

Oxfordshire County Council's information for parents and carers of  
children due to transfer to secondary school in September 2014

# Moving On...



Apply online at  
[www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions)  
Deadline for applications:  
**31 October 2013**

**Moving on 2014/15**

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

Apply by:  
**31 October 2013**

Offer Day:  
**3 March 2014**

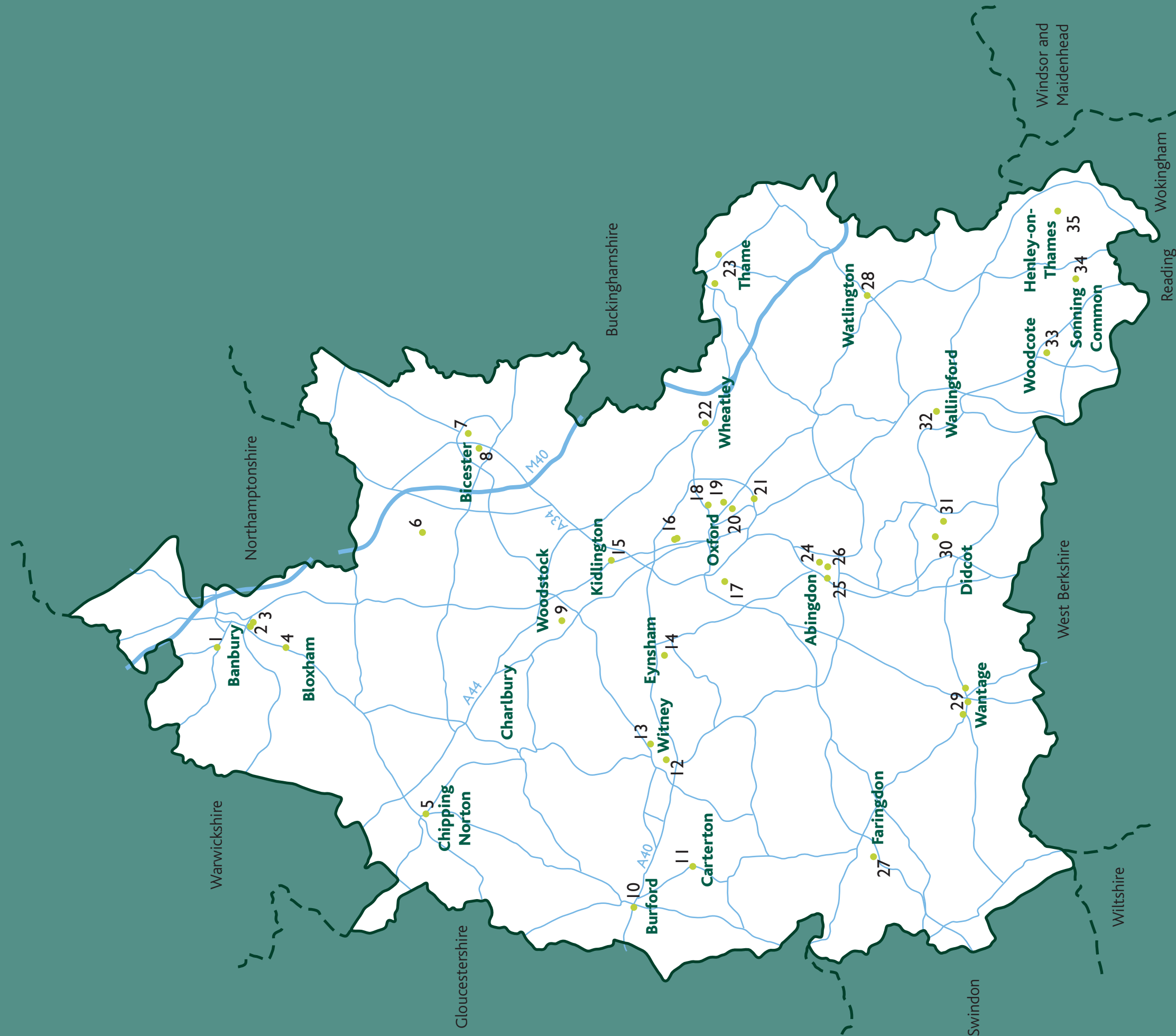
All information correct at time of going to press (August 2013)



Apply on-line

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

## Secondary Schools Map



Key to map is on pages 24 and 25.

## Useful Numbers

### Oxfordshire County Council

Admissions Team  
Children, Education & Families  
County Hall  
New Road  
Oxford OX1 1ND

Email: [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)  
01865 815175

### Admission Appeals

Email: [schoolappeals@oxfordshire.gov.uk](mailto:schoolappeals@oxfordshire.gov.uk)  
Tel: 01865 810810

### Neighbouring Local Authorities

Buckinghamshire	01296 383250
Gloucestershire	01452 425407
Northamptonshire	01604 366273
Reading Borough Council	0118 9372550
Swindon	01793 445500/01793 465791
Warwickshire	01926 742047
West Berkshire	01635 519771
Wiltshire	01225 7313016
Wokingham	01189 746111

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Apply by:  
**31 October 2013**



# Introduction



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

would also like to ensure that your child is offered a place at one of the three schools that you prefer and for entry to secondary school in September 2013 we were able to do this in 99% of cases.

It is a good idea to list three schools on your application form. This does not make it less likely that your child will be offered a place at the school you most want (your first preference) but it does make it less likely that your child will be offered a place at a school you do not want.

Most applications are now made online. Applying in this way offers the benefit of being able to start, save, change and complete your application at any time right up to the closing date of 31 October 2013. Those who apply online will also be able to respond online to the offer after 3 March 2014.

In order to decide which schools you would like your child to attend I would advise you to visit the open events schools hold in September and October. Most importantly I would also advise you to apply on time. Applying on time is likely to maximise your chance of your child being offered a place at one of your preferred schools. This means that you need to submit your application by 31 October 2013.

You can apply on line at:

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

**Jim Leivers**

Director for Children's Services

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# Apply online

## for your school place



From 6 September 2013  
you can apply online at:  
**[www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions)**

You will also be able to  
find all the information  
you need to apply for  
your child's school place.

Benefits are that it's:

- Easy
- Convenient
- Secure

You can get access to the internet at many of our libraries and children's centres.

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

# Admissions Process

<b>August 2013</b>	"Moving On" is available for viewing online
<b>5 September 2013</b>	From this date <b>online applications can be made at <a href="http://www.oxfordshire.gov.uk/admissions">www.oxfordshire.gov.uk/admissions</a></b> Applying online is quick, easy and secure. You can start, save, change, complete and submit your application any time up to the closing date of 31 October 2013. If you cannot apply online you can use the CAF at the back of this publication.
<b>12 September 2013</b>	<b>"Moving On " books are available for viewing on request from schools, the LA and libraries.</b>
<b>31 October 2013</b>	This is the <b>closing date for on-time applications.</b> <b>It is easier and more secure to apply online</b> but if you apply on paper the completed application form must be sent to: School Organisation & Planning (Admissions) County Hall New Road Oxford OX1 1ND If you are applying for a school that has asked you to submit a supplementary form or evidence (e.g. a baptism certificate) you need to submit that form to the school by this date. However, <b>for your application to be valid you must submit a completed CAF online or on paper.</b>
<b>22 November 2013</b>	Last date to provide confirmation of new address which can be taken into account for school place offers made on 3 March 2014,
<b>6 December 2013</b>	LA to send application data to other admission authorities in Oxfordshire by this date.
<b>14 January 2014</b>	Last date for return of data from own admission authorities in Oxfordshire.
<b>3 March 2014</b>	<b>Offer letters dispatched (as specified in the School Admissions Code, this is the first working day after 1 March 2014) and emails sent out to those who applied online.</b>
<b>18 March 2014</b>	This is the date by when parents need to accept places offered on 3 March. It is also the date by when parents are asked to state if they would like their child's name to be placed on a continued interest list. This is also the last date for accepting late applications or changes of preference.
<b>31 March 2014</b>	Deadline for return of appeal forms.
<b>Late Applications</b>	
<b>24 March 2014</b>	This is the date on which late applicants and those children on continued interest lists will start to be considered for any places that are available.
<b>2 May 2014</b>	Letters offering places will be sent to late applicants on this date.
<b>19 May 2014</b>	This is the deadline for receipt of any responses for offers made on 2 May,
<b>September 2014</b>	<b>Start of secondary schooling,</b>
<b>31 July 2015</b>	Date on which the continued interest list will be discontinued,

# Admissions Process

## The school application process

**Parents of children born between 1 September 2002 and 31 August 2003 (inclusive) need to apply for a secondary school place for their children. The closing date for on time applications is 31 October 2013.**

You can apply online at [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions). This is the main means of application. However, if you are unable to apply online you can apply using the Common Application Form (CAF). A copy of this form is enclosed at the end of this publication.

When applying for a school place you need to use one method only – either online or by using the paper CAF. Please do not apply both online and on paper as this may delay the processing of your application.

You can list up to 3 schools on the online, or paper, CAF. You are asked to list these in order of preference and in order to maximise your chances of obtaining one of your preferred schools it is very important to apply on time, i.e. by 31 October 2013.

Admissions to state funded secondary schools in England are coordinated across local authority boundaries. This means that if you live in Oxfordshire and want to apply for a place at a school that is in a different local authority you need to apply through Oxfordshire using the CAF. As with applications made for schools within Oxfordshire it is best to apply online.

Before deciding which schools to list on the CAF you are advised to visit school open events, read through the information given in "Moving On" and check school websites and prospectuses.

If you find that a school requests the submission of a supplementary form or extra evidence (e.g. baptism certificate) it is important to remember that submitting a supplementary form does not amount to an application – you have to complete the CAF as well – but it is also worth remembering that where schools use these forms it is in your interests to complete and return them.

In England schools use an "Equal Preference System". This was introduced to prevent admission authorities giving a higher priority to parents who make a particular school their first preference. Every school listed on the CAF as a preference is treated as a separate application, each one is equal, and the priority for admission is established using the admission rules for the relevant school. Once this information is available the preferences are then considered by the Local Authority acting as the "clearing house", for example, if at this stage it was theoretically possible to offer a place at all three of the schools listed, the school offered would be the one listed as the highest preference. If a place cannot be offered at any of the schools listed as a preference a place is offered at the nearest school with an available place.

If a place cannot be offered to your child at one of your preferred schools you may place your child on the continued interest (waiting) list for each of the relevant schools and/or appeal for a place through the admission appeal process.

With your letter, we will send you a response form. You should complete this form and send it back to the Admissions Team by 18 March 2014. If you applied online you will be able to respond online.



# Admissions Process

If you do not send the response form back by 18 March 2014, or you decline the offer and do not tell us what other arrangements you are making to educate your child, the place offered to your child may be withdrawn and offered to another applicant in the second allocation round. We will begin the reallocation process on 24 March 2014.

## Please note

It is important to understand the admission rules for a particular school in order to assess the likelihood of being able to obtain a place for your child.

If you are unable to gain a place for your child at one of the schools listed on your child's CAF it will be because there were other children who had a higher priority for a place under the school's admission rules.

## Late applications

You are strongly advised to make sure that your application is submitted by the closing date of 31 October 2013. If an application is received after this date it will be classed as a late application unless there are extenuating reasons that mean we should process it as an on time application.

The deadline for receipt of extenuating reasons is 22 November 2013. All applications received after this date will be considered late.

Some examples are:

- An administrative error by a maintained school in Oxfordshire is responsible for the application being late.
- An administrative error by the "clearing house", the LA, is responsible for the application being late.
- A sudden illness of a close family member prevents you from submitting the CAF on time.
- The death of a close family member (child's sibling, parent, grandparent) prevents the parent/carer from submitting the CAF on time.

It is not possible to apply online after 31 October 2013. Late applications must be made on the paper CAF.

Given that any late application is likely to be less successful in obtaining a place at a preferred school, any parent submitting a CAF after the deadline for on time applications is strongly advised to write to the Admissions Team setting out the reasons why the application is late.

## What happens after the first offer of places in March 2014?

If you have been offered a place at your first preference school, respond to the offer by 18 March 2014.

Everyone who has applied on time (whether online or on paper) receives a letter and a leaflet called "What Happens Next?". This leaflet explains how to:

- Respond to the place you have been offered
- Place your child's name on one or more continued interest list(s) or change preferences,
- Information about school transport (if applicable).
- Lodge an appeal.

# Admissions Process

We cannot always offer children a place at one of the schools listed as a preference. If this happens in the case of your child, you can place your child's name on the continued interest waiting list for a maximum of three maintained schools. **However, you are strongly advised to accept the place we have offered your child or to accept a place at another school that has a vacancy. This will ensure that your child will have a school place in September 2014. Please read our policy on continued interest lists.**

**The deadline for returning the continued interest form is 18 March 2014.**

It is possible that you might decide that you no longer want your child to attend the school offered even though it is listed as your first preference. If this is the case you can change preferences. Please read our policy on changes of preference.

You will have the right to appeal for any school you listed on your child's application where a place was not offered. The deadline for returning the appeal form for letters sent on 3 March 2014 is 31 March 2014.

## The Second Allocation (late allocation) Round from March to May 2014

After 18 March 2014 (the deadline for responses from the first allocation on 3 March), the responses are collated and any vacancies which have arisen, because of places being declined, are available to be re-offered on 2 May 2014.

The following groups of children are all considered together in the second allocation and prioritised according to the school's admissions rules:

- Late applicants, who made an application after 31 October 2013 but by 18 March 2014.
- Children on the Continued Interest list, who could not be offered a place on 3 March but want to be re-considered for a place should one become available.
- Changes of preference, where a place was offered at a school on 3 March but the applicant has changed their preference(s) or added new preference(s) by 18 March 2014 which are now higher on their application than the school originally offered.

On 2 May 2014, letters are sent for children who can be offered a place at a school or who can be offered a different place to the one offered on 3 March 2014. Letters are not sent for children whose offered school on 2 May 2014 is the same as the one offered on 3 March 2014, unless there has been a change of preference for which a letter needs to be sent.

## "Continued Interest" lists policy

Oxfordshire County Council does not hold waiting lists for entry to schools. In Oxfordshire, lists for children who cannot be offered a place at a school but want to continue to be considered, should a place become available, are called "Continued Interest" (CI) lists. A Continued Interest list is made up of children who have not been and cannot be offered a place at a school. These children are listed in order of the Published Admissions Rules for that school (not in order of how long they have been on the list).

You can add your child's name to the Continued Interest list for a maximum of three schools where your child has already been considered but cannot be offered a place.

# Admissions Process

You cannot add your child's name to a Continued Interest list for a school at which you have not yet requested a place. In this case this is called a "change of preference" (see below), and the Admissions Authority (AA) will firstly need to consider whether a place can be offered or not. If a place cannot be offered you will then be able to add your child's name to the Continued Interest list for that school subject to the maximum limit of three schools.

**The School Standards and Framework Act 1998, the Code of Practice on School Admissions and Oxfordshire County Council's Co-ordinated Admissions Scheme clearly state that the Local Authority (LA) must offer a place at the highest preference listed where it is possible to offer a place according to the Published Admissions Rules. If you add your child's name to the Continued Interest list for a school which could not be offered, you are stating that you want this school more than (and instead of) the school offered if it is possible to make an offer at a later date.**

Your child cannot be added to the Continued Interest list of a school which is lower on your list than the school they were offered. However, you can change the order of your preferences (see below), so that a new decision can be made whether a place can be offered at that school. After you have been notified of the decision, if a place could not be offered then it will be possible to add your child's name to the Continued Interest list.

*For example, your child cannot be added to the "Continued Interest" list for a school which you listed as third preference if they have been offered a place at the school which you listed as second preference.*

*In this example, if you wanted your child to be considered for a place at the school originally requested as third preference, then this preference would need to be moved up your list to become second preference and the place offered at the school originally requested as second preference would need to be moved down your list to become third preference. The new second preference would need to then be considered as a change of preference (see below).*

If a place becomes available at a school and your child is at the top of the Continued Interest list for that school, the AA will automatically offer a place at that school where possible. However, late applications and changes of preference will be considered alongside, and not after, the Continued Interest list if any places become available at a school that can be re-offered. It is therefore possible during the second allocation round for a place to be offered to a late application or change of preference rather than the child at the top of the Continued Interest list, depending on where the applicants fit in with the Published admissions criteria for the school in question.

In cases where the child at the top of the Continued Interest list is eligible to be given a place that has become available at a preferred school, the AA will automatically allocate a place at that school. The place at the school previously offered will be taken away so that it can be offered to another child. Your child cannot hold simultaneously the offer of a place at more than one school.

*For example, a child's name has been added to the "Continued Interest" lists for the schools which they wanted as first and second preferences but has been offered a place at the school they listed*

# Admissions Process

*as third preference. A place becomes available at their first preference school and is offered. The place at their third preference school is taken away and offered to another child. They are also automatically removed from the Continued Interest list for their second preference school because this school is now lower down on their application than the school they have been offered.*

Eligibility for free home to school transport is assessed based on the Home to School Transport Policy. If a child was offered free transport to a school they were originally offered and is later offered a place at a school from the continued interest list, they will not automatically continue to qualify for free home to school transport to the new school. This will be assessed separately and offered if they qualify for transport under the Home to School Transport Policy.

It is important to remember that your child can move up or down on a continued interest list, depending on whether other children come on to or are removed from it.

The continued interest lists will be maintained from 24 March 2014 to 31 July 2015.

## Changes of Preference

A change of preference is the addition of schools which were not originally requested to the list of preferences, or the re-ordering of schools on the list which were originally requested. A maximum of three new schools can be added to an application at any one time. Changes of preference will be considered by the AA at the next available opportunity.

A change of preference requested after Offer Day (3 March), will be considered alongside those who made a late application and those who were originally considered for that school, were unsuccessful in their application and asked for their child's name to be added to the continued interest list. These three groups of children form the list of "late applicants".

A change of preference which is made after 18 March 2014 is too late to be considered as a "late application". It will be determined as soon as possible after the closing date for responses to offers made in the "late process" (19 May 2014).

Once a change of preference has been considered, and notification has been made in writing, it is possible to add your child's name to the continued interest list for that school if a place cannot be offered, as long as this will not exceed the limit of a maximum of three continued interest lists.

If a place can be offered at a school which has been added as a change of preference and this school is listed higher on your application than the school offered, the place originally offered will be taken away and offered to another child. It is not possible for a child to hold simultaneously an offer of a place at more than one school.

If a place is offered at a school, the child's name will be automatically removed from the continued interest lists for any schools which are lower down on the list than the school which has been offered (see example above).

Eligibility for free home to school transport is assessed based on the Home to School Transport Policy. If a child was offered free transport to a school they were originally offered and is later

# Admissions Process

offered a place at a different school, they will not automatically continue to qualify for free home to school transport to the new school. This will be assessed separately and offered if they qualify for transport under the Home to School Transport Policy.



# Admissions Process

## School Open Day Events 2013

The school open day events are shown below. These open day events are an important source of information on individual schools.

