process all Common Application Forms. However, individual admission authorities retain the legal responsibility for determining the actual offer of places at a particular school.
- 3.4 Admission authorities will be informed of whether the school concerned has been listed by parents. However, the preferences stated on the CAF (Primary), CAF (Junior), CAF (Secondary) or CAF (UTC/Studio) will be confidential between the parent and the clearing house (the LA) and, if an appeal is lodged regarding an individual child, all parties at an independent appeal panel hearing for that child.
- 3.5 All applications showing a preference/preferences received by the relevant deadline will be considered before any applications received after the deadline, except in the circumstances described in paragraph 5.2.
- 3.6 If a school is oversubscribed, places will be offered on the basis of the published admission rules for the school concerned.
- 3.7 If it is not possible to allocate a place at a school for which a preference has been expressed, a place will be allocated at an alternative school. This will not be done until all on-time expressed preferences have been considered.

3.8 All processing and notifications in the following paragraphs must be completed in accordance with the written timetable shown at Annex B.

#### **4. Determining offers for entry to primary, junior, secondary school, studio school or University Technical College during the normal admissions round**

4.1 The LA will act as a “clearing house” for the allocation of places by the relevant admission authorities for all state funded mainstream schools, including academies, studio schools, free schools and University Technical Colleges.

4.2 The “clearing house” will process all Common Application Forms.

4.3 Admission authorities for individual schools will remain responsible for determining which children will be offered places at the schools concerned. The way in which this will in practice be carried out is set out in paragraph 4.7.

4.4 The LA will notify the admission authority for each of the state funded schools in Oxfordshire of every application that has been made for that school, regardless of preference, including all relevant details. No information will be provided as to how the preference has been “ranked” by the parent on the application.

4.5 The LA will notify any other relevant LA of every preference made for schools in that LA’s area, including all relevant details. The receiving LA will be informed of how the parent has ranked the preference on their application, but the expectation will be that the receiving LA will not share this information with the schools in its area.

4.6 If any schools are oversubscribed places will be offered on the basis of the published admission arrangements for the school concerned.

4.7 The admission authority for each state funded mainstream school in Oxfordshire will provide the “clearing house” with a list of children indicating the order in which places should be allocated under each criterion. This list will include all applications which the LA received, irrespective of whether a place can be offered at the first stage of the iterative process. This means that admitting authorities will not normally need to be contacted during the iterative process because the admitting authorities will have determined possible offers in advance.

4.8 During the iterative process an allocation will become firm where a child has been allocated a place at the school ranked first on the CAF. All other lower-ranked preferences on that child’s application will then be listed as no longer required.

4.9 Where a child can be provisionally offered a place at the second, rather than first ranked school, the LA will hold that provisional offer, pending further rounds. Any school ranked lower than the second ranked school on that child’s application will then be listed as no longer required.

4.10 Where a child can be provisionally offered a place at the school which they ranked third, the LA will hold the provisional offer for that child, pending further

rounds.

- 4.11 When a provisional offer is marked as no longer required and a space is therefore available to offer to another child, the LA will provisionally offer the place to the child on the list for that school with the next highest priority according to that school's admission arrangements. It should be noted that, where this involves an own admission authority school, the "clearing house" is acting on behalf of the relevant admission authority.
- 4.12 In the case of Oxfordshire residents, if it is not possible to allocate a place at any school for which a preference has been expressed, a place will be offered at an alternative school. This will not be done until all on-time expressed preferences have been resolved. Those who cannot be offered an expressed preference for a state funded school in Oxfordshire who are not resident in Oxfordshire are the responsibility of their home LA and they will not be automatically offered an alternative school in Oxfordshire.
- 4.13 The iterative process will continue until the LA, "the clearing house", is unable to withdraw any further allocations.
- 4.14 At the close of the iterative process all allocations then in existence will become firm allocations of a place at the school concerned. Parents will then be offered those places for their children. Any offer of a place at an own admission authority school or academy will be made on behalf of the governing body/directors of that school.
- 4.15 At the end of the allocation process, all admission authorities within Oxfordshire will receive from the LA a school audit report regarding the final allocations.
- 4.16 If the LA is informed by another LA that a child is to be offered a higher ranked school than one that can be offered within Oxfordshire no place will be offered at an Oxfordshire school. This ensures that all Oxfordshire children of the appropriate age receive one offer of a school place, irrespective of whether it is in Oxfordshire or another local authority's area.

## **5. Children offered a school not listed on the CAF**

- 5.1 Where the LA acting as the "clearing house" is unable to offer a school for which a parent resident in Oxfordshire has expressed a preference on the CAF a place will normally be offered at the nearest state funded school with an available place. The distance used to determine the nearest school will be the shortest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System. A copy of how the shortest designated route is determined is attached at Annex C.
- 5.2 Children in Year 9 will not normally be offered an alternative school when places have been sought at a University Technical College or studio school and no school has offered a place. This is because in the vast majority of cases the children concerned will already be attending secondary school.
- 5.3 The LA will determine availability on the basis of published admission numbers and expressed preferences. In this way the LA will identify those schools within Oxfordshire likely to have places remaining unfilled after the completion



of the full admissions process.

5.4 The LA acting as the “clearing house” will notify admitting authorities of children “matched” in this way. The admission authority for each of these schools will consider each of the children for a place at the school 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.

5.5 Further rounds of the procedure outlined in paragraphs 5.1 to 5.4 may be undertaken if necessary.

## **6. Late Applications**

6.1 This section covers applications received after the closing date.

6.2 On-time applications will be considered before late applications, except:

- if the late application can clearly be shown as being the responsibility of an admitting authority or the LA acting as the ‘clearing house’; or
- if there are extenuating circumstances, for example when a sudden illness prevents the parent from submitting the CAF on-time.

6.3 Extenuating circumstances cannot be taken into account once the iterative process has begun.

6.4 All parents who need a school place for their child/children, and have not made an on-time application, will be asked to complete a paper CAF (an online application cannot be made after the deadline shown in 3.1 above). When appropriate, a supplementary information form for an own admission authority school/academy should also still be completed.

6.5 Late applications received prior to the response date for the relevant phase of transfer (see dates at Annex B) will be considered for places at schools listed on the CAF with those on the relevant continued interest lists at the second round of the allocation process (first run of the continued interest lists).

## **7. Children for whom no application has been received**

7.1 Where no application has been received for any of the phases listed in paragraph 1.1 above, and the LA knows that the child is resident in Oxfordshire, and is not aware of any other educational arrangements having been made, the LA will take appropriate steps to encourage the parent to make an application. Where applicable the LA will provide details of schools that still have vacancies after allocation processes completed under Section 4 above.

7.2 Where, after the LA has taken appropriate steps for the parent to express a preference, an application has still not been made, the LA will refer the child to the appropriate services for tracking “children missing education”.

## **8. Notification to parents**

- 8.1 The LA acting as the "clearing house" will write to all parents to whom offers can be made, notifying them of an offer of a place at either of the following, as appropriate:
- one of the schools nominated on their application form;
  - another school.
- 8.2 In addition, if a place has to be offered at a school not listed on the CAF the "clearing house" will provide the parent with a list of state funded mainstream schools in Oxfordshire with a suitable place available.
- 8.3 The letter from the LA will give parents appropriate information about their right to appeal against any refusal of a place by the admission authority for a school included in this scheme.

## **9. Continued Interests Lists (Waiting Lists)**

- 9.1 Waiting lists will be known as continued interest lists.
- 9.2 At the initial offer of school places parents will be provided with details of how to place their child's name on the continued interest list for any state funded school in Oxfordshire where a place could not be offered that was listed as a higher preference on the CAF than the school offered.
- 9.3 The LA acting on behalf of all state funded schools in Oxfordshire, will maintain (jointly maintain in the case of own admission authority schools) the continued interest lists for entry to any phase listed in Paragraph 1.1 above. These lists will normally be maintained from initial allocation until Friday, 30 June 2018. The only exceptions to this will be:
- own admission authority schools that have formally determined that the continued interest list will be discontinued at an earlier or later date;
  - own admission authority schools that are not part of the in year admissions scheme, in which case the LA will cease to maintain the (joint) continued interest list on 30 June 2017.
- 9.4 In the case of own admission authority schools the relevant admission authority will liaise with the LA to ensure that the data held by the LA is kept up to date.
- 9.5 If a place becomes available at an own admission authority school that school will be asked to determine which child should be offered a place from those listed on the continued interest list and any undetermined late applications received early enough to be considered.