School Open Day Events		
School	Open Evening	Open mornings
Banbury Academy	Mon 12th September 4:30 - 7 pm	
Bartholomew School	Thurs 26th September 5:30 - 8 pm	Tues 1st & Thurs 3rd Oct 9 - 10:45am
Bicester Community College	Thurs 3rd October	Tues 15th July
Blessed George Napier School	Tues 1st October 2013 6:30 - 8:30pm	Wed 2nd Oct 9 - 10:30 am
Burford School	Thurs 19th September 13 4:30 - 7:30 pm	
Carterton Community College	Thurs 3rd October 13 6 - 8 pm	
Cheney School	Thurs 26th September 13 6:30 - 8:30	Mon 30th September 8:30 - 11 am
Chiltern Edge School	Wed 25th September 13 6:45 - 9 pm	Tues 1st & Wed 2nd Oct 9:15 - 10:45 am
Chipping Norton School	Thurs 3rd October 13 5.30 - 8 pm	
Didcot Girls' School	Wed 2nd October 2013 4:30 - 7:30 pm	Tues 8th, Thurs 10th & Wed 16th Oct 9:30 - 11 am
Faringdon Community College	Thurs 3rd October 13 5:30 - 8 pm	"College in Action" 7th - 11th Oct 9:30 - 11am
Fitzharrys School	Fri 4th October 13 5:30 to 8 pm	
Gillotts School	Thurs 3rd October 13 6 - 8:15 pm	Tues 8th Oct 9:15 am - 12pm & 1:45 pm - 3pm
Gosford Hill School	Wed 18th September 13 6 - 9 pm	Thurs 19th September 9:15 - 10:45 am

# Admissions Process

School	Open evenings	Open mornings
Icknield Community College	Thurs 26th September 13 6 – 8 pm	Guided tours available during any school day. Phone 01491 612691 to book
John Mason School	Thurs 26th September 13 5 – 8 pm	Tues 1st Oct 13 & Tues 22nd Oct 13 9am – 12:30 pm
King Alfred's (Academy)	Thurs 26th September 13 4:30pm – 7pm	Thurs 19th, Fri 20th, Mon 23rd, Tues 24th & Wed 25th Sept 10:15am – 12pm
Langtree School	Wed 9th October 13 6:30 pm	Fri 11th & Wed 16th Oct Booked appointments only 9:30 – 11:30 am
Larkmead School	Thurs 3rd October 6 – 8 pm	Fri 4th Oct 9am - 1pm
Lord Williams School	<b>Information Evening</b> Wed 2nd October 7pm	Tues 1st, Mon 7th & Wed 9th Oct 8:40 – 10 am
Matthew Arnold School	Thurs 3rd October	Tues 8th October 9 – 11:30 am
North Oxfordshire Academy		
Oxford Spires Academy	Thurs 17th October 6 pm	Fri 18th October 8:50 – 10:40 am
St Birinus School	Wed 2nd October 5 - 8 pm	Wed 9th, Fri 11th & Wed 16th Oct 9:15 am – 10:15 am <i>Book a time slot with Mrs Dawn Elsley</i>
St Gregory the Great School	Wed 16th October 6:30 – 8:30 pm	Thurs 17th Oct 13 9 am – 12 pm
The Cherwell School	Thurs 3rd October	Tues 8th & Wed 9th Oct
The Cooper School	Thurs 26th September	
The Henry Box School	Wed 18th September 4:30 – 7:30	Wed 25th September 9 – 10:30 am
The Marlborough School	Thurs 3rd October 6 – 8 pm	Tues 8th & Thurs 10th Oct 9 am – 10:30 am

# Admissions Process

School	Open evenings	Open mornings
The Oxford Academy	Wed 25th September 6 – 8:30 pm	Wed 25th September 9 – 11am & 3:30 – 5pm <i>Afternoon Tea Drop Ins:</i> <i>2nd, 9th, 16th, 23rd Oct</i> 3:30 – 4:30 pm
The Warriner School	Tues 8th Oct & Thurs 17th Oct	Bookable time slots throughout day
Wallingford School	Thurs 3rd October 6:30 – 8:30 pm	
Wheatley Park School	Wed 25th September 6 – 8:30 pm	Fri 27th September 9 am – 12pm
Wood Green School	Thurs 3rd October 6:45pm	Mon 30th September Tours at 9, 10 & 11 am

# Admissions Rules

## The Admission Rules for Years 7 to 11 at Community and Voluntary Controlled Secondary Schools in Oxfordshire for 2014/15

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming a particular school in Part 4 of that Statement will be admitted to that school.<sup>1</sup>

The admission rules for community and voluntary controlled secondary schools are shown below in descending order of priority.

- 1 Children who are looked after by a local authority<sup>2</sup> within the meaning of section 22 of the Children Act 1989 at the time of their application or previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equality Act 2010.
- 3 Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a First priority in category 3 will go to those children with a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. However, if there are more applicants than places in category 3(a) priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
  - b Second priority in category 3 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System
- 4 Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given within this group to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 5 Children who attend a partner school, and live outside the designated area. If there are more applicants than places in this category priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 6 Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

<sup>1</sup> Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. This is therefore not an oversubscription criterion.

<sup>2</sup> A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school.

# Admissions Rules

## 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.**

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the **"shortest designated route"** since September 2005 \*.

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 namely the road on which the house is situated. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been

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

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

The end point of the "shortest designated route" is the **nearest open gate** of the school first arrived at from the direction of travel from the seed point that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The 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)).



# Admissions Rules

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

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

## Home Address Policy

### Home Address

The address on the application should be the child's address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

### Changes of Address

Changes of address which occur after 31 October 2013 can be taken into account if proof of this change is provided no later than 22 November 2013 (see below). To confirm your new address we need one of the following:

- A solicitor's letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented). **If this tenancy agreement comes to an end before September 2014 we may not accept the address for admissions purposes;** or
- A copy of your Council Tax Bill **showing the same name(s) as on the online application form or in Section 5 of the CAF.**

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. **Such correspondence must pre-date the application you have made.**

### Multiple Addresses

Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night).

# Admissions Rules

If children spend time equally at different addresses then the address we will use for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.

## Fraudulent Applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/ catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

"[2.12] ..... Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term."

## Checking Process

Each year two secondary schools will be selected at random and, prior to places being offered on 1 March, all applicants who have requested a place at either school as their first preference will be required to provide proof of address.

## Brothers and Sisters (siblings)

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

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

## Time of Entry

The admission rules give some priority to those with a brother or sister attending the relevant school at the applicants "time of entry". This means that in the normal admissions round there will be no sibling connection for admission purposes for the following:

- Applicants for entry to Year 7 if they have a brother or sister in Year 13
- Applicants for entry to Year 7 if they have a brother or sister in Year 11 and there is no expressed intention of staying on into Year 12 or the school does not have a sixth form.

# Admissions Rules

## Twins and Children from Multiple Births

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

## Random Allocation

If the distance "tie break" produces an identical result for two or more applicants the LA will use random allocation to determine who will be offered a place.

## Admission to an older or younger age group

There is no legal barrier to children being admitted outside their normal year group but it is relatively uncommon.

If a request for early or late admission is received it is for the admission authority for the relevant school to make the decision as to which year group the child will be admitted to and a decision of this kind has to be made on the circumstances of the individual case.

Where, through the agreed procedure, a pupil is transferring school outside the normal year they will be treated equally to other children in the transfer group.

## Does your child have a disability as defined in the Equality Act (2010)?

The Act is available online at:  
[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)

If you believe that your child has a disability as defined in this Act then you should add the details to section 3 of the Common Application Form.

This information will only affect your child's priority for a school place if your child's disability affects your child's access to school and you are applying for a school that gives a degree of priority to children who fall in this category. Evidence of a child's disability must be submitted in writing by a medical professional before a child can or will be considered disabled by the AA for admissions purposes.

The AA will not consider a child to be disabled until this evidence has been received and approved.

Evidence of a child's disability must be submitted in writing by a medical professional before a child can, or will, be considered disabled by the AA for admissions purposes.

The AA will not consider a child to be disabled until this evidence is received and approved.

# School Entries

## Alphabetical list of all Secondary Schools

School	School Code	School Type	Age Range	Map Ref	Page No
Banbury Academy	4000	Academy**	11 - 18	2	25
Bartholomew School	4054	Academy**	11 - 18	14	47
Bicester Community College	4030	Secondary	11 - 18	8	35
Blessed George Napier School	4600	Aided *	11 - 18	3	28
Burford School	4040	Academy*	11 - 18	10	39
Carterton Community College	4041	Community	11 - 16	11	42
Cheney School	4120	Academy	11 - 18	18	51
Chiltern Edge Community School	4092	Foundation *	11 - 16	34	62
Chipping Norton School	4010	Academy**	11 - 18	5	43
Didcot Girls' School	4139	Academy**	11 - 18	30	45
Faringdon Community College	4141	Academy**	11 - 18	27	48
Fitzharrys School	4127	Secondary	11 - 18	24	22
Gillotts School	4055	Academy**	11 - 16	35	49
Gosford Hill School	4060	Academy**	11 - 18	15	50
Heyford Park Free School	4003	Academy	11 - 16	6	37
Icknield Community College	4082	Community	11 - 16	28	67
John Mason School	4126	Academy**	11 - 18	26	23
King Alfred's Academy	4142	Academy**	11 - 18	29	66
Langtree School	4094	Academy**	11 - 16	33	71
Larkmead School	4125	Secondary	11 - 18	25	24
Lord Williams's School	4580	Academy**	11 - 18	23	63
Matthew Arnold School	4128	Secondary	11 - 18	17	44
North Oxfordshire Academy	6905	Academy *	11 - 18	1	31
Oxford Spires Academy	6907	Academy *	11 - 18	19	58

# School Entries

## Alphabetical index of all Secondary Schools (continued)

School	School Code	School Type	Age Range	Map Ref	Page No
St Birinus (Boys) School	4129	Academy**	11 - 18	31	46
St Gregory the Great VA Catholic Secondary School	4145	Academy**	11 - 18	20	55
The Cherwell School	4116	Academy *	11 - 18	16	53
The Cooper School	4032	Community	11 - 16	7	36
The Henry Box School	4050	Academy**	11 - 18	12	69
The Marlborough C of E School	4560	Academy**	11 - 18	9	72
The Space Studio	4000		14 - 18	2	73
The Oxford Academy	6906	Academy *	11 - 18	21	57
The Warriner School	4007	Academy**	11 - 18	4	33
Wallingford School	4140	Academy**	11 - 18	32	64
Wheatley Park School	4077	Academy**	11 - 18	22	68
Wood Green School	4052	Community	11 - 18	13	70

\* Schools that have admission rules that are specific to that school alone - see the school's entry in this booklet and the school's web site for details

\*\*An academy that has the same admission rules for entry to Year 7 as community and voluntary controlled schools

For full details of how places were allocated at all Oxfordshire schools you can visit [www.oxfordshire.gov.uk/schools](http://www.oxfordshire.gov.uk/schools)



## A

## Abingdon-on-Thames Area

## ABINGDON SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Fitzharrys School</b>												
<b>School Code: 4127 Roll No: 663 AN: 180</b>												
<b>www.oxfordshire.gov.uk/cms/school/4127</b>												
<b>Address:</b> Northcourt Road, Abingdon, OX14 1NP												
<b>Tel:</b> (01235) 520698 <b>Fax</b> (01235) 534590	3	0	0	59	6	12	16	7	97	0	0	0
<b>Headteacher:</b> Mr J Dennett												
<b>Total no. of applications September 2013:</b> 261 <b>No. of first preferences received:</b> 93												

**Partner Primary Schools****Abbey Wood Academy\*\***

Wimblestraw Road, Berinsfield,  
Wallingford, OX10 7LZ  
Tel: (01865) 340420 Fax: (01865) 343619

**Clifton Hampden Church of England School (VC)**

High Street, Clifton Hampden, Abingdon, OX14 3EE  
Tel: (01865) 407700 Fax: (01865) 407700

**Culham Parochial Church of England School (VC)**

High Street, Culham, Abingdon, OX14 4NB  
Tel/Fax: (01235) 521766

**Dorchester St Birinus Church of England School (VC)\*\***

Queen Street, Dorchester-on-Thames, OX10 7HR  
Tel/Fax: (01865) 340081

**Dry Sandford School**

Lashford Lane, Dry Sandford, Abingdon, OX13 6EE  
Tel: (01865) 730432 Fax: (01865) 730432

**Dunmore School**

Northcourt Road, Abingdon, OX14 1NR  
Tel: (01235) 520543 Fax: (01235) 524542

**Long Furlong School**

Boulter Drive, Abingdon, OX14 1XP  
Tel: (01235) 532358 Fax: (01235) 539692

**Radley Church of England School (VC)**

Church Road, Radley, Abingdon, OX14 3QF  
Tel: (01235) 520814 Fax: (01235) 520814

**Rush Common School**

Hendred Way, Abingdon, OX14 2AW  
Tel: (01235) 533583 Fax: (01235) 535863

**Sunningwell Church of England School (VC)**

Dark Lane, Sunningwell, Abingdon, OX13 6RE  
Tel/Fax: (01865) 739378

# Abingdon-on-Thames Area

A

## ABINGDON SECONDARY SCHOOLS

### St Edmund's Catholic School (VA)

Radley Road, Abingdon, OX14 3PP

Tel: (01235) 521558 Fax: (01235) 532778

This school has feeder status to St. Gregory the Great Catholic School in Oxford City.

\*\* Children living in the area served by Berinsfield and St Birinus, Dorchester Schools are within the designated area of all three Abingdon Secondary Schools.

### Wootton St Peter Church of England School (VA)

Wootton Village, Boars Hill, Oxford, OX1 5HP

Tel: (01865) 735643 Fax: (01865) 735643

Places allocated on 1st March 2013

SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
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John Mason School											
School Code: 4126 Roll No. 878 AN: 180											
<a href="http://www.oxfordshire.gov.uk/cms/school/4126">www.oxfordshire.gov.uk/cms/school/4126</a>											
Address: Wootton Road, Abingdon, OX14 1JB											
Tel: (01235) 524664 Fax: (01235) 520711											
Headteacher: Ms D Mashiter											
Total no. of applications September 2013: 384											
No. of first preferences received: 168											
1	1	0	77	24	15	54	172	0	0	0	

### Partner Primary Schools

#### Sutton Courtenay All Saints Church of England School (VC)

Bradstocks Way, Sutton Courtenay, Abingdon, OX14 4DA

Tel: (01235) 848333 Fax: (01235) 848333

#### Drayton School

Hilliat Fields, Drayton, Oxon, OX14 4JF

Tel: (01235) 531316 Fax: (01235) 531316

#### St Michael's Church of England Steventon School (VC)

The Causeway, Steventon, Abingdon, OX13 6SQ

Tel/Fax: (01235) 831298

#### St Nicolas Church of England School, Abingdon (VC)

Boxhill Walk, Abingdon, OX14 1HB

Tel: (01235) 520456 Fax: (01235) 530323

#### Thomas Reade School

Radley Road, Abingdon, OX14 3RR

Tel: (01235) 554795

## A

## Abingdon-on-Thames Area

## ABINGDON SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Larkmead School</b>											
<b>School Code: 4125 Roll No. 904 AN: 180</b>											
<b>www.oxfordshire.gov.uk/cms/school/4125</b>											
<b>Address:</b> Faringdon Road, Abingdon, OX14 1RF	2	0	0	94	16	2	21	<b>136</b>	0	0	0
<b>Tel:</b> (01235) 520141 <b>Fax:</b> (01235) 544866											
<b>Headteacher:</b> Mr C Harris											
<b>Total no. of applications September 2013:</b> 291 <b>No. of first preferences received:</b> 134											

## Partner Primary Schools

**Caldecott School**

Caldecott Road, Abingdon, OX14 5HB

Tel: (01235) 523132 Fax: (01235) 530950

**Carswell School**

Bostock Road, Abingdon, OX14 1DP

Tel: (01235) 521578 Fax: (01235) 550460

**Marcham Church of England School (VC)**

Morland Road, Marcham, Abingdon, OX13 6PY

Tel/Fax: (01865) 391448

**St Blaise CE Primary School  
(Abingdon) School**

School Lane, Milton, Oxon, OX14 4DR

Tel/Fax: (01235) 831368

**Thameside School**

Cotman Close, Abingdon, OX14 5NL

Tel/Fax: (01235) 527600

# Banbury/Bloxham Area

B

## BANBURY SECONDARY SCHOOLS

Banbury Academy	
<b>School Code: 4000 Roll No. 1190 AN: 180</b>	
<a href="http://www.oxfordshire.gov.uk/cms/school/4000">www.oxfordshire.gov.uk/cms/school/4000</a>	
<b>Address:</b> Ruskin Road, Banbury, OX16 9HY <b>Tel:</b> (01295) 251451 <b>Fax:</b> (01295) 277682	
<b>Headteacher:</b> Dr F Hammans	
<b>Total no. applications for September 2013:</b> 251 <b>No. of first preferences received:</b> 99	
<b>Places allocated on 1st March 2013:</b> 128	

### Admission rules

The Academy will admit 180 students into Year 7 if sufficient applications are received. Banbury Academy has an agreed admission number of 120 students in Year 12 for students from outside Banbury Academy. Banbury Academy may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN; however it must notify the Local Authority of the increase and specify the changes on the Academy website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

All applicants to the Academy will be required to sit a Literacy Test in December 2013. Applicants will be allocated to an ability band on the basis of their literacy test score. There will be 3 ability bands - the percentage of places available in each band will be determined by the profile of the national distribution of ability. (Any student ill on the day of the test will be provided with an opportunity to sit the test in early January 2014, provided the illness is supported by an official medical note).

Students who make late applications and/or did not take the ability tests will only be considered if there are places remaining once allocations have been made to all those who applied on time

and sat the tests. The only exceptions to this rule will be children with Statements of Special Educational Needs and looked after or former looked after children. Students will be invited to take the ability tests by letter sent to the address stated on the Common Application Form. This letter of invitation will include a Test Registration Card (on which the following information is included: Student's Name, Test Session, Unique Child Number and Registration Desk number for the test). **This Test Registration Card MUST be brought by the student to the relevant test session. The student WILL NOT be allowed to sit the test without the Test Registration Card** as this is proof of the child's identity at the child's home address which was supplied to the Local Authority.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

Applications will be considered against the ability band in which the applicant is placed by the literacy test score. The number of places available in each ability band will be determined by NGRT (who administer the test) by matching the percentage of places in each band to the ability profile of the applicants for places that year. After the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the following criteria

**B****Banbury/Bloxham Area****BANBURY SECONDARY SCHOOLS**

will be applied to determine those children who will be offered places within each band. The criteria are listed in priority order:

- 1 Looked after children (NB 2) and children who were looked after, but ceased to be so because they were adopted (NB 3) (or became subject to a residence order (NB 4) or special guardianship order (NB 5). Such students will be given top priority in each band before the oversubscription criteria is applied.
- 2 Children with a sibling already at the Academy, ordered by shortest distance between home and Banbury Academy (see Note 1)
- 3 Children who currently attend a Primary Aspirations Academy in the Banbury District, ordered by shortest distance between home and Banbury Academy (see Notes 2 and 3)
- 4 Children of newly appointed staff, after the national offer date, filling a post with a "demonstrable skills shortage" (School Admissions Code 2012) (see Note 4)
- 5 Children who currently attend a Banbury Partnership primary school, ordered by shortest distance between home and Banbury Academy (see Notes 2 and 3)
- 6 Children who have the shortest distance between home and Banbury Academy (see Notes 2 and 3).

If at the end of this process there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above.

**NB:**

- 1 Disabled children will be given equal consideration of a place with others under the stated criteria for admission, where the Academy is deemed to be accessible. The definition of disability is that contained within the Disability Discrimination Act (amended)

- 2 A 'looked after child' is a child who (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.
- 3 Under the terms of the Adoption and Children Act 2001. See Section 46 (adoption orders).
- 4 Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.
- 5 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).

**Additional Notes****Note 1:**

In all categories, priority will be given to those who have a brother or sister attending Banbury Academy at the time of admission but not application. This means that there will be no sibling connection for admission purposes as follows:

- 1) applicants for entry to Year 7 if they have a brother or sister in Year 11 unless the CAF records an expressed intention of the sibling staying on into Year 12
- 2) applicants for entry to Year 7 if they have a brother or sister in Year 13

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage
- Adopted or foster children



# Banbury/Bloxham Area

B

## BANBURY SECONDARY SCHOOLS

Where the final place in a year group is offered to one of twins or triplets or other children from multiple births living at a single address, the Local Authority, on behalf of Banbury Academy's Admission Authority, will use random allocation to determine who will be offered a place at Banbury Academy.

### Note 2:

The home address of a child is considered to be his/her permanent residence.

The address must be the child's only or main residence. Documentary evidence may be required.

Where a child spends time with parents at more than one address, then the address given should be the one that they live at (i.e. sleep at) for the majority of term-time weekdays. Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

### Note 3:

Priority will be given to those children who live closest to the school by the nearest designated public route as defined on the Geographic Information System.

### Note 4:

Banbury Academy Admissions Authority may offer a place to a child or children to a new appointee despite this being in excess of the published admission number. Alternatively students in this category may be placed at the top of any continued interest list for Banbury Academy.

### Continued Interest lists

A continued interest list will be maintained for Year 7 until 31 December 2014. Applications for places will be ranked in the same order as the over-subscription criteria.