## ANNEX A

### Glossary

Set out below is an explanation of terms commonly used in this scheme:

#### **Academies**

Academies are state funded schools that are directly funded by central government (the Education Funding Agency). Academies are self-governing and most are set up as registered charities or operated by other educational charities, and may receive additional support from personal or corporate sponsors, either financially or in kind.

These schools are not controlled by local government. However, they have to take part in the coordinated admissions process and they are subject to the School Admissions Code and the terms of the relevant Funding Agreement.

#### **Admission arrangements for the specified year**

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

#### **Admission authority**

The body responsible for setting and applying admission rules for a school or schools. In the case of community or voluntary controlled schools this 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 body responsible for setting and applying admission rules is the individual school's governing body or the board of the relevant academy.

#### **“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**

These are state funded schools for which the LA is the admissions authority.

#### **Free Schools**

Schools funded by the Educational Funding Agency, independent of local authority (LA) control, self-governing, registered as a charity (or part of a charity) and usually set up and/or run by parents, teachers, charities or businesses. They have a funding agreement with the Secretary of State that stipulates that they have to take part 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.

#### **Own admission authority (OAA) schools**

This term is used to describe any school which is not a community or voluntary controlled school (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 admitting authority for these schools.

## Parent

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

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

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

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

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

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

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

### **Shortest designated public route as defined using the Directorate for Children, Education & Families Geographic Information System**

Please see Annex C.

### **State funded mainstream schools**

Community, voluntary aided, voluntary controlled, trust schools, foundation schools, academies, University Technical Colleges, studio schools and free schools.

### **Studio schools**

A studio school is a type of secondary school in England that is designed to give students practical skills in workplace environments as well as traditional academic and vocational courses of study. Studio schools cater for those aged 14-19, they are funded by the Education Funding Agency and they are not controlled by local authorities.

### **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.

**The schools**

All state funded mainstream schools (other than special schools) that are in the LA area and that will be admitting pupils into the first year of education in the specified year.

**The specified year**

The school year that commences at or about the beginning of September 2017.

**Trust Schools**

Schools funded by the Educational Funding Agency, 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 that stipulates that they have to take part 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.

Trust schools are required to be part of the coordinated admissions process for the main point of entry.

**University Technical Colleges**

A college for students aged 14 to 19 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.

University Technical Colleges are required to be part of the coordinated admissions process for entry to Year 10 after the first year of operation.

**Voluntary Aided Schools**

These are 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, which are entirely funded by the state. In most cases the foundation, or the trust, own the buildings. The Governors of these schools are responsible for setting admissions rules and making admissions decisions.

**Voluntary Controlled Schools**

The LA is responsible for setting admissions rules and making admissions decisions for these schools.

## ANNEX B

### KEY ADMISSION DATES FOR PRIMARY ADMISSION IN 2017

These dates cover the following phases:

- The entry to Reception – children born 1 September 2012 to 31 August 2013.
- The transfer from infant schools to junior schools at the end of Key Stage 1 – children born 1 September 2009 to 31 August 2010.
- The transfer from Year 4 in a first school (outside Oxfordshire where the child lives in Oxfordshire) and to Year 5 in a primary or middle school (outside Oxfordshire where the child lives in Oxfordshire) – children born 1 September 2007 to 31 August 2008.