### Post-16 Provision

Every student in Year 11 at Banbury Academy is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Entry into Year 12 from students outside Banbury Academy has been set at up to 120.

### Over-subscription Admissions Criteria:

- 1 Looked after children (NB 3) and children who were looked after, but ceased to be so because they were adopted (NB 4) (or became subject to a residence order (NB5) or special guardianship order (NB 6). Such students should meet the academic requirements for the level of course applied for as published in the Academy prospectus.
- 2 Those with a sibling already at the Academy, who meet the academic requirements for the level of course applied for, as published in the Academy prospectus (see Note 1 above for definition of sibling)
- 3 Those who have achieved the highest Capped Point Score8 (8CAP = the point score achieved from best 8 GCSEs)
- 4 Those with a sibling already at the Academy, who meet the academic requirements for the level of course applied for, as published in the Academy prospectus (see Note 1 above for definition of sibling)
- 5 Those who have achieved the highest Capped Point Score8 (8CAP = the point score achieved from best 8 GCSEs)

### Sixth Form Application Procedure:

All external students interested in a place at Banbury Academy Sixth Form should complete an application form available directly from the Academy or online:

<http://www.banburysixthform.com/future/index.php>

## B

# Banbury/Bloxham Area

## BANBURY SECONDARY SCHOOLS

### Blessed George Napier Catholic School

**School Code: 4600 Roll No. 843 AN: 142**

**[www.oxfordshire.gov.uk/cms/school/4600](http://www.oxfordshire.gov.uk/cms/school/4600)**

**Address:** Addison Road, Banbury, OX16 9DQ **Tel:** (01295) 264216 **Fax:** (01295) 277952

**Headteacher:** Mr F Long

**Total no. applications for September 2013:** 261 **No. of first preferences received:** 129

**Places allocated on 1st March 2013:** 142

**Refusals:** 8 **Appeals:** 0

### Admission rules

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the criteria listed, provided that they are made aware of that application before decisions on admissions are made (see Note 1 below).

In all categories, priority will be given to those who have a brother or sister (see Note 4 below) attending Blessed George Napier Catholic School at the time of admission and then distance.

- 1** Baptised\* Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2** Baptised\* Catholic children who currently attend a Catholic feeder school. The feeder schools are:
  - St John's, Banbury
  - St Joseph's, Banbury
  - Holy Trinity, Chipping Norton
  - St Mary's, Bicester
  - St Mary's, Aston le Walls, Northamptonshire

**3** Other Baptised\* Catholic children.

**4** Non-Catholic children who are in the care of a local authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**5** Non-Catholic children who have a brother or sister at Blessed George Napier Catholic School at the time of admission.

**6** Non-Catholic children who currently attend a Catholic feeder school.

**7** Children of other Christian communities. A Baptismal Certificate or letter of Dedication will be required or a letter confirming membership of the faith community from the Faith Leader should be provided. If a family have recently moved to the area, a letter from their previous Faith Leader will be acceptable

# Banbury/Bloxham Area

B

## BANBURY SECONDARY SCHOOLS

**8** Children of non-Christian faiths, for example Jews, Muslims, Hindus, Sikhs, etc. A letter confirming membership of the faith community from the Faith Leader will be required. If a family have recently moved to the area, a letter from their previous Faith Leader will be acceptable.

**9** Other children.

\* For definition of "Baptised Catholic" – see the section "Written Evidence of Baptism."

\*\* If a Supplementary Form is not completed, the application may be considered in Criterion 8.

### Over-Subscription

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

Where fewer places can be offered at the school applied for than there are children from multiple births or living at a single address, the governing body will randomly select the child to be offered the final place by drawing lots. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

In those cases where the measurement of the distance 'tie break' produces an identical measurement for two or more applicants when there are too few places to offer all those applicants a place, the governing body will randomly select the child to be offered the final

place by drawing lots if all the following circumstances apply:

- The measurement of the distance 'tie break' produces an identical result.
- The applicants are not twins living at the same address.
- There are insufficient places to enable the Local Authority to offer places to all the affected applicants.

### NOTES

#### Note 1

Children with a Statement of Special Educational Needs which names the school in part 4 of the statement will be admitted. This will limit the number of available places.

#### Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism should contact their Parish Priest. Applicants are asked to complete the school's Supplementary Information Form (SIF) to assist the Governors in awarding places. The Form can be obtained from Blessed George Napier Catholic School or from feeder schools on request or can be downloaded from the School website. The Local Authority Common Application Form (CAF) must also be completed and returned to the Local Authority. Please return the Supplementary Information Form directly to Blessed George Napier Catholic School. Further

**B****Banbury/Bloxham Area****BANBURY SECONDARY SCHOOLS**

details can be obtained from the school. Failure to complete the Supplementary Information Form/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

**Note 3**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

**Note 4**

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage
- Step-brother of step-sister
- Adopted or fostered children

The children should be in permanent residence at the same address.

**Note 5**

Parents who wish to appeal against the decision of the Governors to refuse their child a place are asked to complete the Application for Independent Appeal form, available from the school, and address this to the Chair of Governors. Appeals will be heard by an independent panel. This applies to appeals for all year groups.

**Year 12 Admissions Policy**

In addition to students transferring from Year 11 into Year 12, places will be available for students from other schools and colleges. The Governors intend to admit seventy students to Year 12 in 2013-2014 should demand and space on the present site allow.

Criteria for entry according to various 'learning pathways':

- For those wishing to follow a two year advanced course, at least five GCSE passes at grade C or above in chosen AS subjects and including English and Maths will be expected.
- For those students wishing to undertake three alternative courses e.g. BTEC Level 3, they will need to have five GCSE passes at grade C or above.
- All students must have expressed a desire to be educated in a Catholic, Christian environment and be prepared to follow a Religious Education course (Extended Project) which is compulsory for all Sixth Form.
- Parents of students entering Sixth Form must have expressed a desire for their child to be educated in a Catholic, Christian environment and be prepared to support the Head of Sixth Form in preparing the young people for their future.

# Banbury/Bloxham Area

B

## BANBURY SECONDARY SCHOOLS

North Oxfordshire Academy
<b>School Code: 6905 Roll No. 1024 AN: 180</b>
<a href="http://www.oxfordshire.gov.uk/cms/school/6905">www.oxfordshire.gov.uk/cms/school/6905</a>
<b>Address:</b> Drayton Road, Banbury, OX16 0UD <b>Tel:</b> (01295) 224300 <b>Fax:</b> (01295) 279876
<b>Headteacher:</b> Mrs S Billings
<b>Total no. applications for September 2013:</b> 244 <b>No. of first preferences received:</b> 137
<b>Places allocated on 1st March 2013:</b> 164
<b>Refusals:</b> 0 <b>Appeals:</b> 0

### Admission rules

Procedures where the Academy is oversubscribed.

Where the number of applications for admission to the Academy is greater than the published admissions number, applications will be considered against the criteria set out below. These will be applied in the following order:

- a Children with a Statement of Special Educational Need** that names the Academy in Part 4 of the statement.
- b Looked-After children** for whom there is an agreement between a designated officer acting on behalf of the County Council as corporate parent and the Academy that the Academy will more appropriately meet the child's needs than the child's designated area school.
- c Disabled children** who need to be admitted to an accessible school. The definition of disability is that contained within the Disability Discrimination Act as amended.
- d Children living in the Academy's designated area** (as defined by the Admissions guidance booklet issued by the LA). If there are more applicants than places in this category priority will be given in the following descending order:

- i First priority will go to those children who have siblings already at the Academy** and who will still be on roll at the time of admission other than students who at the time are in the sixth form but were not previously in lower years. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, who live at the same permanent address. However, if there are more applicants than places priority will be given to those children whose permanent address is closest to the Academy using the nearest designated public route as defined on the LA's Directorate for Children, Education & Families' Geographic Information System. A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process.
- ii Second priority will go to those children whose permanent address is closest to the Academy** by the nearest designated public route as defined on the LA's Directorate for Children, Education & Families' Geographic Information System.

**B****Banbury/Bloxham Area****BANBURY SECONDARY SCHOOLS**

**e Children living outside the designated area who have siblings who already attend the Academy** and who will still be on roll at the time of admission other than students who at the time are in the sixth form but were not previously in the lower years. If there are more applicants than places priority will be given to those children who live closest to the Academy by the nearest designated public route as defined on the LA's Geographic Information system.

**f Children who attend a partner school and live outside the designated area.**

The Academy's partner schools are: Cropredy CE School, Hanwell Fields School, Hardwick Primary School, Hill View School, Orchard Fields School and William Morris School.

If there are more applications than places priority will be given to those children who live closest to the Academy by the nearest designated public route as defined on the LA's Geographic Information system.

**g Those children who live closest to the Academy** by the nearest designated public route as defined on the LA's Geographic Information system.

**Partner Primary Schools**

**Cropredy, CE School (VC)**

**Hanwell Fields School**

**Hardwick Primary School**

**Hill View School**

**Orchard Fields School**

**William Morris School**



# Banbury/Bloxham Area

B

## BANBURY SECONDARY SCHOOLS

The Warriner School
<b>School Code: 4007 Roll No. 1124 AN: 228</b>
<a href="http://www.oxfordshire.gov.uk/cms/school/4007">www.oxfordshire.gov.uk/cms/school/4007</a>
<b>Address:</b> Banbury Road, Bloxham, Banbury, OX15 4LJ <b>Tel:</b> (01295) 720777 <b>Fax:</b> (01295) 721676
<b>Headteacher:</b> Dr A Kay
<b>Total no. of applications for September 2013:</b> 403 <b>No. of first preferences received:</b> 258
<b>Places allocated on 1st March 2013:</b> 228
<b>Refusals:</b> 50 <b>Appeals:</b> 12 <b>Successful Appeals:</b> 4

### Admission rules

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming a particular school in Part 4 of that Statement will be admitted to that school.

The admission rules are shown below in descending order of priority.

- 1 Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
- 3 Children who live in the designated area, attend one of The Warriner Partnership of schools and have a sibling at the school at the time of entry. \*

\* The sibling criterion does not apply where the older sibling has joined The Warriner School having been permanently excluded from another school or via a managed move.

- 4 Children who live in the designated area attend one of The Warriner Partnership of schools and but do not have a sibling at the school at the time of entry.
- 5 Children who live in the designated area and have a sibling at the school at the time of entry but do not attend one of The Warriner Partnership of schools. \*
- 6 Children who live in the designated area but do not attend one of The Warriner Partnership of schools and do not have a sibling at the school at the time of entry.
- 7 Children who attend one of The Warriner Partnership of schools and have a sibling at the school at the time of entry but do not live in the designated area.
- 8 Children who attend one of The Warriner Partnership of schools but live outside the designated area and do not have a sibling at the school at the time of entry.
- 9 Children who have a sibling at the school at the time of entry but do not attend one of The Warriner Partnership of schools and do not live in the designated area.

**B****Banbury/Bloxham Area****BANBURY SECONDARY SCHOOLS**

- 10** For those children who do not meet any of the above criteria priority will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

Please note that for criteria 1 to 9 if the number of applicants exceeds the number of places available priority will be given to those who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information System.

**Partner Primary Schools**

**Bloxham CE School (VC)**

**Hornton School**

**Sibford Gower Endowed School (VC)**

**Wroxton CE School (VC)**

**Bishop Carpenter CE School (VA)**

**Christopher Rawlins CE School (VA)**

**Deddington CE (VA)**

**Dr Radcliffes CE School (VA)**

**Shenington CE School (VA)**

# Bicester Area

# B

## BICESTER AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Bicester Community College</b>												
<b>School Code: 4030 Roll No. 954 AN: 240</b>												
<b>www.oxfordshire.gov.uk/cms/school/4030</b>												
<b>Address:</b> Queens Avenue, Bicester, OX26 2NS	1	0	0	105	2	3	1	28	139	0	0	0
<b>Tel:</b> (01869) 243331 <b>Fax:</b> (01869) 246396												
<b>Headteacher:</b> Mr A Rushworth												
<b>Total no. of applications September 2013:</b> 176												
<b>No. of first preferences received:</b> 73												

### Partner Primary Schools

#### Brookside Primary School

Bucknell Road, Bicester, OX26 2DB

Tel: (01869) 252482 Fax: (01869) 249402

#### Bure Park Primary School

Lucerne Avenue, Bure Park, Bicester, OX26 3BP

Tel: (01869) 354059 Fax: (01869) 242766

#### Five Acres Primary School

Blackthorn Road, Ambrosden,  
Bicester, OX25 2LN

Tel: (01869) 253193 Fax: (01869) 247907

#### Fritwell CE School (VC)

East Street, Fritwell, OX27 7PX

Tel: (01869) 345283 Fax: (01869) 345241

#### King's Meadow C School

Shakespeare Drive, Bicester, OX26 2LU

Tel: (01869) 323525 Fax: (01869) 322505

### Southwold C School

Holm Way, Bicester, OX26 3UU

Tel: (01869) 324061 Fax: (01869) 322376

### Chesterton CE School (VA)

Alchester Road, Chesterton,  
Bicester, OX26 1UN

Tel: (01869) 252498 Fax: (01869) 244012

### St Edburg's CE School (VA)

Cemetery Road, Bicester, OX26 6BB  
Tel/Fax: (01869) 252393

### St Mary's Catholic School (VA)

Queens Avenue, Bicester, OX26 2NX  
Tel/Fax: (01869) 252035This school has partner status to  
Blessed George Napier RC School in Banbury.

**B****Bicester Area****BICESTER AREA SECONDARY SCHOOLS**

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>The Cooper School</b>											
<b>School Code: 4032 Roll No. 1249 AN: 220</b>											
<b>www.oxfordshire.gov.uk/cms/school/4032</b>											
<b>Address:</b> Churchill Road, Bicester, OX26 4RS	0	0	0	190	30	0	0	220	94	17	5
<b>Tel:</b> (01869) 242121 <b>Fax:</b> (01869) 362693											
<b>Headteacher:</b> Mr B Baxter											
<b>Total no. of applications September 2013:</b> 414											
<b>No. of first preferences received:</b> 298											

**Partner Primary Schools****Charlton-on-Otmoor CE Primary School (VC)**

Church View, Charlton-on-Otmoor,  
Oxford, OX5 2UT  
Tel: (01865) 331239

**Finmere CE School (VC)**

Mere Road, Finmere, Bucks, MK18 4AR  
Tel/Fax: (01280) 848459

**Fringford CE School (VC)**

The Green, Fringford, Bicester, OX27 8DY  
Tel/Fax: (01869) 277397

**Glory Farm School**

Hendon Place, Sunderland Drive,  
Bicester, OX26 4YJ  
Tel: (01869) 244050 Fax: (01869) 253461

**Langford Village School**

Peregrine Way, Bicester, OX26 6SX  
Tel: (01869) 369021 Fax: (01869) 369854

**Launton CE School (VC)**

Launton, Bicester, OX26 5DP  
Tel: (01869) 253692 Fax: (01869) 241738

**Longfields Primary and Nursery School**

Longfield, Bicester, OX26 6QL  
Tel: (01869) 252386 Fax: (01869) 324874.

# Bicester Area

B

## BICESTER AREA SECONDARY SCHOOLS

### Heyford Park Free School

**School Code: 4003 AN: 60**

**Address:** Camp Road, Upper Heyford, OX25 5HD **Tel:** (01869) 238200

**Headteacher:** Mr D Castles

**Total no. of applications for September 2013:** 25 **No. of first preferences received:** 22

**Places allocated on 1st March 2013:** 25

**Refusals:** 0 **Appeals:** 0

### Admissions Policy

Each year, from 2013/2014 to 2019/2020, the Heyford Park Free School will admit the following number of children:

Reception: 60 children

Year 7: 60 children

Children who enter the Heyford Park Free School at the Reception stage will be doing so under the explicit understanding that the school is "all-through" and that they will not have to reapply to enter Year 7 when this time comes around. Therefore, in the admissions year 2020/2021, there will cease to be a formal entry point at Year 7 as the current Year 6 cohort will transfer directly into the secondary school without the need for reapplication.

Students will be able to transfer out of the school at any point. If a student opts to do this, the Heyford Park Free School will offer places up to the maximum capacity of 60 places per year and subject to the Admissions Code.

### The admissions of children below compulsory school age and deferred entry to school

The Heyford Park Free School will provide for the admission of children in the September following their fourth birthday. Please note that:

- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age

### Admissions arrangements and over-subscription criteria

- In accordance with legal requirements, children who have a Statement of Special Educational Needs that names The Heyford Park Free School in Part 4 of that Statement will be admitted to the school.

**B****Bicester Area****BICESTER SECONDARY SCHOOLS**

If there are more applications than places for the Heyford Park Free School, the oversubscription criteria are shown below in descending order of priority.

- 1** Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2** Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010. The required supporting evidence for this criterion will be a Doctor's letter from the child's registered GP.
- 3** Children with siblings (i.e. a whole, half, stepbrother or stepsister resident at the same address) who are already on roll at the school and will still be on roll when the child is admitted.
- 4** Those children whose permanent address is closest to the Heyford Park Free School by the nearest designated public route as defined on the Directorate for Children Education and Families Geographic Information System – utilising the measuring system currently in operation by Oxfordshire County. This system measures the distance from the "seed point" of the house, as identified in Royal Mail's Ordnance Survey, to the nearest open gate of the school. In cases where parents have shared

responsibility for a child, meaning those instances where the child spends equal time with each parent, the permanent address of that child will be the address at which the child is registered with their GP.

**Tie break policy**

Please note, where two or more applicants may otherwise have equal priority, random selection will be used to determine the place allocation. Children's names will be randomly selected from the total list of tied applicants by someone unconnected with the Heyford Park Free School. The first names selected will be offered places.

**Waiting lists**

The Heyford Park Free School will maintain a clear, fair and objective waiting list for the first term of each academic school year. It must be stated whenever a child is added to the waiting list, all other children on the list will be re-ranked according to the over-subscription criteria.

Priority on the waiting list will not be given in accordance to the time of the application, or the date at which the child was added to the waiting list.

Further, it must be stated that looked after children or previously looked after children, as well as those children allocated to the school via the Fair Access Protocol, will be given a place at the Heyford Park Free School before those on the waiting list.

Also note, places can only be offered subject to The Heyfordian School Trust entering into a funding agreement with the Secretary of State for Education.



# Burford Area

# B

## BURFORD SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Burford School</b>											
<b>School Code: 4040 Roll No. 1160</b>											
<b>www.oxfordshire.gov.uk/cms/school/4040</b>											
<b>AN: 200 day places &amp; 10 boarding places</b>											
<b>Address:</b> Cheltenham Road, Burford, OX18 4PL	1	0	0	120	15	11	22	169	0	0	0
<b>Tel:</b> (01993) 823303 <b>Fax:</b> (01993) 823101											
<b>Headteacher:</b> Mrs K Haig											
<b>Total no. of applications September 2013:</b> 268											
<b>No. of first preferences received:</b> 169											

Burford School will use the admission rules for community and voluntary controlled schools when allocating day places.

### Partner Primary Schools

#### Bampton CE School (VC)

Bowling Green Close, Bampton, OX18 2NJ  
Tel/Fax: (01993) 850371

#### Brize Norton C School

Station Road, Brize Norton, OX18 3PL  
Tel/Fax: (01993) 842488

#### Burford C School

Priory Lane, Burford, OX18 4SG  
Tel: (01993) 822159 Fax: (01993) 822792

#### Clanfield CE School (VC)

Main St, Clanfield, OX18 2SP  
Tel/Fax: (01367) 810257

#### Leafield CE School (VC)

The Green, Leafield, OX29 9NP  
Tel: (01993) 878273 Fax: (01993) 878549

#### St Kenelm's CE School (VC)

Wenrisc Drive, Minster Lovell, Witney, OX29 0SP  
Tel/Fax: (01993) 775394

#### Wychwood CE School (VC)

Milton Road, Shipton-under-Wychwood,  
OX7 6BD  
Tel: (01993) 830059

#### Alvescot St Peter's CE Infant School (VA)

Alvescot, Bampton, Oxfordshire, OX18 2PU  
Tel: (01993) 842535

#### St Christopher's CE School (VA)

Langford, Lechlade, Glos., GL7 3LA  
Tel: (01367) 860318

**B****Burford Area****BURFORD SECONDARY SCHOOLS****Burford School**

Burford School also has specific admission rules for the 10 boarding places available in Year 7 and these are set out below.

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming Burford School in Part 4 of the Statement, and which stipulates a mainstream boarding environment, will be admitted to the school.

Boarding places will be offered in the following descending order of priority:

- 1** Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2** Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
- 3** Children with boarding need
- 4** Those children who have siblings who will be attending Burford School at the time of admission.
- 5** Nearness to the school based on a straight line measurement using the Directorate for Children, Education & Families' Geographic Information System.

If there are more applicants than places in a category the next admission rule will be used as tie break.

**Random Allocation**

If the distance "tie break" produces an identical result for two or more applicants the Local Authority will use random allocation to determine who will be offered a place.

The designated area for boarding purposes is significantly larger than the designated area for day places.

**Boarding Need**

The following fall into the boarding need category:

- 1** Children at risk or with an unstable environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury
- 2** Children of key workers and Crown servants working abroad (for example charity workers, people working for voluntary organisations, the diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas.

The highest priority in this category will be given to those in Boarding Need Category 1. The next highest priority within this category will be Boarding Need Category 2.

In all categories if there are more applicants than places available, places will be allocated to those living nearest to the school using a straight -line measurement on the Directorate for Children, Education & Families' Geographic Information System.

## BURFORD SECONDARY SCHOOLS

**Interviews**

In accordance with the School Admissions Code any interviews to assess suitability for boarding will only consider whether a child presents a serious health and safety hazard to other boarders or whether they would be able to cope with and benefit from a boarding environment. When assessing suitability for boarding only the following factors will be taken into account:

- Whether a child presents a serious health and safety hazard to other boarders.
- Whether a child is developmentally suited to a boarding place.

1 Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion.**

2 Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. **This is therefore not an oversubscription criterion** and in these admission rules this requirement is listed for reasons of clarity and simplicity.

## C

# Carterton Area

## CARTERTON SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Carterton Community College</b>											
<b>School Code: 4041 Roll No. 554 AN: 140</b>											
<b>www.oxfordshire.gov.uk/cms/school/4041</b>											
<b>Address:</b> Upavon Way, Carterton Way, OX18 1BU	3	0	0	62	0	3	0	88	0	0	0
<b>Tel:</b> (01993) 841611 <b>Fax:</b> (01993) 843710											
<b>Headteacher:</b> Mr N McWilliams											
<b>Total no. of applications September 2013: 102</b>											
<b>No. of first preferences received: 88</b>											

### Partner Primary Schools

#### Carterton School

Burford Road, Carterton, OX18 3AD

Tel: (01993) 842502 Fax: (01993) 840964

#### Edith Moorhouse School

Lawton Avenue, Carterton, OX18 3HP

Tel: (01993) 842372 Fax: (01993) 847084

#### Gateway School

Netheravon Close, Carterton, OX18 3SF

Tel: (01993) 842189 Fax: (01993) 842595

#### St John the Evangelist CE School (VA)

Bluebell Way, Shilton Park, Carterton, OX18 1JF

Tel: (01993) 843124 Fax: (01993) 845645

#### St Joseph's Catholic Primary School (VA)

Lawton Avenue, Carterton, OX18 3JY

Tel: (01993) 841240 Fax: (01993) 844522

This school has partner status to St. Gregory the Great Catholic School in Oxford City.

\*Children offered the school as the nearest with places available.

# Chipping Norton Area

C

## CHIPPING NORTON SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Chipping Norton School</b>												
<b>School Code: 4010 Roll No. 1100 AN: 240</b>												
<b>www.oxfordshire.gov.uk/cms/school/4010</b>												
<b>Address:</b> Burford Road, Chipping Norton, OX7 5DY	1	0	0	150	2	2	9	3	167	0	0	0
<b>Tel:</b> (01608) 642007 <b>Fax:</b> (01608) 644530												
<b>Headteacher:</b> Mr S Duffy												
<b>Total no. of applications September 2013: 238</b>												
<b>No. of first preferences received: 157</b>												

### Partner Primary Schools

#### Chadlington CE School (VC)

Church Road, Chadlington, OX7 3LY  
Tel: (01608) 676366

#### Charlbury School

Crawborough, Charlbury, OX7 3TX  
Tel: (01608) 810354 Fax: (01608) 811803

#### Enstone School

Oxford Road, Enstone, OX7 4LP  
Tel/Fax: (01608) 677268

#### Great Tew School

Great Tew, OX7 4DB  
Tel/Fax: (01608) 683642

#### Hook Norton CE School (VC)

Sibford Road, Hook Norton, Banbury, OX15 5JS  
Tel: (01608) 737379 Fax: (01608) 737684

#### Kingham School

Kingham, OX7 6YD  
Tel/Fax: (01608) 658366

#### Middle Barton School

27 Church Lane, Middle Barton, OX7 7BX  
Tel/Fax: (01869) 340522

#### Holy Trinity RC School (VA)

24 London Road, Chipping Norton, OX7 5AX  
Tel: (01608) 643487 Fax: (01608) 642934  
This school has partner status to Blessed George Napier RC School in Banbury.

#### St Mary's CE School (VA)

The Green, Chipping Norton, OX7 5DH  
Tel: (01608) 642673 Fax: (01608) 641568

#### Great Rollright CE School (VA)

Great Rollright, Chipping Norton, OX7 5SA  
Tel: (01608) 737202 Fax: (01608) 737916

\*Children offered the school as the nearest with places available.

## C

## Cumnor Area

## CUMNOR AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Matthew Arnold School</b>											
<b>School Code: 4128 Roll No. 1076 AN: 180</b>											
<b>www.oxfordshire.gov.uk/cms/school/4128</b>											
<b>Address:</b> Arnolds Way, Oxford, OX2 9JE	3	1	0	150	12	12	2	<b>180</b>	38	7	0
<b>Tel:</b> (01865) 862232 <b>Fax:</b> (01865) 864855											
<b>Headteacher:</b> Ms K Ryan											
<b>Total no. of applications September 2013:</b> 384											
<b>No. of first preferences received:</b> 204											

## Partner Primary Schools

**Botley School**

Elms Road, Botley, Oxford, OX2 9JZ

Tel: (01865) 248573 Fax: (01865) 244127

**Cumnor Church of England School (VC)**

Oxford Road, Cumnor, Oxford, OX2 9PQ

Tel: (01865) 862337 Fax: (01865) 865591

**North Hinksey Church of England School (VC)**

North Hinksey Lane, North Hinksey, Oxford, OX2 0LZ

Tel: (01865) 248626 Fax: (01865) 794330

**St Swithun's Church of England School**

Grundy Crescent, Kennington, Oxford, OX1 5PS

Tel: (01865) 438933 Fax: (01865) 436707

**West Oxford C School**

Ferry Hinksey Road, Oxford, OX2 0BY

Tel: (01865) 248862

**Appleton Church of England School (VA)**

Church Road, Appleton, Abingdon, OX13 5JL

Tel: (01865) 862794 Fax: (01865) 865110



# Didcot Area

D

## DIDCOT AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Didcot Girls' School</b>												
<b>School Code: 4139 Roll No. 1151 AN: 240</b>												
<b>www.oxfordshire.gov.uk/cms/school/4139</b>												
<b>Address:</b> Manor Crescent, Didcot, OX11 7AJ	1	0	0	155	8	5	47	4	220	0	0	0
<b>Tel:</b> (01235) 812092 <b>Fax:</b> (01235) 511245												
<b>Headteacher:</b> Ms R Warwick												
<b>Total no. of applications September 2013:</b> 270 <b>No. of first preferences received:</b> 206												

### Partner Primary Schools for Didcot Girls and St Birinus

#### Blewbury Endowed Church of England School (VC)

Westbrook Street, Blewbury, Didcot, OX11 9QB  
Tel: (01235) 850411 Fax: (01235) 851976

#### Chilton Primary School

Downside, Didcot, OX11 0PQ  
Tel: (01235) 834263 Fax: (01235) 828486

#### Hagbourne Church of England School (VC)

Main Street, East Hagbourne, Didcot, OX11 9LR  
Tel: (01235) 813367 Fax: (01235) 817722

#### Harwell School

The Styles, Harwell, Didcot, OX11 0HX  
Tel: (01235) 835337

#### Ladygrove Park School

Avon Way, Didcot, OX11 7GB  
Tel: (01235) 519235 Fax: (01235) 512658

## D

## Didcot Area

## DIDCOT AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>St Birinus School (Boys)</b>												
<b>School Code: 4129 Roll No. 1133 AN: 240</b>												
<b>www.oxfordshire.gov.uk/cms/school/4129</b>												
<b>Address:</b> Mereland Road, Didcot, OX11 8AZ	1	0	0	158	5	5	22	3	194	0	0	0
<b>Tel:</b> (01235) 814444 <b>Fax:</b> (01235) 512258												
<b>Headteacher:</b> Mr A Richards												
<b>Total no. of applications September 2013: 224</b>												
<b>No. of first preferences received: 181</b>												

**Partner Primary Schools for Didcot Girls and St Birinus****Long Wittenham CE School**

High Street, Long Wittenham, Abingdon, OX14 4QJ  
Tel: (01865) 407850 Fax: (01865) 407369

**Manor School**

Lydalls Close, Didcot, OX11 7LB  
Tel: (01235) 812762 Fax: (01235) 817416

**South Moreton School**

High Street, South Moreton, Didcot, OX11 9AG  
Tel: (01235) 813110 Fax: (01235) 813695

**Stephen Freeman School**

Freeman Road, Didcot, OX11 7BZ  
Tel: (01235) 814718 Fax: (01235) 511078

**Willowcroft School**

Mereland Road, Didcot, OX11 8BA  
Tel: (01235) 813304 Fax: (01235) 512259

**All Saints Church of England (Aided) Primary School (VA)**

Tamar Way, Didcot, OX11 7QH  
Tel: (01235) 819143 Fax: (01235) 819200

**Northbourne Church of England School (VA)**

Cockcroft Road, Didcot, OX11 8LJ  
Tel: (01235) 817744 Fax: (01235) 811768

# Eynsham Area

E

## EYNSHAM SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Bartholomew School</b>											
<b>School Code: 4054 Roll No.1068 AN: 170</b>											
<a href="http://www.oxfordshire.gov.uk/cms/school/4054">www.oxfordshire.gov.uk/cms/school/4054</a>											
<b>Address:</b> Witney Road, Eynsham, OX29 4AP	2	1	0	126	19	6	41	<b>195</b>	2	0	0
<b>Tel:</b> (01865) 881430 <b>Fax:</b> (01865) 883973											
<b>Headteacher:</b> Mr A Hamilton											
<b>Total no. of applications September 2013:</b> 356											
<b>No. of first preferences received:</b> 188											

### Partner Primary Schools

#### Eynsham School

Beech Road, Eynsham, OX29 4LJ

Tel: (01865) 881294 Fax: (01865) 883094

#### Freeland CE School (VC)

Parklands, Freeland, OX29 8HX

Tel: (01993) 881707 Fax: (01993) 883159

#### Hanborough Manor CE School (VC)

Riely Close, Long Hanborough, OX29 8DJ

Tel: (01993) 881446 Fax: (01993) 880011

#### Standlake CE School (VC)

Church Green, Standlake, Witney, OX29 7SQ

Tel/Fax: (01865) 300454

#### Stanton Harcourt CE School (VC)

Stanton Harcourt, OX29 5RJ

Tel: (01865) 881948

#### St Peter's CE School (VA)

The Green, Cassington, OX29 4DN

Tel: (01865) 880443

## F

## Faringdon Area

## FARINGDON AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Faringdon Community College</b>											
<b>School Code: 4141 Roll No. 1088 AN: 180</b>											
<b>www.oxfordshire.gov.uk/cms/school/4141</b>											
<b>Address:</b> Fernham Road, Faringdon, SN7 7LB	2	0	0	157	16	5	13	<b>193</b>	0	0	0
<b>Tel:</b> (01367) 240375 <b>Fax:</b> (01367) 242356											
<b>Headteacher:</b> Mr D Wilson											
<b>Total no. of applications September 2013:</b> 248											
<b>No. of first preferences received:</b> 192											

**Partner Primary Schools****Buckland Church of England School (VC)**

Buckland, Faringdon, SN7 8RB

Tel: (01367) 870236 Fax: (01367) 870437

**Faringdon Infants School**

Lechlade Road, Faringdon, SN7 8AH

Tel/Fax: (01367) 240655 :

**Faringdon Junior School**

The Elms, Gloucester Street, Faringdon, SN7 7HZ

Tel: (01367) 240232 Fax: (01865) 821527

**John Blandy VC Primary School**

Laurel Drive, Southmoor, Abingdon, OX13 5DJ

Tel/Fax: (01865) 820422

**Longcot & Fernham Church of England Primary School (VC)**

King's Lane, Longcot, Faringdon, SN7 7SY

Tel/Fax: (01793) 782381

**Longworth Primary School (VC)**

School Close, Longworth, Abingdon, OX13 5EU

Tel: (01865) 820364 Fax: (01865) 821876

**Shrivenham Church of England Controlled School**

High Street, Shrivenham, Swindon, Wiltshire, SN6 8AA

Tel/Fax: (01793) 782406

**Watchfield School**

North Street, Watchfield, Swindon, Wiltshire, SN6 8SD

Tel: (01793) 782623 Fax: (01793) 784710

**Ashbury with Compton Beauchamp CE School (VA)**

Ashbury, Swindon, Wiltshire SN6 8LN

Tel: (01793) 710259 Fax: (01793) 710534

**Shellingford Church of England (Voluntary Aided) School (VA)**

Church Street, Shellingford, Faringdon, SN7 7QA

Tel: (01367) 710301 Fax: (01367) 718164

# Henley-on-Thames Area

H

## HENLEY-ON-THAMES SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Gillotts School</b>											
<b>School Code: 4055 Roll No. 844 AN: 180</b>											
<b>www.oxfordshire.gov.uk/cms/school/4055</b>											
<b>Address:</b> Gillotts Lane, Henley-on-Thames, RG9 1PS	1	0	0	126	11	9	32	<b>179</b>	0	0	0
<b>Tel:</b> (01491) 574315 <b>Fax:</b> (01491) 410509											
<b>Headteacher:</b> Ms C Darnton											
<b>Total no. of applications September 2013:</b> 291											
<b>No. of first preferences received:</b> 146											

### Partner Primary Schools

#### Badgemore School

Hop Gardens, Henley-on-Thames, RG9 2HL  
Tel: (01491) 575665

#### Trinity Church of England Primary School (VC)

Vicarage Road, Henley-on-Thames, RG9 1HJ  
Tel/Fax: (01491) 575887

#### Valley Road School

Valley Road, Henley-on-Thames, RG9 1RR  
Tel: (01491) 573784 Fax: (01491) 637776

#### Sacred Heart Catholic Primary School Henley-on-Thames (VA)

Greys Hill, Henley-on-Thames, RG9 1SL  
Tel: (01491) 572796 Fax: (01491) 413838

#### Shiplake Church of England School (VA)

Memorial Avenue, Shiplake,  
Henley-on-Thames, RG9 4DN  
Tel: (01189) 402024 Fax: (01189) 406130

## K

## Kidlington Area

## KIDLINGTON AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Gosford Hill School</b>												
<b>School Code: 4060 Roll No. 861 AN: 180</b>												
<b>www.oxfordshire.gov.uk/cms/school/4060</b>												
<b>Address:</b> Oxford Road, Kidlington, OX5 2NT	1	1	0	128	8	9	29	2	178	0	0	0
<b>Tel:</b> (01865) 374971 <b>Fax:</b> (01865) 841029												
<b>Headteacher:</b> Dr S Bizley												
<b>Total no. of applications September 2013:</b> 260												
<b>No. of first preferences received:</b> 150												

**Partner Primary Schools****Edward Feild Primary School**

Bicester Road, Kidlington, OX5 2LG

Tel: (01865) 372268 Fax: (01865) 371515

**North Kidlington School**

Benmead Road, Kidlington, OX5 2DA

Tel: (01865) 372607

**West Kidlington Primary and Nursery School**

Oxford Road, Kidlington, OX5 1EA

Tel: (01865) 373369 Fax: (01865) 377080

**Dr South's CE School (VA)**

Bletchington Road, Islip, Oxford, OX5 2TQ

Tel/Fax: (01865) 372323

**St Thomas More Catholic School (VA)**

Oxford Road, Kidlington, OX5 1EA

Tel: (01865) 373674 Fax: (01865) 849821

This school has partner status to St. Gregory the Great Catholic School in Oxford City.



# Oxford City Area



## OXFORD CITY CENTRE SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Cheney School</b>											
<b>School Code: 4120 Roll No. 1397 AN: 240</b>											
<b>www.oxfordshire.gov.uk/cms/school/4120</b>											
<b>Address:</b> Cheney Lane, Headington, OX3 7QH	3	0	0	180	20	34	2	<b>239</b>	0	0	0
<b>Tel:</b> (01865) 765726 <b>Fax:</b> (01865) 767399											
<b>Headteacher:</b> Mrs J Kirby											
<b>Total no. of applications September 2013:</b> 472											
<b>No. of first preferences received:</b> 189											

### Admission rules

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming Cheney School in Part 4 of that Statement will be admitted to the school.

- Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Disabled children who need to be admitted Cheney School on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.

- Children who live in Cheney School's designated area. If there are more applicants than places in this category priority will be given in the following descending order:

- First priority in category 3 will go to those children who have a brother or sister on roll at the time of application who will still be attending Cheney School at the time of entry. However, if there are more applicants than places in this category (3a) priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

## O

# Oxford City Area

## OXFORD CITY SECONDARY SCHOOLS

- b** Second priority in category 3 will go to those children who live closest to Cheney School by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 4** Children living outside the designated area for the Cheney School who have a brother or sister on roll at the time of application who will still be attending Cheney School at the time of entry. If there are more applicants
- than places in this category priority will be given, within this group, to those children who live closest to Cheney School by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 5** Those children who live closest to Cheney School by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

# Oxford City Area



## OXFORD CITY SECONDARY SCHOOLS

Places allocated on 1st March 2013

SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
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<b>The Cherwell School</b>										
<b>School Code: 4116 Roll No. 1835 AN: 270</b>										
<a href="http://www.oxfordshire.gov.uk/cms/school/4116">www.oxfordshire.gov.uk/cms/school/4116</a>										
<b>Address:</b> Marston Ferry Road, Oxford, OX2 7EE										
<b>Tel:</b> (01865) 558719 <b>Fax:</b> (01865) 311165										
<b>Headteacher:</b> Mr P James										
<b>Total no. of applications September 2013:</b> 634										
<b>No. of first preferences received:</b> 358										
4	2	3	33	128	0	0	<b>270</b>	101	9	2

### Admission rules

In accordance with legal requirements, children who have a Statement of Special Educational Needs naming The Cherwell School in Part 4 of that Statement will be admitted to the school.

- 1 Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

- 2 Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Equalities Act 2010.
- 3 Children who live in the designated area for The Cherwell School. If there are more applicants than places in this category priority will be given to the following children in descending order of priority:
  - a Those who live in the designated area of Wolvercote Primary School. However, if there are more applicants than places in this category (3a) priority will be given, within this group, to those children who live closest to the school using the nearest designated

## O

# Oxford City Area

## OXFORD CENTRE SECONDARY SCHOOLS

public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

- b** Those children who have a brother or sister on roll at the time of application who will still be attending The Cherwell School at the time of entry. However, if there are more applicants than places in this category priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- c** Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 4** Children living outside the designated area for The Cherwell School who have a brother or sister on roll at the time of application who will still be attending the preferred school at the time of entry. If there are more applicants than places in this category priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.
- 5** Those children who live closest to The Cherwell School by the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System.

# Oxford City Area



## OXFORD CITY SECONDARY SCHOOLS

### St Gregory The Great Catholic School

**School Code: 4145 Roll No. 1213 AN: 210**

**[www.oxfordshire.gov.uk/cms/school/4145](http://www.oxfordshire.gov.uk/cms/school/4145)**

**Address:** Cricket Road, Oxford, OX4 3DR **Tel:** (01865) 749933 **Fax:** (01865) 717314

**Headteacher:** Mr J Hussey

**Total no. applications for September 2013:** 383 **No. of first preferences received:** 191

**Places allocated on 1st March 2013:** 202

**Refusals:** 0

### Admission rules

If the number of applications exceeds the admission number, the Governors will give priority to applications in accordance with the admission criteria listed below provided they are made aware of these applications before decisions on admissions are made.