<b>September 2016</b>	<b>“Starting School” available for viewing online</b>
<b>15 September 2016</b>	<b>Online and paper applications accepted from this date.</b> “Starting School” information available on request from schools and the LA; Applications accepted from this date
<b>15 January 2017</b>	<b>National closing date for on-time applications for primary school</b>
6 February 2017	Last date for confirmation of change of address and for late applications with extenuating circumstances to be considered as on-time
13 February 2017	LA to send application data to other LAs for schools in that LA’s area
6 March 2017	LA to send application data to other admission authorities in Oxfordshire by this date
24 March 2017	Last date for return of data to LA from own admission authorities in Oxfordshire
<b>17 April 2017</b>	<b>Offer letters sent by second class post and emails sent to those who applied online. This date has been chosen because it is the next working day to the normal National Offer Date of 16 April.</b>
5 May 2017	Accept place, apply for continued interest list, as appropriate; also last date for late applications and changes of preference to

	be considered in the second round of the allocation process (first run of the continued interest lists)
15 May 2017	Start to consider late applications, changes of preference and continuing interest requests
12 June 2017	Offer letters sent after first run of continued interest list
30 June 2017	Last date on which to accept a place and/or apply for the continued interest list, on offers made on 13 June
<b>September 2017</b>	<b>Start of academic year for above phases</b>
<b>30 June 2017</b>	Date on which the continued interest list will be discontinued by the LA for all schools that are not part of the in year scheme. These schools will have to maintain continued interest lists at least up until the end of December 2017
<b>29 June 2018</b>	Date on which the continued interest list will be discontinued for all schools that are part of the in year scheme (unless otherwise stated in a school's admission arrangements)

## KEY ADMISSION DATES FOR SECONDARY ADMISSION IN 2017

These dates cover the following phases:

- The transfer from Year 6 in primary or junior school to Year 7 in secondary school - those born between 1 September 2005 and 31 August 2006.
- The transfer from Year 7 in a secondary school to Year 8 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) - those born between 1 September 2004 and 31 August 2005.
- The transfer from Year 8 in a secondary school to Year 9 in a grammar school (outside Oxfordshire where the child lives in Oxfordshire) - those children born between 1 September 2003 and 31 August 2004.
- The transfer from Year 9 in a secondary school to Year 10 in a University Technical College (UTC) or Studio School - those children born between 1 September 2002 and 31 August 2003.

<b>September 2016</b>	<b>“Moving On” available for viewing online</b>
<b>8 September 2016</b>	<b>Online and paper applications accepted from this date;</b> “Moving On” information available on request from schools and the LA
<b>31 October 2016</b>	<b>National closing date for on-time applications</b>
16 November 2016	Last date for confirmation of change of address and for late applications with extenuating circumstances to be considered as on-time
21 November 2016	LA to send application data to other LAs for schools in that LA’s area
12 December 2016	LA to send application data to other admission authorities in Oxfordshire by this date
16 January 2017	Last date for return of data to LA from own admission authorities in Oxfordshire
<b>1 March 2017</b>	<b>Offer letters sent by second class post and emails sent to those who applied online</b>
21 March 2017	The cut off date for accepting a place and for placing a child’s name on a continued interest list in response to offers made on 1



	March. This is also last date for late applications and changes of preference to be considered in the second round of the allocation process (first run of the continued interest lists)
29 March 2017	Start to consider late applications, changes of preference and continuing interest requests
6 May 2017	Offer letters sent after first run of continued interest list
23 May 2017	Accept place, apply for continued interest list; as appropriate on offers made on 6 May
<b>September 2017</b>	<b>Start of academic year for above phases</b>
<b>30 June 2017</b>	Date on which the continued interest list will be discontinued by the LA for all schools that are not part of the in year scheme. These schools will have to maintain continued interest lists at least up until the end of December 2017

## ANNEX C

### MEASURING DISTANCES FROM HOME TO SCHOOL

**Children who live closest to the school using the shortest designated route as defined on the Directorate for Children, Education and Families' Geographic Information System.**

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

From the seed point the route firstly connects to the nearest point of the digitised network.

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

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

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

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

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344

metres. The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths).

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

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

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