Applicants are asked to complete the school's Supplementary Form to assist the Governors in awarding places. The form can be obtained from St Gregory the Great Catholic School or from feeder schools on request. It may also be found in the School Prospectus and on the School Website <http://www.stgregory.oxon.sch.uk>.

**The Local Authority Common Application Form (CAF) must also be completed and returned to the Local Authority.** Please return the Supplementary Form directly to St Gregory the Great Catholic School. Further details can be obtained from the school.

In all categories, priority will be given to those who have a brother or sister (see Note 2, page 3) attending Saint Gregory the Great Catholic School at the time of admission.

There is no charge or cost related to the admission of a child to this school.

Places will be allocated according to the following criteria and in the following priority order:

- 1** Baptised Catholic\* children who are in the care of a Local Authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2** Baptised Catholic\* children who currently attend a Catholic feeder school. The feeder schools are:
  - a** Our Lady's Catholic Primary School, Cowley, Oxford;
  - b** St Aloysius Catholic Primary School, Oxford;
  - c** St Joseph's Catholic Primary School, Headington, Oxford;
  - d** St John Fisher Catholic Primary School, Littlemore, Oxford;
  - e** Our Lady of Lourdes Catholic Primary School, Witney, Oxon;
  - f** St Joseph's Catholic Primary School, Thame, Oxon;
  - g** St Thomas More Catholic Primary School, Kidlington, Oxford;

## O

## Oxford City Area

## OXFORD CITY SECONDARY SCHOOLS

- h** St Joseph's Catholic Primary School, Carterton, Oxon;
- i** St Edmund's Catholic Primary School, Abingdon, Oxon;
- j** St Amand's Catholic Primary School, East Hendred, Oxon.

**3** Other Baptised Catholic\* children.

**4** Non-Catholic children who are in the care of a Local Authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

**5** Non-Catholic children who currently attend a Catholic feeder school.

**6** Other Non-Catholic children.

\* In the first three categories above, for a child to be considered a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their parish priest. Failure to provide evidence of baptism or reception will affect the category into which the child's application is placed.

### Oversubscription

If there is over-subscription within an admission category, the Governing Body will give priority to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria. For example this may occur when children in the same year group live at the same address, or when there are twins, or if the distance between the home and school is exactly the same e.g. block of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the admission number to be exceeded, the Local Authority will randomly select the child to be offered the place by drawing lots.

### NOTES

#### Note 1

Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Special Educational Needs that names the school, irrespective of whether they have places or not. This is not an oversubscription criterion. This will reduce the number of places available to other applicants.



# Oxford City Area



## OXFORD CITY SECONDARY SCHOOLS

### The Oxford Academy

**School Code: 6906 Roll No. 949 AN: 210**

**[www.oxfordshire.gov.uk/cms/school/6906](http://www.oxfordshire.gov.uk/cms/school/6906)**

**Address:** Sandy Lane West, Littlemore, OX4 6JY **Tel:** (01865) 774311 **Fax:** (01865) 715677

**Headteacher:** Mr D Brown

**Total no. of applications for September 2013:** 207 **No. of first preferences received:** 130

**Places allocated on 1st March 2013:** 133

### Admission rules

After the admission of pupils with statements of Special Educational Needs where the Academy is named in the statement, the criteria will be applied in the order set out below:

- a** Looked After Children (children in public care) and children who were looked after or ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- b** Children with a disability who need to be admitted to a school on the grounds of physical accessibility, where this is supported by appropriate professional evidence being submitted at the time of application. The decision in each case will be determined by the Governing Board's Admissions Committee. (The definition of disability is that contained within the Equality Act 2010 as amended);
- c** Those children who will have a sibling at the Academy at the time of application who will still be there on entry.
- d** Children of staff: To qualify for this criterion the member of staff concerned must have been in post at the school for 2 years at the date of application. The only exception to this rule will be where the school can demonstrate a recruitment issue for that post.

- e** Children who live in the designated areas of Windale Primary School, Pegasus Primary School, Orchard Meadow Primary School, Rose Hill Primary School or John Henry Newman ACADEMY (a copy of the map is available at the Oxfordshire Local Authority website or at The Academy),
- f** All other applications

**Tie Breaker:** If there are more applicants than places in any of the above categories then priority will be given within that category to those children who live closest to the Academy. In measuring distance Governors will use the nearest designated public route as defined on the Local Authority's Geographic Information System operated by the Directorate for Children, Education and Families.

## O

## Oxford City Area

## OXFORD CITY SECONDARY SCHOOLS

**Oxford Spires Academy****School Code: 6907 Roll No. 768 AN: 210****[www.oxfordshire.gov.uk/cms/school/6907](http://www.oxfordshire.gov.uk/cms/school/6907)****Address:** Glanville Road, Oxford, OX4 2AU **Tel:** (01865) 428200 **Fax:** (01865) 428201**Headteacher:** Mrs S Croft**Total no. of applications September 2011:** 264 **No. of first preferences received:** 84**Places allocated on 1st March 2013:** 92

On 1st January 2011 Oxford School closed and was replaced by an Academy on the same site, accommodated, at least initially, in the Oxford School buildings.

When this occurs, all pupils on the roll of Oxford School, or allocated places but not yet taken up (ie year 7 admissions for September 2011) will automatically transfer to the Academy.

The admission number for the Academy is 210, the age range will be 11-18 and the admission arrangements will be the same as currently apply to Oxford School, ie the Academy will have a city-wide designated area, and in the event of over-subscription, priority will be given as per community and controlled schools.

The Academy's sponsors will be the CFBT Education Trust, Oxford and Cherwell Valley College and Oxfordshire County Council. The Academy's specialities are English and Business & Enterprise.

**Admission rules**

The admission rules for Oxford Spires Academy are shown below in descending order of priority.

Children with a Statement of Special Educational Needs that names the school in Part 4 of the Statement

- 1** Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application, and who will still be looked after at the time when they are due to be admitted to the school.
- 2** Disabled children who need to be admitted to a school on the grounds of physical accessibility. The definition of disability is that contained within the Disability Discrimination Act as amended.

# Oxford City Area



## OXFORD CITY CENTRE SECONDARY SCHOOLS

- 3** Children who live in the school's designated area. If there are more applicants than places in this category priority will be given in the following descending order:
  - a** First priority in category 4 will go to those children who have brothers or sisters already at the school at the time of entry. However, if there are more applicants than places priority will be given, within this group, to those children who live closest to the school using the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.
  - b** Second priority in category 4 will go to those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.
- 4** Children living outside the designated area who will have a brother or sister at the preferred school at the time of entry. If there are more applicants than places priority will be given, within this group, to those children who live closest to the school by the nearest designated public route as defined on Directorate for Children, Education & Families Geographic Information System.
- 5** Those children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Education & Families Geographic Information System.

## O

## Oxford City Area

## OXFORD CITY PRIMARY SCHOOLS

**The following Primary schools do not have partnership status with any secondary schools.**

**Bayard's Hill School**

Waynflete Road, Headington, Oxford, OX3 9NU  
Tel: (01865) 761656 Fax: (01865) 742671

**Church Cowley St James Church of England School (VC)**

Bartholomew Road, Cowley, Oxford, OX4 3QH  
Tel: (01865) 778484 Fax: (01865) 774915

**Cutteslowe School**

Wren Road, Oxford, OX2 7SX  
Tel: (01865) 558944 Fax: (01865) 559755

**East Oxford School**

Union Street, Oxford, OX4 1JP  
Tel: (01865) 240219 Fax: (01865) 727845

**Larkrise School**

Boundary Brook Road, Oxford, OX4 4AN  
Tel: (01865) 721476 Fax: (01865) 201468

**New Hinksey Church of England School (VC)**

Vicarage Road, Oxford, OX1 4RQ  
Tel/Fax: (01865) 242169

**New Marston School**

Copse Lane, Oxford, OX3 0AY  
Tel: (01865) 761560 Fax: (01865) 742944

**Orchard Meadow School**

Wesley Close, Blackbird Leys, Oxford, OX4 6BG  
Tel: (01865) 778609 Fax: (01865) 776513

**Pegasus School**

Field Avenue, Oxford, OX4 6RQ  
Tel: (01865) 777175 Fax: (01865) 749484

**Rose Hill School**

The Oval, Rose Hill, Oxford, OX4 4SF  
Tel: (01865) 777937 Fax: (01865) 774999

**St Andrew's Church of England School (VC)**

London Road, Headington, Oxford, OX3 9ED  
Tel: (01865) 762396

**St Christopher's Church of England School Cowley (VC)**

Temple Road, Cowley, Oxford, OX4 2HB  
Tel/Fax: (01865) 779772

**St Francis Church of England School (VC)**

Horspath Road, Cowley, Oxford, OX4 2QT  
Tel: (01865) 468190 Fax: (01865) 468194

**St Nicholas School**

Raymund Road, Old Marston, Oxford, OX3 0PJ  
Tel: (01865) 242838 Fax: (01865) 248029

**Windmill School**

Margaret Road, Headington, Oxford, OX3 8NG  
Tel: (01865) 762509 Fax: (01865) 742614

**Windale Community School**

Windale Avenue, Blackbird Leys, Oxford, OX4 6JD  
Tel: (01865) 777796 Fax: (01865) 395032

**Wolvercote School**

First Turn, Wolvercote, Oxford, OX2 8AQ  
Tel: (01865) 558301 Fax: (01865) 511737

**Wood Farm School**

Titup Hall Drive, Headington, Oxford, OX3 8QQ  
Tel/Fax: (01865) 762575

**St Barnabas Church of England (Aided) School (VA)**

Hart Street, Oxford, OX2 6BN  
Tel: (01865) 557178 Fax: (01865) 516955

**St Ebbe's Church of England (Aided) School (VA)**

Whitehouse Road, Oxford, OX1 4NA  
Tel: (01865) 248863 Fax: (01865) 248817

# Oxford City Area

O

## OXFORD CITY PRIMARY SCHOOLS

**SS Mary & John Church of England School (VA)**

**Infant** – Hertford Street, Oxford, OX4 3AJ

Tel: (01865) 248865 (Infant Site)

Fax: (01865) 251388

**Junior** – Meadow Lane, Oxford, OX4 1TJ

Tel: (01865) 723841 (Junior Site)

Fax: (01865) 725156

**St Michael's Church of England School (VA)**

Marston Road, Oxford, OX3 0EJ

Tel: (01865) 241476 Fax: (01865) 728035

**SS Philip & James' Church of England Aided School, Oxford (VA)**

Navigation Way, Oxford, OX2 6AB

Tel: (01865) 311064 Fax: (01865) 311202

**The John Henry Newman Church of England School (VA)**

Sandford Road, Littlemore, Oxford, OX4 4PU

Tel: (01865) 772495

## S

# Sonning Common Area

## SONNING COMMON AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Chiltern Edge School</b>												
<b>School Code: 4092 Roll No. 535 AN: 180</b>												
<b><a href="http://www.oxfordshire.gov.uk/cms/school/4092">www.oxfordshire.gov.uk/cms/school/4092</a></b>												
<b>Address:</b> Reade's Lane, Sonning Common, RG4 9LN	2	0	0	99	0	1	13	26	141	0	0	0
<b>Tel:</b> (01189) 721500 <b>Fax:</b> (01189) 721501												
<b>Headteacher:</b> Mr D Sadler												
<b>Total no. of applications September 2013:</b> 299												
<b>No. of first preferences received:</b> 76												

### Partner Primary Schools

#### Peppard Church of England School (VC)

Church Lane, Peppard,

Henley-on-Thames, RG9 5JU

Tel: (01491) 628354 Fax: (01491) 629906

#### Sonning Common School

Grove Road, Sonning Common, Reading, RG4 9RJ

Tel: (01189) 722105 Fax: (01189) 721019

#### Kidmore End Church of England (Aided) School

Chalkhouse Green Road, Kidmore End,

Reading, RG4 9AU

Tel: (01189) 723149 Fax: (01189) 722662



# Thame Area

T

## THAME AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Lord Williams's School</b>											
<b>School Code: 4580 Roll No. 2113 AN: 320</b>											
<b>www.oxfordshire.gov.uk/cms/school/4580</b>											
<b>Address:</b> Towersey Road, Thame, OX9 3NW	3	0	0	234	31	3	49	<b>320</b>	34	3	2
<b>Tel:</b> (01844) 210510 <b>Fax:</b> (01844) 261382											
<b>Headteacher:</b> Mr D Wybron											
<b>Total no. of applications September 2013:</b> 547											
<b>No. of first preferences received:</b> 269											

### Buckinghamshire

Some parts of Buckinghamshire are within the agreed designated area of Lord Williams's School.

The civil parishes of Chilton, Brill, Long Crendon, Dorton and Shabbington are considered to be in the designated area for Lord Williams's School.

Brill and Long Crendon Primary Schools are considered partner schools, for admissions purposes, for Lord Williams's School.

Parents/carers living in these villages should apply for a place via Buckinghamshire LA.

### Partner Primary Schools

#### Aston Rowant Church of England School (VC)

School Lane, Aston Rowant,  
Watlington, OX9 5SU

Tel: (01844) 351671 Fax: (01844) 534030

#### Barley Hill School

Ludsdon Grove, Thame, OX9 3DH

Tel: (01844) 213100 Fax: (01844) 260402

### John Hampden School

Park Street, Thame, OX9 3HU

Tel: (01844) 212291 Fax: (01844) 217651

### Mill Lane School

Mill Lane, Chinnor, OX39 4RF

Tel/Fax: (01844) 352106

### St Andrew's Church of England School (VC)

Station Road, Chinnor, OX39 4PU

Tel: (01844) 351353 Fax: (01844) 354745

### Tetsworth School

High Street, Tetsworth, OX9 7AB

Tel: (01844) 281328 Fax: (01844) 281883

### St Joseph's Catholic School, Thame (VA)

Brook Lane, Thame, OX9 2AB

Tel: (01844) 214278 Fax: (01844) 217682

This school has partner status to St. Gregory the Great Catholic School in Oxford City

## WALLINGFORD AREA SECONDARY SCHOOLS

**Wallingford School****School Code: 4140 Roll No. 1117 AN: 190****[www.oxfordshire.gov.uk/cms/school/4140](http://www.oxfordshire.gov.uk/cms/school/4140)****Address:** St Georges Road, Wallingford, OX10 8HH **Tel:** (01491) 837115 **Fax:** (01491) 825278**Headteacher:** Mr N Willis**Total no. of applications for September 2013:** 309 **No. of first preferences received:** 196**Places allocated for September 2013:** 190**Refusals:** 14**Admission Rules**

Children with Statement of Special Educational Need, naming Wallingford School in part four of the statement, will always be admitted.

Where the number of applications for admission is greater than the published admission number for any relevant age group, applications will be considered against the criteria set out below.

- 1 Children who are Looked After by a Local Authority within the meaning of section 22 of the Children's Act 1989 at the time of their application, and previously Looked After children. The term 'previously Looked After' refers only to children who were Looked After but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- 2 Children with a disability who need to be admitted to the Academy on the grounds of physical accessibility, where this is supported by professional evidence being submitted at the time of application. The definition of disability is that contained within the Disability Discrimination Act as amended.
- 3 Children of a member of staff where: The member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4 Children living in the Academy's designated area (as defined by the Admissions guidance booklet issued by the LA). If there are more applicants than places in this category priority will be given in the following descending order:
  - a First priority will go to those children who have siblings already at Wallingford School and who will still be on roll at the time of admission other than students who at the time are in the sixth form but were not previously in lower years. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, who live at the same permanent address. However, if there are more applicants than places priority will be given to those children whose permanent address is closest to the Academy using the nearest designated public route as defined on the LA's Directorate for Children, Young People and

# Wallingford Area

W

## WALLINGFORD AREA SECONDARY SCHOOLS

Families' Geographic Information system. A child's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admissions process.

- b** Second priority will go to those children whose permanent address is closest to the Academy by the nearest designated public route as defined on the LA's Directorate for Children, Young People and Families' Geographic Information Service.
- 5** Children living outside the designated area who have siblings who already attend Wallingford Schools Academy and who will still be on roll at the time of admission. If there are more applicants than places priority will be given to those children who live closest to the Academy by the nearest designated public route as defined on the LA's Geographic Information system.
- 6** Children who attend a partner primary school and live outside the designated area, as listed in Oxfordshire's composite prospectus.
- 7** Those children who live closest to the Academy by the nearest designated public route as defined on the Directorate for Children, Education and Families' Geographic Information system.

### Partner Primary Schools

#### Benson CE School

Oxford Road, Benson, OX10 6LX  
Tel: (01491) 202502 Fax: (01491) 201546

#### Brightwell-cum-Sotwell Church of England School (VC)

Greenmere Estate, Brightwell-cum-Sotwell, Wallingford, OX10 0QH  
Tel: (01491) 837024 Fax: (01491) 834025

#### Cholsey School

Church Road, Cholsey, Wallingford, OX10 9PP  
Tel: (01491) 651862 Fax: (01491) 651649

#### Crowmarsh Gifford Church of England School (VC)

Old Reading Road, Crowmarsh Gifford, Wallingford, OX10 8EN  
Tel/Fax: (01491) 836785

#### Fir Tree Junior School

Radnor Road, Wallingford OX10 0NY  
Tel: (01491) 836341 Fax: (01491) 834918

#### St John's School

St John's Road, Wallingford, OX10 9AG  
Tel: (01491) 837305

#### St Nicholas' Church of England Infants' School and Nursery Class, Wallingford (VC)

St Nicholas Road, Wallingford, OX10 8HX  
Tel/Fax: (01491) 836408

#### St Laurence's Church of England School (VA)

Thame Road, Warborough, OX10 7DX  
Tel/Fax: (01865) 858270

## WANTAGE AREA SECONDARY SCHOOLS

<b>†King Alfred's (Academy)</b>
<b>School Code: 4142 Roll No. 1833 AN: 310</b>
<b>www.oxfordshire.gov.uk/cms/school/4142</b>
<b>Address:</b> Portway, Wantage, OX12 9BY <b>Tel:</b> (01235) 225700 <b>Fax:</b> (01235) 760262
<b>Headteacher:</b> Mr S Spiers
<b>Total no. of applications for September 2013:</b> 389 <b>No. of first preferences received:</b> 296
<b>Places allocated for September 2013:</b> 306
<b>Refusals:</b> 0

† King Alfred's Community and Sports College operates across three sites within the town of Wantage.

### Admission rules

King Alfred's is an Academy. The administration of admissions for King Alfred's to Year 7 will be the responsibility of the Directorate for Children, Education & Families and Oxfordshire County Council rules for Community and Voluntary Controlled Schools will apply.

### Partner Primary Schools

#### Charlton School

Charlton Village Road, Wantage, OX12 7HG  
Tel: (01235) 762861

#### Grove CE School (VC)

North Drive, Grove, Wantage, OX12 7PW  
Tel: (01235) 769867 Fax: (01235) 760089

#### Millbrook School

School Lane, Grove, Wantage, OX12 7LB  
Tel: (01235) 764822 Fax: (01235) 760089

#### St James CE School, Hanney (VC)

The Causeway, East Hanney, Wantage, OX12 0JN  
Tel/Fax: (01235) 868232

#### St Nicholas' Church of England School, East Challow (VC)

Sarajac Avenue, East Challow, Wantage, OX12 9RY  
Tel/Fax: (01235) 763858

#### Stanford-in-the-Vale Church of England School (VC)

High Street, Stanford-in-the-Vale, Faringdon, SN7 8LH Tel: (01367) 710474

#### Stockham School

Stockham Way, Wantage, OX12 9HL  
Tel: (01235) 764407

#### The Ridgeway Church of England School (VC)

West Street, Childrey, Wantage, OX12 9UL  
Tel/Fax: (01235) 751254

#### Uffington Church of England School (VC)

Broad Street, Uffington, Faringdon, SN7 7RA  
Tel/Fax: (01367) 820296

#### Wantage Church of England Primary School (VC)

Newbury Street, Wantage, OX12 8DJ  
Tel: (01235) 762396 Fax: (01235) 769462

#### St Amand's Catholic School (VA)

St Mary's Road, East Hendred, Wantage, OX12 8LF  
Tel: (01235) 833342 Fax: (01235) 861320

#### The Hendreds Church of England School (VA)

Ford Lane, East Hendred, Wantage, OX12 8JX  
Tel: (01235) 833379

# Watlington Area

W

## WATLINGTON AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Icknield Community College</b>												
<b>School Code: 4082 Roll No. 637 AN: 140</b>												
<b>www.oxfordshire.gov.uk/cms/school/4082</b>												
<b>Address:</b> Love Lane, Watlington, OX49 5RB	0	0	0	80	11	6	24	4	125	0	0	0
<b>Tel:</b> (01491) 612691												
<b>Headteacher:</b> Mr M Hunter												
<b>Total no. of applications September 2013: 212</b>												
<b>No. of first preferences received: 97</b>												

### Partner Primary Schools

#### Aston Rowant Church of England School (VC)

School Lane, Aston Rowant,  
Watlington, OX9 5SU  
Tel: (01844) 351671 Fax: (01844) 534030

#### Chalgrove Community School

Chalgrove, Oxford, OX44 7ST  
Tel: (01865) 890385 Fax: (01865) 890749

#### Lewknor Church of England School (VC)

High Street, Lewknor, Watlington, OX49 5TH  
Tel: (01844) 351542 Fax: (01844) 354861

#### Mill Lane School

Mill Lane, Chinnor, OX39 4RF  
Tel/Fax: (01844) 352106

#### RAF Benson School

RAF Benson, Benson, Wallingford, OX10 6EP  
Tel: (01491) 836460

#### Stadhampton School

Cratlands Close, Stadhampton,  
Oxford, OX44 7XL  
Tel: (01865) 890370 Fax: (01865) 890105

#### St Andrew's Church of England School (VC) Chinnor

Station Road, Chinnor, OX39 4PU  
Tel: (01844) 351353 Fax: (01844) 354745

#### Watlington School

Love Lane, Watlington, Oxford, OX49 5RB  
Tel: (01491) 612474 Fax: (01491) 613313

#### Ewelme CE (A) School (VA)

Burrows Hill, Ewelme, Wallingford,  
Oxon, OX10 6HU  
Tel: (01491) 839240

## W

## Wheatley Area

## WHEATLEY AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Wheatley Park School</b>												
<b>School Code: 4077 Roll No. 995 AN: 210</b>												
<b>www.oxfordshire.gov.uk/cms/school/4077</b>												
<b>Address:</b> Holton, Oxford, OX33 1QH	2	0	0	97	26	21	25	1	172	0	0	0
<b>Tel:</b> (01865) 872441 <b>Fax:</b> (01865) 874712												
<b>Headteacher:</b> Ms K Curtis												
<b>Total no. of applications September 2013: 276</b>												
<b>No. of first preferences received: 152</b>												

**Buckinghamshire**

Some parts of Buckinghamshire are within the designated areas of Wheatley Park School.

The civil parishes of Boarstall, Ickford, Oakley and Worminghall are considered to be in the designated area for Wheatley Park School, Ickford and Oakley Primary Schools are considered partner schools, for admission purposes, for Wheatley Park School.

Parents/carers living in these villages should contact Buckinghamshire LA for information regarding application to Wheatley Park School.

**Partner Primary Schools****Beckley Church of England School (VC)**

Church Street, Beckley, OX3 9UT

Tel/Fax: (01865) 351416

**Garsington Church of England School (VC)**

Wheatley Road, Garsington, Oxford, OX44 9EW

Tel/Fax: (01865) 361263

**Great Milton Church of England School (VC)**

The Green, Great Milton, Oxford, OX44 7NT

Tel/Fax: (01865) 279388

**Horspath Church of England School (VC)**

Blenheim Road, Horspath, Oxford, OX33 1RY

Tel/Fax: (01865) 872702

**Marsh Baldon Church of England Controlled School (VC)**

The Green, Marsh Baldon, Oxford, OX44 9LJ

Tel: (01865) 343249 Fax: (01865) 341496

**Sandhills School**

Terrett Avenue, Headington, Oxford, OX3 8FN

Tel: (01865) 433000 Fax: (01865) 433001

**Wheatley Church of England School (VC)**

Littleworth Road, Wheatley, Oxford, OX33 1NN

Tel: (01865) 872366 Fax: (01865) 875859

**Little Milton Church of England (A) School (VA)**

Stadhampton Road, Little Milton,

Oxford, OX44 7QD

Tel/Fax: (01844) 279310



# Witney Area

# W

## WITNEY AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>The Henry Box School</b>												
<b>School Code: 4050 Roll No. 1278 AN: 240</b>												
<b>www.oxfordshire.gov.uk/cms/school/4050</b>												
<b>Address:</b> Church Green, Witney, OX28 4AX	0	0	0	108	20	24	19	1	172	0	0	0
<b>Tel:</b> (01993) 703955 <b>Fax:</b> (01993) 706720												
<b>Headteacher:</b> Mrs N Edmondson												
<b>Total no. of applications September 2013: 289</b>												
<b>No. of first preferences received: 171</b>												

### Partner Primary Schools

#### Aston and Cote CE School (VC)

Cote Road, Aston, OX18 2DU

Tel: (01993) Fax: (01993) 851915

#### Ducklington CE School (VC)

Aston Road, Ducklington, OX29 7US

Tel: (01993) 703651 Fax: (01993) 709212

#### Queen's Dyke C School

Burwell Drive, Witney, OX28 5JW

Tel: (01993) 704770 Fax: (01993) 706423

#### St Mary's CE Infant School (VC)

Church Green, Witney, OX28 4AZ

Tel: (01993) 702387 Fax: (01993) 704580

#### West Witney School

Edington Road, Witney, OX28 5FZ

Tel: (01993) 706249 Fax: (01993) 706251

#### The Batt CE School (VA)

Corn Street, Witney, OX28 6DY

Tel: (01993) 702392 Fax: (01993) 776512

W

# Witney Area

## WITNEY AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Wood Green School</b>											
<b>School Code: 4052 Roll No. 1082 AN: 210</b>											
<b>www.oxfordshire.gov.uk/cms/school/4052</b>											
<b>Address:</b> Woodstock Road, Witney, OX28 1DX											
<b>Tel:</b> (01993) 702355 <b>Fax:</b> (01993) 774961											
<b>Headteacher:</b> Mr R Shadbolt											
<b>Total no. of applications September 2013: 274</b>											
<b>No. of first preferences received: 173</b>											
	3	0	0	159	2	7	2	<b>173</b>	0	0	0

### Partner Primary Schools

#### Finstock CE School (VC)

7 School Road, Finstock, Witney, OX7 3BN  
Tel: (01993) 868314

#### Hailey CE School (VC)

Hailey, Witney, OX29 9UB  
Tel/Fax: (01993) 703802

#### Madley Brook School

Cedar Drive, Madley Park, Witney, OX28 1AR  
Tel: (01993) 862 976 Fax: (01993) 774184

#### North Leigh CE School (VC)

Park Road, North Leigh, Witney, OX29 6SS  
Tel: (01993) 881525 Fax: (01993) 866828

#### Tower Hill School

Moor Avenue, Witney, OX28 6NB  
Tel: (01993) 702599 Fax: (01993) 772899

#### Witney School

Hailey Road, Witney, OX28 1HL  
Tel: (01993) 702388 Fax: (01993) 705014

#### Our Lady of Lourdes RC School (VA)

Curbridge Road, Witney, OX28 5JZ  
Tel: (01993) 702480 Fax: (01993) 705657  
This school has partner status to St. Gregory the Great Catholic School in Oxford City.

#### The Blake CE School (VA)

Cogges Hill Road, Witney, OX28 3FR  
Tel: (01993) 702840 Fax: (01993) 709439

# Woodcote (Reading) Area

W

## WOODCOTE AREA SECONDARY SCHOOLS

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Places Allocated	Refusals	Appeals	Successful Appeals
<b>Langtree School</b>											
<b>School Code: 4094 Roll No. 550 AN: 130</b>											
<b>www.oxfordshire.gov.uk/cms/school/4094</b>											
<b>Address:</b> Woodcote, Reading, RG8 0RA	11	0	0	101	6	8	4	<b>130</b>	53	5	5
<b>Tel:</b> (01491) 680514 <b>Fax:</b> (01491) 682411											
<b>Headteacher:</b> Mr R Holroyd											
<b>Total no. of applications September 2013:</b> 339											
<b>No. of first preferences received:</b> 166											

### Partner Primary Schools

#### Nettlebed School

High Street, Nettlebed,  
Henley-on-Thames, RG9 5DA  
Tel: (01491) 641328 Fax: (01491) 641899

#### South Stoke School

The Street, South Stoke, Reading, RG8 0JS  
Tel/Fax: (01491) 872948

#### Stoke Row Church of England School (VC)

School Lane, Stoke Row,  
Henley-on-Thames, RG9 5QS  
Tel: (01491) 680720 Fax: (01491) 680019

#### Whitchurch School

Eastfield Lane, Whitchurch, Reading, RG8 7EJ  
Tel/Fax: (01189) 842347

#### Woodcote School

Reading Road, Woodcote, Reading, RG8 0QY  
Tel: (01491) 680454 Fax: (01491) 680674

#### Checkendon Church of England School (VA)

Checkendon, Reading, RG8 0SR  
Tel: (01491) 680693

#### Goring Church of England Aided School (VA)

Wallingford Road, Goring, Reading, RG8 0BG  
Tel/Fax: (01491) 872289

W

# Woodstock Area

## WOODSTOCK AREA SECONDARY SCHOOL

Places allocated on 1st March 2013

	SEN Priority	Looked After	Disability	Designated Area	Non-Designated Area Sibling	Partner School	Distance	Nearest School Available	Places Allocated	Refusals	Appeals	Successful Appeals
<b>The Marlborough CE School</b>												
<b>School Code: 4560 Roll No. 1052 AN: 180</b>												
<b>www.oxfordshire.gov.uk/cms/school/4560</b>												
<b>Address:</b> Shipton Road, Woodstock, OX20 1LP	5	2	0	126	6	7	31	2	179	0	0	0
<b>Tel:</b> (01993) 811431 <b>Fax:</b> (01993) 873530												
<b>Headteacher:</b> Mrs J Fenn												
<b>Total no. of applications September 2013: 323</b>												
<b>No. of first preferences received: 163</b>												

### Partner Primary Schools

#### Bladon CE School (VC)

Park Street, Bladon, Woodstock,  
Oxford, OX20 1RW  
Tel/Fax: (01993) 811192

#### Bletchington School

Weston Road, Bletchington, OX5 3DH  
Tel: (01869) 350393

#### Combe CE School (VC)

Combe, OX29 8NQ  
Tel: (01993) 891644 Fax: (01993) 891920

#### Stonesfield School

High Street, Stonesfield, OX29 8PU  
Tel: (01993) 891687 Fax: (01993) 891074

#### Tackley CE School (VC)

42 St John's Road, Tackley, OX5 3AP  
Tel/Fax: (01869) 331327

#### William Fletcher School

Rutten Lane, Yarnton, OX5 1LW  
Tel: (01865) 372301 Fax: (01865) 374102

#### Woodstock CE School (VC)

Shipton Road, Woodstock, OX20 1LL  
Tel: (01993) 812209 Fax: (01993) 812562

#### Kirtlington CE School (VA)

Heyford Road, Kirtlington, OX5 3HL  
Tel: (01869) 350210 Fax: (01869) 351961

#### Wootton by Woodstock CE School (VA)

Church St. Wootton, Woodstock, OX20 1DH  
Tel/Fax: (01993) 811520

# New Developments

## The Space Studio

**School Code: 4000 AN: 75**

[www.oxfordshire.gov.uk/cms/school/4000](http://www.oxfordshire.gov.uk/cms/school/4000)

**Address:** Ruskin Road, Banbury, OX16 9HY **Tel:** (01295) 251451 **Fax:** (01295) 277682

**Executive Principal:** Dr F Hammans

From September 2014 the Space Studio Banbury will offer students in Years 10 to 13 the opportunity to work with local, national and international experts in the field and some exciting employers including The National Space Centre, UK Space Agency, European Space Agency and Rational Aviation.

For ongoing enquiries, parents may contact the Executive Principal, at Banbury Aspirations Campus, Ruskin Road, Banbury, OX16 9HY.

Email: [executiveprincipal@aatbanbury.org](mailto:executiveprincipal@aatbanbury.org)

As more information becomes available it will be placed on Oxfordshire County Council's public website

# Travel

## Home to School Travel Policy for 2014/15

The County Council is keen to encourage young people to walk or cycle to school or college or to make use of public transport, but it also provides free transport and some assisted transport as set out in the Home to School Transport Policy.

The Home to School Transport Policy applies to young people who live in the County of Oxfordshire. Those who are not resident in Oxfordshire are advised to contact their own home local authority for details of any policy that their home authority may have regarding home to school/college transport.

When, under the Home to School Transport Policy, children and young people are entitled to free transport it is provided by the most cost effective means. This will usually be by the provision of a free bus pass. However, where numbers are small children sometimes have to be transported by taxi. Where parents wish to take their children to school and it is therefore possible to avoid the provision of a taxi the Local Authority may agree to the payment of a mileage allowance.

The mileage allowance is provided for the child's journey to school and the return to the child's home. Parents are not provided with a mileage allowance for their own return to home in the morning or their journey to the school in the afternoon, i.e. the LA pays a mileage allowance for two journeys per day rather than four. The mileage allowance is the Revenue and Customs All Car Rate (currently 40p). If through a change in circumstance<sup>1</sup> the payment of the mileage allowance proves no longer to be the cheapest way

of transporting the child to school the alternative means of travel will be offered and the parent will be given up to 6 weeks to consider the new arrangement. At the end of that period or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn.

Where free or concessionary travel has been agreed it is provided for attendance at the beginning and end of the school day and not for extracurricular activities.

The Admissions Team decides whether a child is entitled to free transport because these decisions relate to the school attended. If the Admissions Team decide that free transport should be provided, and the parent concerned decides to accept the offer of free transport, the School & Social Care Transport Team makes the necessary arrangements, for example the issue of a bus pass.

Any information regarding Oxfordshire's Home to School Transport Policy obtained from any source other than the Admissions Team of Oxfordshire County Council or the Oxfordshire public website should be disregarded.

Buses and coaches used for home to school transport are public service vehicles and are subject to specific safety legislation. This is enforced by an initial inspection and certification of the vehicle followed by subsequent annual checks. Vehicles are also subject to random roadside checks undertaken by the 'Vehicle and Operator Service Agency' (VOSA). VOSA are able to prohibit any vehicle that is non-compliant, i.e. is in a dangerous condition, not roadworthy and/or the driver's hours are irregular. Any Service Provider using sub-standard vehicles may lose their operator's licence.

<sup>1</sup> For example if a taxi contract is awarded to transport another nearby child to the same school and there is a spare seat in the vehicle.

## Statutory Walking Distance

In understanding home to school transport and what can and cannot be provided free of charge it is important to understand what is referred to as "the statutory walking distance". This is 2 miles for children who are under 8 years of age, and 3 miles for those of statutory school age who are 8 and over. It is measured along the shortest route along which a child, accompanied by a responsible adult, may walk with reasonable safety. The route may include footpaths, bridleways, and other pathways, as well as recognised roads. All such routes need to be open to the public. When there are issues raised over the possible safety of a walking route the Admissions Team will arrange for an initial assessment by the Integrated Transport Unit and if necessary a full risk assessment by Road Safety.

## Walking routes

The status of routes (and hence eligibility to free home to school transport) may change either in response to the issuing of revised guidance or material changes to routes (through, for instance, the installation of a controlled crossing or widening a footpath).

When a route assessment is required the Admissions Team commission a route assessment from the Road Safety Team. When assessing a route the Road Safety Officer applies the relevant guidance set out in the Road Safety GB publication "Assessment of Walked Routes to School".

## Distance Measurement for Free Transport for Children of Low Income Families

The 2 mile limit is measured in the same way as the "statutory walking distance". However, the 6 mile and 15 mile upper limits are not walking routes. They are measured along routes that are passable using a road route suitable for motorised vehicles.

## Home

A child's home is considered to be the child's main place of residence during the normal school week. Free transport can only be provided from that one address.

## Travel to a Friends Home

No seat can be provided on an ad hoc basis to children wishing to travel to the homes of children who are entitled to free transport.

## Escorts

Escorts are normally only provided when it has been established through the assessment or review process that a child with a Statement of Special Educational Needs has a specific need to be accompanied.

Escorts will not normally be provided in any other circumstances.

## Parents accompanying children in OCC transport

Parents will not normally be able to travel in OCC provided transport.



# Travel

## Assessment of Eligibility for Free Transport on Admission to Primary or Secondary School

An assessment of eligibility for free transport is made as part of the normal admissions process for entry to school. Parents are normally notified of the decision in the letter offering a school place.

If a child ceases to be eligible during the course of the school term, for example due to moving address, the provision should cease at the end of that term.

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

Children within the following categories are eligible for free transport:

- 1 Children attending the designated (catchment) school for their address if the distance from home to school is over the "statutory walking distance" of 3 miles if 8 or over or 2 miles if less than 8 and of statutory school age. This applies whether or not the school was listed on the Common Application Form (CAF).
- 2 Children attending the nearest available school or educational placement to their address, if the distance from home to school is over the "statutory walking distance" of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age. This applies whether or not the school was listed on the Common Application Form (CAF).
- 3 Children who are aged 8 or over and are under 11 years old who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and attend the nearest school if it is over 2 miles from their home.
- 4 Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and who attend one of their three nearest suitable schools (or places other than school at which they might receive education under section 19(1) of the Education Act 1996), where they live more than two but not more than 6 miles from that school. The 2 mile distance is measured by "walking route" and the 6 mile distance is measured by road route.
- 5 Children attending the nearest available school to their address even if it is less than the statutory walking distance, if it would not be safe for a child accompanied by an adult to walk from the home to the school. This applies whether or not the school was listed on the CAF. **If the route is subsequently determined to be safe the free transport will be withdrawn.** The parent will be given up to 6 weeks to consider the new arrangement. At the end of that period, or when the alternative means of transport is taken up, whichever is the sooner, the mileage allowance will be withdrawn or the free bus pass will be withdrawn.

# Travel

- 6 Children aged 11 to 16 who are eligible for Free School Meals or whose parents are in receipt of the maximum level of Working Tax Credit and want their child to be educated in accordance with their religion or belief and they attend the nearest suitable school preferred on grounds of religion or belief that is over 2 miles but no more than 15 miles from their home. The 2-mile distance is measured by "walking route" and the 15-mile distance is measured by road route.
- 7 Children entitled to free transport who then move house during Year 11 and continue to attend their original school subject to the following limits:
  - Transport can be provided other than by taxi
  - The distance travelled is no more than 15 miles

Taxis will only be used in exceptional circumstances.

- 8 Children with a disability who do not have a Statement of Special Educational Need who by reason of their disability are unable to walk even relatively short distances to school and children with a mobility problem caused by a temporary medical condition, for example a broken leg. This assistance is subject to confirmation of the medical reasons for the provision by a GP or consultant.
- 9 Children with a Statement of Special Educational Needs where one of the following applies:
  - The school attended is the nearest suitable school or educational placement

to their address that has an available place, if the distance from home to school is over the "statutory walking distance" of 3 miles if aged 8 or over or 2 miles if less than aged 8 and of school age.

- (The school attended is the nearest suitable school or educational placement to their address that has an available place and the distance from home to school is less than the distances set out in h(i) but it would not be safe for a child accompanied by an adult to walk from the home to the school.
- The children concerned are unable to walk to school by reason of their special educational need or, if disabled, their disability or because of a temporary or long term medical condition. Evidence is required from a GP or consultant.

Details of free travel arrangements to residential special schools have not been included since this publication is concerned with admissions to mainstream schools.

## Applications for Transport Assistance on Grounds of Religion and Belief

Decisions on applications for transport assistance on grounds of faith or belief will normally be taken by a panel of three. The chairman will normally be the Admissions and Transport Services Manager.

In making decisions on assistance with transport the LA will respect parents' religious and philosophical convictions as to the education to be provided for their children in so far as this is

# Travel

compatible with the provision of efficient instruction and training and the avoidance of unreasonable public expenditure (as per para.134 of the Home to School Travel and Transport Guidance issued by the then DfES in 2007).

However, a parent will need to satisfy the LA of the genuine nature of the religious and/or philosophical belief and that the application is made in good faith. The burden of proof lies with the child's parent/parents.

Examples of acceptable evidence are:

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

Normally two pieces of evidence will be required.

It is important to note that the LA will take into account the financial consequences of any applications for assistance and that setting up new coach services or taxi routes or specifically continuing them when they could be discontinued in order to accommodate new travellers would normally fall within the definition of "unreasonable public expenditure". However, where there are spare seats on already existing home to school transport routes, or scheduled public transport services, the LA will be able to consider applications for places under the concessionary travel arrangements.

The LA will not take into academic grounds for preferring a particular school when making a decision on whether to provide assisted transport on grounds of faith or belief.

## 16-19 Home to School/College Transport

### Annual 16 to 19 Transport Policy Statement

Details of travel provision for the 16 to 19 age group will be published by 31 May of each year in the 16-19 Transport Policy Statement. This is intended to ensure that young people can make informed choices regarding post16 education. The Policy Statement can be amended in year in response to complaints or a direction from the Secretary of State. Complaints can be heard by the Appeals Sub-Committee of the Democratic and Organisation Committee (DOC).

### Free Travel

Students with learning difficulties and/or disabilities who are beyond statutory school age and who are aged 16 to 19, will receive free travel to that placement when they attends the nearest suitable school or educational placement to their home address that has an available place and one of the following applies:

- It is over 3 miles from their home to the educational placement.
- It is less than 3 miles from their home to the educational placement but it would not be safe for the young person, even if accompanied by an adult, to walk from home to that placement.
- The young person is unable to walk to the school or education placement due to their learning difficulty and/or disability, or because of a temporary or long term medical condition. Evidence is required from a GP or consultant.

## Subsidised Travel (16-19 age group)

Students who do not have learning difficulties and/or disabilities who are beyond statutory school age, are aged 16 to 19, and who attend either a college or a school may use the concessionary travel scheme where it is necessary to enable them to access the designated school or college for their area (lower concessionary charge payable) or to access a non designated area school or college (higher concessionary charge payable). The concessionary travel scheme makes places available on transport provided for those who are eligible for free home to school transport.

Oxfordshire residents aged 16-19 living within the catchment area of Henley College will continue to be eligible for subsidised travel to that college if the college is over 3 miles or if there is no safe walking route (lower concessionary charge payable). The latter charge will be reviewed on an annual basis.

In exceptional circumstances, and only where places on relevant home to school transport routes are unavailable, season tickets on public transport may be provided for travel to the designated college or school from the student's home address at the relevant concessionary charge rate. This is meant to apply where a home to school transport route is full and it would be possible to use public transport and so avoid the unnecessary additional public expense of contracting for additional capacity on that route.

## The Concessionary Travel Scheme

Concessionary seats are spare seats on home to school transport routes. These are routes that are operated for the benefit of those who are entitled

to free transport to and from school. The key points regarding this scheme are set out below:

- The Council cannot guarantee that a young person will keep the seat for longer than two terms
- Fare prices are reviewed annually
- The parent, or in the case of Years 12 and 13 must complete an application form for concessionary travel
- Parents are required to pay for two terms travel in advance
- The price charged covers a return journey for every school day of the relevant period
- There will be no rebates for those deciding to travel for less than the maximum number of possible journeys per term, for example there is no rebate if a young people decides to use his/her bus pass for morning travel and returns by some other private means in the afternoon
- If a seat is available a bus pass will only be issued on receipt of a completed application form, and correct payment
- No guarantee can be given that the bus will continue to run throughout a young person's time at a school, or that the place on the bus will not be withdrawn at some future date if the place is required for a young person who is entitled to free travel
- The concessionary charge will be waived for those eligible for Free School Meals or for those whose parents are in receipt of the maximum level of Working Tax Credit. In addition the cost of the concessionary charge will be waived for the third and subsequent children of families where they have more

# Travel

than two children using the same home to school transport service.

- When there are more requests to pay for seats on a particular route than there are seats available they will be allocated in the descending order of priority shown in the table "Priority for Concessionary Places".

## Priority for Concessionary Places

Priority	Category
1	Those with a Statement of Special Educational Needs naming the school
2	Looked After Children
3	Years 12 and 13
4	Children in receipt of Free School Meals or whose parent/parents are in receipt of Working Tax Credit
5	Those who travelled on the route the previous term
6	By year group, in ascending order or priority from Reception to Year 11
7	Those living closest using the shortest designated public route on the County Council's Geographic Information System

The current charges payable under the concessionary fares scheme are shown in the table. These charges are subject to annual review and the current prices may be increased for 2013/15.

## Charges 2014/15

Please note the following charges are proposed and may be subject to change.

Reception to Year 11 Under 3 miles	=	£264.00 per annum (£88.00 per 2 terms of the 6 term year)
Reception to Year 11 Over 3 miles	=	£492.00 per annum (£164.00 per 2 terms of the 6 term year)
Post 16 Designated area school or college	=	£264.00 per annum (£88.00 per 2 terms of the 6 term year)
Post 16 Non designated area school or college	=	£492.00 per annum (£164.00 per 2 terms of the 6 term year)

Parents who would like to apply for a concessionary place on school transport should apply using the form "Application for Concessionary Travel on a School Bus". This form can be obtained from:

**School and Social Care Transport**  
**P.O. Box 867, Oxford, OX1 9NR**  
**Tel: 01865 323500**

## Transport Appeals

Parents can request an appeal to the Appeals Sub-Committee of the Democratic and Organisation Committee (DOC) regarding decisions taken by officers within the Admissions Team or the Integrated Transport Unit should they have cause for complaint or disagreement concerning the eligibility of their child for travel support.

The Clerk to the Appeals Sub-Committee will not be a member of the Admissions Team or the Integrated Transport Team.

The Appeals Sub-Committee hearings will be organised as soon as possible following the request from parents to lodge an appeal. The timing of the appeal will depend upon the availability of councillors.

A representative of the Admissions Team will present the LA's reasons for not providing transport and appellants can present a case in writing and /or in person (if the parent wishes, accompanied by a friend). The format of the appeal is set out below:

- 1 Presentation of the LA's case by the LA representative
- 2 Committee members and the parent are able to ask questions of the LA representative

- 3 Presentation of the parent's case
- 4 Summing up by the LA representative
- 5 Summing up of the parents case
- 6 Both the LA representative and the parent/parents friend leave the hearing together.
- 7 Consideration of the case by the Appeals Sub-Committee
- 8 The Appeals Sub-Committee makes a decision as to whether to uphold or refuse the appeal

The decision of the Appeals Sub-Committee will be considered binding by the LA and there is no further right of appeal.

The LA will not consider requests for a further transport appeal within the school year unless there has been a significant change of circumstance.



# Miscellaneous

## The Fair Access Protocol 2014/15

### Introduction

1. The School Admissions Code requires every local authority to have in place a Fair Access Protocol. The Fair Access Protocol for Oxfordshire applies to all state funded mainstream schools in Oxfordshire and is consistent with the requirements set out in paragraphs 3.9 to 3.23 of the Schools Admission Code 2012, the non-statutory guidance published by the Department of Education in November 2012, the Education (Pupil Registration) (England) Regulations 2006 and the School Standards and Framework Act 1998.
2. The purpose of this Fair Access Protocol is to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum.
3. The published guidance from the Department of Education sets out a clear expectation from the Secretary of State that all schools (including academies) and local authorities should work together to identify a school place for those children who have had difficulty finding one. This guidance also states that all schools are expected to respond to requests by local authorities to admit a child under fair access protocols within seven calendar days.
4. The process that local authorities and academies need to follow when a request is made to the Secretary of State to direct an academy to admit a named child will mirror, as

closely as possible, the timing set out in relation to maintained schools in the School Standards and Framework Act 1998 and the School Admissions Code.

5. When reviewing an academy direction case, the Education Funding Agency will act on behalf of the Secretary of State to consider whether due process has been followed in applying the provisions of the Fair Access Protocol.

### Principles

6. The Fair Access Protocol is binding on all state funded mainstream schools in Oxfordshire.
7. The arrangements regarding the admission of students above the published admission number will not apply to Meadowbrook College, Oxfordshire's Pupil Referral Unit.
8. When making placements the Fair Access Panels will take into account any special circumstances, including possible transport costs.
9. There is no duty to comply with parental preference when allocating places through the Protocol but it is expected the wishes of the parents are taken into account.
10. When seeking to place a child under the Protocol, all schools will be treated in a fair, equitable and consistent manner.
11. The Fair Access Protocol will not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in-year admission at any point and is entitled to an appeal if a place cannot be made available.



# Miscellaneous

12. An application to direct from the Secretary of State will only be requested as a last resort.
  13. While a child is on roll at a school the school concerned is responsible for the child's educational provision.
  14. Any child without a school place is the responsibility of the Local Authority up until the point at which they are taken on roll at a school.
  15. There will be an annual review of the Protocol (see Publication and Review).
  16. The number of children admitted under the Protocol to each state funded school in Oxfordshire will be published on the Oxfordshire public website. This data will be updated at the beginning of each term.
  17. The Fair Access Protocol is not applicable to admissions made through the normal admissions round for primary, junior or secondary schools and cannot be used where this would involve contravening the regulations on the size of infant classes.
  18. The Fair Access Protocol will not be used to require a school to automatically admit another child with challenging behaviour in the place of a child excluded from that school.
- Children who have been out of education for two months or more.
  - Children of Gypsies, Roma, Travellers, refugees and asylum seekers
  - Children who are homeless.
  - Children with unsupportive family backgrounds for whom a place has not been sought.
  - Children who are carers.
  - Children with special educational needs, disabilities or medical conditions (but without a statement).
  - Permanently excluded children, including those whose parents have successfully appealed against exclusion, but where the independent appeal panel has decided that the pupil should not be reinstated.
  - Children who are at serious risk of permanent exclusion.
  - Those children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.
  - Those children who have been refused a place at a school because they are believed by the school concerned to be challenging.

## Children covered by the Protocol

19. The Fair Access Protocol can be used for the placement of children who fall within the following categories:
  - Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education.

# Miscellaneous

## Guidance on educational provision for children from overseas

Parents who have moved from overseas to reside in England with their children may express a preference for their children to attend a maintained school or academy under the normal admission arrangements regardless of their immigration status. This includes the children of asylum seekers; parents who have limited leave to enter or remain in the UK; and teachers coming to the UK with their children on a teacher exchange scheme.

## British citizens and lone children with right of abode

There are no restrictions on entry to the UK for children (whether accompanied or unaccompanied by their parents) who hold full British citizen passports (but not British overseas territories or British Overseas passports) or children from countries whose passports have been endorsed to show that they have the right of abode in this country. Such children will be permitted to enter this country irrespective of their purpose in doing so and are entitled to apply for a place at a maintained school or academy.

## EEA nationals

The European Economic Area (EEA) was established on 1 January 1994 following an agreement between the member states of the European Free Trade Association (EFTA) and the European Community.

Under European Community law, and where the

provisions of the Immigration (European Economic Area) Regulations 2006 are satisfied, nationals of the European Economic Area (which comprises the all member states of the European Union together with Switzerland, Iceland, Norway and Liechtenstein) and their children of any age, who come to the UK lawfully to work or for certain other economic purposes have a right to reside in the UK. They enjoy the same rights to education as British citizens. This applies equally to lone EEA national children who come to the UK as students, who are unaccompanied by their parents. Non-EEA children of EEA parents who are unaccompanied by their parents do not have this right.

## Non-EEA nationals

Non-EEA children who apply on their own for leave to enter or remain in the UK to study will only be granted leave to enter or remain if they satisfy the following requirements of the Immigration Rules.

The Immigration Rules can be viewed on the UK Border Agency website at

**<http://www.ukba.homeoffice.gov.uk/>**

- For children coming to study for six months or less, (paragraph 46A -child visitor). A child must attend a school or private education institution that meets the requirements of paragraph 46A (vii). It must be outside the maintained sector, unless the child is coming for a short exchange or educational visit. In the latter instance the requirements of paragraph 46A (viii) must be met.
- For children coming to study for more than six months, (paragraph 245ZZ – child student). If the child is less than 16 years old, he or she

# Miscellaneous

must produce proof of acceptance for a course of study at an independent fee-paying school outside the maintained sector or a bona fide private educational institution.

If a child is found to be attending a maintained school other than for a short exchange or educational visit, they will infringe the conditions of their leave to enter and action could be taken against them by the United Kingdom Border Agency.

## Other applicants

Holders of passports describing them as British overseas territories citizens (formerly known as British Dependent Territories citizens) or British Overseas citizens have no automatic right of abode in the UK, nor do other non-EEA nationals. They and their dependent children are in the same position as those described in the Non-EEA Nationals paragraph above. However, the majority of British overseas territories citizens also hold British citizenship.

On 21 May 2002, those who held British overseas territories citizenship became British citizens automatically by virtue of section 3(1) of the British Overseas Territories Act (BOTA) 2002 (unless citizenship was held only by a connection with the Sovereign Base Areas of Akrotiri and Dhekelia in Cyprus).

Those who acquired British citizenship under the BOTA 2002 are therefore eligible to apply for a British passport and have the right of abode in the UK under section 39 of the British Nationality Act (BNA) 1981.

Those who acquired British citizenship under the BOTA 2002 also maintain their status as a British Overseas Territories citizen (BOTC) and therefore are eligible to carry both categories of passport. However, a person is only entitled to hold one form of evidence of their right of abode in the UK i.e. either a British citizen passport or a certificate of entitlement in their BOTC passport.

It is important to understand the admission rules for a particular school in order to assess the likelihood of being able to obtain a place for your child. If you are unable to gain a place for your child at one of the schools listed on your child's CAF it will be because there were other children who more effectively met the school's admission rules.

## Children with Statements of Special Educational Need

If your child has a Statement of Special Educational Need you are advised to raise the question of school placement at your child's annual review. In addition if you have any queries you should discuss these with the SEN Coordinator in your child's current school.

Please remember that you cannot apply for special schools or bases through the secondary transfer process.

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## Private Fostering

A privately fostered child is a child under 16 years old (or 18 years old if disabled) living away from his/her birth parents for longer than 28 days with a person who is not:

- A parent of the child
- Someone who has parental responsibility for the child
- A close relative of the child

The Children Act 1989 (Section 105) defines a relative as a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by affinity) or step parent (Section 10 (5) a) refers to a step parent being someone who is, or has been, a party to a marriage).

There is a legal requirement to notify the Local Authority of private fostering arrangements.

Please contact Oxfordshire's Private Fostering Worker at the following address if you need to report a private fostering arrangement:

### Private Fostering Worker

**Knights Court**

**21 Between Towns Road**

**Cowley**

**Oxford OX4 3LX**

**Tel: 01865 323977**

**Email: [gemma.jones@oxfordshire.gov.uk](mailto:gemma.jones@oxfordshire.gov.uk)**

## School Uniform Policy

Many schools have uniform policies or dress codes and you should contact individual schools for information. You could also find out more at the open event listed earlier in this book or you can look at the individual schools website by clicking on this link

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

# Miscellaneous

## Term dates

The table below shows the term dates for 2014/15.

Term	Dates	Number of days
<b>Term 1</b>	1 September 2014 – 24 October 2014 <i>October holiday: 27 October 2014 – 31 October 2014</i>	40
<b>Term 2</b>	3 November 2014 - 19 December 2014 <i>Christmas holiday: 22 December 2014 - 2 January 2015</i>	35
<b>Term 3</b>	5 January 2015 - 13 February 2015 <i>February holiday: 16 – 20 February 2015</i>	30
<b>Term 4</b>	23 February 2015 - 27 March 2015 <i>April holiday: 30 March 2015 - 10 April 2015</i>	25
<b>Term 5</b>	13 April 2015 - 22 May 2015 <i>Late Spring holiday: 25 May 2015 - 29 May 2015</i>	29
<b>Term 6</b>	1 June 2015 - 20 July 2015	36
<b>Total</b>		<b>195</b>

### Note:

- **1 September 2014** is a countywide INSET (staff training) day
- Schools choose a further four INSET days within the rest of the school year
- Schools return on **Tuesday 1 September 2015** (which will be an INSET day)
- Children are not at school on INSET days

# Miscellaneous

## Definition of a 'Baptised Catholic' for use in the Criteria of Admissions to Catholic Schools in the Archdiocese of Birmingham

This definition is used by the Blessed George Napier School and St Gregory the Great School.

To establish clarity, consistency and fairness in the application of Criteria of Admissions in Catholic Schools, in accordance with the Trust Deed of the Archdiocese of Birmingham, it is necessary to define the description of a 'Baptised Catholic' for the benefit of parents who are making applications and for Governors who formulate and apply the criteria for admissions.

A 'Baptised Catholic' is one who:

Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc., Cf. Catechism of the Catholic Church, 1203). Written evidence\* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

Has been fully validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

## Written evidence of Baptism

The Governing Body of St Gregory the Great Catholic School and the Blessed George Napier School will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

# Jargon Buster

<b>Academy</b>	A type of school funded directly by central government (through a Funding Agreement) independent of direct control by the Local Authority (LA) and sometimes supported by personal or corporate sponsors either financially or in kind. An Academy is self-governing, is a registered charity or part of one, and is responsible for employing the staff and determining school admissions applications.
<b>Admission Authority (AA)</b>	The authority responsible for determining an application. For Community schools and Voluntary Controlled Schools the AA is always the Local Authority (LA). For all other schools and academies the AA is the Governors, a sub-group of the Governors or a group appointed by the Governors. An admissions decision is never made by an individual.
<b>Admission Number (AN)</b>	Also known as the Published Admission Number (PAN) this is the number of places that must be offered if there are enough applicants.
<b>Admissions Rules</b>	The list of objective rules to decide which children are offered places. Admissions Rules are consulted on before the process starts.
<b>Algorithm</b>	A series of programmed instructions carried out by the RouteFinder software which calculates all available routes between the start and end points and outputs the shortest
<b>Appeals procedure</b>	This is the process set up by the Admissions Authority (AA) to question and investigate why a place was not offered. Appeals are heard by an Independent Panel.
<b>Appeals service</b>	The part of the Local Authority responsible for organising appeal hearings. This service is separate from the Children, Education & Families Directorate of Oxfordshire County Council.
<b>Application</b>	Details of a child, their parent/carer, a list of up to three school preferences and supporting information.
<b>Brother or sister</b>	Another child of the same family living at the same home address. See page 20 for Oxfordshire County Council's policy
<b>Catchment Area</b>	In Oxfordshire, these are called Designated (catchment) Areas.
<b>Change of address</b>	An address change which happens after the Closing Date but before 22 November 2013. See page 19 for Oxfordshire County Council's policy.
<b>Change of preference</b>	Addition of schools not requested on an earlier application or change of the order of schools listed on an earlier application.
<b>Choice</b>	In the context of school admissions, choice means the same as preference.
<b>Closing date</b>	The last date by when a completed application must be received in order for it to be considered as on time. <b>The closing date for on time secondary transfer applications is 31 October 2013.</b> Applications made after this date will be classed as late applications. Offers to late applicants will be made on 2 May 2014.
<b>Common Application Form (CAF)</b>	The name of the application form used within Oxfordshire to apply for up to three school places.



# Jargon Buster

<b>Community school</b>	A type of state-funded school in which the Local Authority (LA) employs the school's staff, is responsible for school admissions and owns the school's estate.
<b>Concessionary transport or travel</b>	Sometimes vehicles we provide to take children who receive free transport to and from school may have spare seats. We can offer these spare seats to children who are not entitled to free transport for one term at a time (based on a three-term year). There is a charge for this. There is no entitlement to these spare seats and we cannot guarantee that a child can keep a seat beyond the agreed period. This is because we only provide vehicles for those entitled to free transport. See page 78 for Oxfordshire County Council's policy.
<b>"Continued Interest" list (CIL)</b>	A list of children (ordered according to the published admissions rules for the school, <b>not</b> in date order) who could not be offered a place at a school but whose parents want them to continue to be considered for a place should one become available in the future. See page 8 for Oxfordshire County Council's policy.
<b>Criterion / Criteria</b>	For admissions purposes a single admission rule is called a criterion (plural criteria).
<b>Deadline</b>	This is the same as Closing Date (see above).
<b>Faith/Denominational School</b>	Schools that have a connection with a particular faith. In Oxfordshire this currently means Catholic or Church of England schools.
<b>Designated (catchment) Area</b>	Most secondary schools serve a specific geographic area (called a designated or catchment area). Children living in this area have a higher priority for a place at the school than others who do not live in this area if they list it as a preference. Admissions Authorities cannot guarantee that all children living in the designated (catchment) area for a school will be offered places if there are more applications for places on behalf of children living within the designated (catchment) area than are available. Visit <a href="http://www.oxfordshire.gov.uk">www.oxfordshire.gov.uk</a> and click on 'Where I live' at the top for a postcode searcher that provides details of services and designated (catchment) areas. Maps of designated (catchment) areas are also available to download from the website. They can also be sent out by post on request. Contact 01865 815175 for more information.
<b>Determined</b>	The decision made by the Admission Authority for the school whether a place can be offered or not.
<b>Digitised network</b>	The geographic database of all possible, available, measurable routes. The digitised network is based on the Integrated Transport Network (ITN) produced by Ordnance Survey augmented to include additional non-driveable public routes.
<b>Disability</b>	The definition of a disability is taken from the Equality Act 2010.
<b>Early Transfer</b>	A process whereby a child who was born after 31 August 2003 moves to secondary school in September 2014 early because it has been decided by educational professionals that their educational, social and emotional development will be best met in a secondary school. This happens very rarely.

# Jargon Buster

<b>Easting / northing</b>	A measurement in metres east or north of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres).
<b>Equal preference system</b>	The Equal preference system was created to prevent Admission Authorities giving higher priority to children who make a particular school their first preference. It means that every school preference expressed is treated as if it is a unique application.
<b>Feeder school</b>	See Partner school (below).
<b>Foundation school</b>	A type of state-funded school in which a foundation (usually a non-religious organisation) runs the school, employs the school's staff, is responsible for school admissions and owns the school buildings.
<b>Fraudulent Application</b>	Where an applicant (parent or carer) intentionally and deliberately gives false information in order to try to secure a place at a particular school. Paragraph 2.12 of the School Admissions Code 2012 allows Admissions Authorities to withdraw a place offered if the place was offered because of a fraudulent application.
<b>Free home to school transport</b>	Also called statutory home to school transport. Some children receive free transport from home to school if they meet one of the rules set down in Oxfordshire County Council's Home to School Transport Policy. The Home to School Transport Policy is shown on pages 73-80.
<b>Free school</b>	A type of school set up by parents, teachers, charities or businesses funded directly by central government (through a Funding Agreement) and independent of direct control by the Local Authority (LA). A Free school is self-governing and is responsible for employing the staff and determining school admissions applications.
<b>Geographic Information System (GIS)</b>	A system designed to capture, store, manipulate, analyse, manage and present all types of geographic data. The Admissions Team of Oxfordshire County Council uses MapInfo (supplied by Pitney Bowes) for its GIS needs.
<b>"Greenwich Judgement"</b>	A 1989 court decision which disallowed Local Authorities giving children living in the area of the Local Authority a higher priority than children living outside the area of the Local Authority.
<b>Home Address</b>	The address where the child lives for the majority of term-time weekday nights (Sunday night to Thursday night) at the time the application is made. See page 17 for Oxfordshire County Council's policy.
<b>Independent school</b>	Also known as private schools, public schools or fee-paying schools, they are a type of school funded by fees paid by parents/carers and income from investments. Applications for places at independent schools must be made direct to the school and not listed on the Common Application Form.

# Jargon Buster

<b>Infant school</b>	A school for children aged 5 to 7 (or 3 to 7 if the school has a nursery). Parents of children in Year 2 at an infant school need to apply to transfer their children to Year 3 at a junior or primary school. Infant schools are normally linked to a junior or primary school.
<b>Integrated Transport Network (ITN)</b>	A dataset produced by Ordnance Survey containing details of the transport network for Great Britain.
<b>Junior school</b>	A school for children aged 7 to 11 (Year 3 to Year 6). Parents of children in Year 6 at a junior school need to apply for their children to transfer to Year 7 at a secondary school.
<b>Late application</b>	An application received after the Closing Date is a late application and will not be considered until after offers have been made to on time applicants on 3 March 2014. Sometimes there are extenuating circumstances regarding why an application could not be made on time. See page 7 for Oxfordshire's policy on extenuating circumstances for late applications.
<b>Late Transfer</b>	A process whereby a child who was born before 1 September 2002 moves to secondary school in September 2014 late because they have a Statement of Special Educational Need and cannot be taught alongside children of their age. This happens very rarely.
<b>Local Authority (LA)</b>	Oxfordshire County Council. For admissions purposes, the Local Authority is the School Admissions Team of the Children, Education & Families Directorate of Oxfordshire County Council.
<b>"Looked After" children (LAC)</b>	A child for whom Oxfordshire County Council or another Local Authority is the parent. A Social Worker acts on behalf of the Authority as the parent, and a child is placed in foster-care or in a home.
<b>Multiple addresses</b>	Where a child spends time with different parents equally. See page 19 for Oxfordshire County Council's policy on multiple addresses.
<b>Naming a school</b>	In Part 4 of a child's Statement of Special Educational Need the Local Authority writes the name of the school where the child's needs must be met.
<b>Nearest designated public route</b>	See shortest designated public route.
<b>"Nearest open gate"</b>	The first gate arrived at from the direction of travel available for use by students for entry and exit to the school site at the start and end of the school day.
<b>Non-faith school</b>	A school that does not have a specific affiliation or emphasis regarding any religion or denomination.
<b>Offer Day</b>	The day on which letters are sent out to all applicants (whether they applied online or on paper) by second-class post. For secondary schools this is 3 March 2014. There will be a further late offer day on 2 May 2014 for late applications and changes of preference.

# Jargon Buster

<b>Office for Standards in Education (Ofsted)</b>	A non-ministerial government department of Her Majesty's Chief Inspector of Schools. Ofsted is responsible for carrying out inspections of schools and other organisations that provide childcare. It inspects the quality of care and safety of children and published a report of its findings. For more information on the work it does, visit the website at <a href="http://www.ofsted.gov.uk">www.ofsted.gov.uk</a>
<b>ONE database</b>	Database created by Capita Children's Services ( <a href="http://www.capita-cs.co.uk">www.capita-cs.co.uk</a> ) used for admissions purposes by the School Admissions Team of Oxfordshire County Council to hold information about children and their school preferences.
<b>Open event</b>	A day or evening where the secondary school can be visited by prospective children and their parents/carers.
<b>Ordnance Survey</b>	The national mapping agency of Great Britain, an executive agency and non-ministerial government department of the UK Government.
<b>Partner school</b>	In Oxfordshire, all state schools are organised into partnerships where primary and junior schools are linked to a secondary school. If a child attends one of the primary or junior schools in the partnership but lives outside the designated (catchment) area the admissions rules for most schools give them a slightly higher priority for that secondary school if it is listed as a preference. The Admissions Authority will not guarantee that a child considered under this rule will be offered a place. Some schools are organised into partnerships but do not have attendance at one of the partner schools as one of the admissions rules.
<b>Preference</b>	The school or schools you would most like your child to attend. The Law states that an Admission Authority must comply with your preference unless to do so would conflict with the Admissions Policy or Rules if there are more applications than places available. The Law also states that the Local Authority must offer a place at the school listed highest on the application where it is possible to offer a place at more than one school.
<b>Previously "Looked After" children</b>	A child who was looked after in the past but is no longer looked after because they were adopted (or became subject to a residence order or special guardianship order).
<b>Primary school</b>	A school with classes for children aged 5 to 11 (or 3 to 11 if the school has a nursery). Children in Year 6 at a primary school must apply to start Year 7 the following September at a secondary school.
<b>Prospectus</b>	Details a school publishes about itself.
<b>Published Admission Number (PAN)</b>	See Admission Number (AN).
<b>Random Allocation</b>	Where children are considered under the same criterion and have the same distance but are not of the same family and do not live at the same home address and there are not enough places to offer to all of them, one or more names will be selected by the drawing of lots by an officer of the Local Authority not employed as an officer of the Admissions Team.

# Jargon Buster

<b>"Rotherham Judgement"</b>	A 1997 court decision which found that it was acceptable to have catchment areas but children living in the catchment area could only be given priority for a place at a school if they had asked for a place as one of their preferences. Children who live in the designated (catchment) area for a school but had not requested a place could not be given a higher priority than children who live outside the designated (catchment) area who had requested a place.
<b>RouteFinder</b>	GIS- based software produced by Higher Mapping Solutions ( <a href="http://www.highermappingsolutions.com">www.highermappingsolutions.com</a> ) which is designed to find the shortest measurement between two defined points using the digitised network
<b>School code number</b>	Every state school has a seven digit number which identifies it. The first three digits are the number for the Local Authority where the school is situated (for example, Oxfordshire's number is 931) and the other four digits are a number unique to the school. Using the school's code number helps identify which school you mean when there are several schools with the same or similar names.
<b>"Seed point"</b>	A geographically defined spatial point set by Royal Mail and/or district or city councils, and supplied to Ordnance Survey which then sells that data to other organisations (e.g. Oxfordshire County Council). The seed point used by the Admissions Team of Oxfordshire County Council is the "all numeric British Co-ordinate System" (easting and northing)
<b>Shortest designated public route</b>	The shortest route from the Home Address to the school measured using Oxfordshire County Council's computerised measuring system. See page 16 for more information on how the shortest designated route is measured.
<b>Sibling</b>	Another word for brother or sister (see above).
<b>Special Educational Need (SEN)</b>	If a child has difficulty with learning in school, then they have special educational needs. Firstly these are identified by a school and a child can be placed on School Action (SA). If the need is more severe then the child may be moved to School Action Plus (SA+). In certain special circumstances a very small number of children need a Statement of Special Educational Need (SEN).
<b>Special School</b>	A type of state-funded school set up to meet the needs of children with Statements of Special Educational Need.
<b>Specialist schools</b>	All secondary schools have a particular subject or subjects that they emphasise (their specialism). However, most schools do not offer places on the basis of a child's aptitude in that subject or preference to attend that school because of its specialism.
<b>Statement of Special Educational Need (SEN)</b>	A special document written by an officer of the Local Authority where the child lives which lists the difficulties that a child has with learning at school, what measures will be taken by the school to deal with this and "names" the school(s) where this will happen. Only a very small number of children ever need a Statement of SEN.

# Jargon Buster

<b>Statutory home to school transport</b>	See free home to school transport.
<b>Tie-break</b>	If children are considered under the same admissions criterion, but there are not enough places to offer to all of them, the distance from home to school is used as a "tie-break". If children have the same home to school distance but do not live at the same home address (not children of the same family) random allocation will be used.
<b>Tracking (pupil tracking)</b>	For school admissions purposes this is the responsibility placed on the Local Authority by central government to know and or find out where or how a child is receiving an education suitable to their age, aptitude and ability. It is the responsibility of the Local Authority to ask a parent where they are sending their child to school or how they are ensuring their child receives an education if not attending school. It is the responsibility of parents/carers to inform the Local Authority (LA) where or how their child is or will be receiving an education.
<b>Transport Appeal</b>	If Oxfordshire County Council's Transport Rules mean that free home to school transport is not offered, a parent has a right to appeal against this decision.
<b>Trust school</b>	A type of state-funded school in which a trust (usually a non-religious organisation) runs the school, employs the school's staff, is responsible for school admissions and owns the school buildings.
<b>Twins and Multiple Births</b>	Children of the same family sharing the same parents and living at the same home address. Places must be offered above the Admission Number (AN) if necessary to allow places to be offered to all of the children from the same family living at the same home address.
<b>Voluntary Aided school</b>	A type of state-funded school in which a foundation or trust (usually a religious organisation) has substantial influence in the running of the school, employs the school's staff, is responsible for school admissions and owns the school buildings.
<b>Voluntary Controlled school</b>	A type of state-funded school in which a foundation or trust (usually a Christian denomination) has some formal influence in the running of the school but where the Local Authority (LA) employs the school's staff, is responsible for school admissions and owns the school's estate.



# Applying

## How to fill in the Common Application Form (CAF form)

These explanatory notes are provided to help you complete the form correctly.

This form is for the use of parents resident in Oxfordshire and those who are applying from outside of England. If you live in England but not within Oxfordshire you must complete an application (on line or on paper) via your "home local authority". If you do not know which local authority is your "home authority" you can find out at the DirectGov website:

[local.direct.gov.uk/LDGRedirect/Start.do?mode=1](http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1)

### Section 1: Child's Details

#### Names

The 'Legal Surname' is the one on your child's **birth certificate, adoption certificate or change of name deed poll**. If your child uses a different surname on a day-to-day basis then you can enter that in the box marked *'If your child is known by a different surname, please state here'*.

Fill in your child's first name, middle names (if any), gender and date of birth.

**It is important that your address and postcode are correct because for many Oxfordshire schools the location of an address and the distance from that address to the school are important in determining whether a place can be offered.**

#### Address

**The address on the CAF should be the child's address at the time of application.** Changes of address which occur after 31 October 2013 but before 22 November 2013 can be taken into account if proof of this change is provided (see below). To confirm your new address we need one of the following:

- **A solicitor's letter advising contracts have been exchanged** (if the property is being purchased); or
- **A copy of a tenancy agreement (if the property is to be rented)**. If this tenancy agreement comes to an end before September 2014 we may not accept the address for admissions purposes; or
- **A copy of your Council Tax Bill** showing the same name(s) as in Section 5 of the CAF.

**We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division.** Such correspondence must pre-date the application you have made.

It is essential that you notify the Admissions Team of any change to your address which occurs before places are offered on 3 March 2014. Where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then the address we will use for admissions purposes will be the one registered for child benefit. We will request proof of the registered address, which must pre-date the application.



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**If a place has been obtained on the basis of a fraudulent or intentionally misleading application** (for example, a false claim to residence in a designated/ catchment area) **and this results in the denial of a place to a child with a stronger claim, the admission authority for the school may withdraw the offer of the place.** This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education:

"[2.12] ....Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

[2.13] A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term."

A link to the School Admissions Code 2012 can be found at:  
[www.oxfordshire.gov.uk/admissionrules](http://www.oxfordshire.gov.uk/admissionrules)

## Current school

Please enter the name of your child's current school.

Once you have done this move on to Section 2 – Your preferences.

## Section 2: Your preferences

You can list up to three schools that you would like your child to attend in this section.

The schools listed need to be state schools located in England (they do not have to be within Oxfordshire). Do not list independent schools on this form.

If you list a state school outside Oxfordshire then details of your application will be sent to the local authority coordinating admissions for that school. This will be done by secure electronic transfer after the closing date.

You should enter the name of the school that you most want your child to attend as your **First Preference**. Please **enter the school's code number** (if you know it) or the **school's postcode** (if you do not know the school's code number).

**Do not list the same school more than once.** If a school is listed more than once it counts simply as one application and does not increase the chance of obtaining a place at that school.

If your child has an older brother or sister who will, in September 2014, still be attending one of the schools you have listed, please give the details of their name(s) and date(s) of birth in the space provided. A brother or sister is defined as a brother, sister, half-brother, half-sister, step-brother, step-sister, adopted brother or adopted sister living at the **same address** as the child whose details are shown in Section 1.

You also have a small space to summarise the reasons for your preference. If you need more space please use the larger space provided in Section 3.

When you have completed Section 2 turn the form over and complete Sections 3, 4, 5 and 6.

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## Section 3: Extra Information

In the space above this section please enter your child's first name and surname. This will enable us to keep track of your form if it is on two sheets of paper.

Firstly answer the four questions in this section:

### Does your child have a Statement of Special Educational Need?

A very small number of children in Oxfordshire have a Statement of Special Educational Need. This is a special document written by the local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If you do not know if your child has a Statement of Special Educational Need, you should leave this question blank.

### Is your child "looked after" or "previously looked after" by a Local Authority?

Some children are cared for by a Local Authority, and a Social Worker will act as parent for the child. If your child is 'looked after' please answer 'yes' to this question and tell us the name of your child's Social Worker and/or the local authority that looks after your child. **If you are the foster-parent of the child in Section 1 you must tell us the name of the child's Social Worker.** It would be helpful if the Social Worker were to write a letter to say that they support the application you are making, and the letter can be attached to the CAF.

The term **"previously looked after"** refers to children who have been looked after in the past but who are no longer looked after but have been adopted or who are now subject to a residence order or special guardianship order. **If your child**

**falls within this group you need to answer "yes" to this question and provide evidence of the adoption, residence order or special guardianship order.**

### Does your child have a disability as defined in the Equality Act (2010) as amended?

The Act is available online at:  
[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents).

If you believe that your child has a disability as defined in this Act then you should answer 'yes' to this question and give details of the disability in the space provided. You can also use the extra space available at the bottom of Section 3 if you need to tell us more about your child's disability. This information will only affect your child's priority for a school place if your child's disability affects your child's access to school and you are applying for a school that gives a degree of priority to children who fall within this category. Evidence of a child's disability must be submitted in writing by a medical professional before a child can or will be considered disabled by the AA for admissions purposes.

The AA will not consider a child to be disabled until this evidence is received and approved.

### Are you moving as a new posting as Service or Crown Servant Personnel?

When families of service personnel with a confirmed posting to Oxfordshire, or crown servants returning from overseas to live in Oxfordshire, do not have a relevant address in the area, Admission Authorities will accept an official letter that declares a relocation date and a Unit postal address or quartering area address as proof of residence. If your child falls within this category please answer 'yes' to this question

# Applying

and provide proof of the posting at the earliest opportunity, preferably at the time the application is submitted.

## Other information

You can use the space in the last box in this section to tell us anything else you think we should know to support your application, or because there is not enough space in one of the other boxes on the form. Any information you bring to our attention will be noted. If it is relevant to a preference you have made for a school where the Governors decide to whom places are to be offered (see information in Section 4 below), we will forward this information to that school. Information is relevant if it affects any of the admissions criteria under which your child could be considered for a place. Please look at the admissions rules for the schools you list on this form if you need to know how applications will be considered and how places will be offered.

## Section 4: Specific information for OAA (Own Admissions Authority) schools [optional]

An OAA school ("Own Admissions Authority") is one in which the school's Governors, or a sub-group of the Governors or a group appointed by the Governors will decide to whom places should be offered. An admissions decision is never made by one person alone. **Community and Voluntary Controlled schools are not OAA schools. All other state funded schools are OAA schools.** Therefore church (Voluntary Aided) schools (for example Catholic schools and a small number of Church of England schools), Free Schools, Trust schools, Foundation schools,

Studio schools, Academies and City Academies are all OAA schools. You only need to complete this section if you have listed one or more of these schools as a preference in Section 2.

The Governors of OAA schools may find the information in this section useful in deciding to whom places should be offered at their school. The admissions rules for all OAA schools are shown on the Oxfordshire public website, on each school's website and in the "Moving On" booklet. The admissions rules for schools in Oxfordshire's can be found at:  
[www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions)

There is a space for you to write your child's faith or denomination and when and where they were baptised (if applicable). Information about your or your child's religious affiliation is defined by the Data Protection Act 1998 as "sensitive personal data". You must give explicit consent for Oxfordshire County Council to collect this information and process it for the purposes of an application for a school place. See notes on Section 6 (below) for further information about the Data Protection Act 1998 and the collection of personal data and sensitive personal data.

Some schools require proof that your child has been baptised. If you are sending a baptismal certificate with this CAF then please read the text in this section and tick the box. If you are sending an original baptismal certificate and want it back, you must tell us this. **If you attach a certificate and do not tell us that you want it back we will not return it.**

Some OAA schools have a supplementary form. If applying for a school that has such a form you are advised (but not required) to complete and

# Applying

return it. However, if you complete and return a supplementary form but do not complete and return a CAF (or apply online) your application will not be valid. If you complete a CAF (or apply online) but do not complete a supplementary form your application will be valid but it may affect how your child's preference for the school is considered. If you are not sure if you need to fill in a supplementary form then you should contact the school concerned. **If you attach a supplementary form to the CAF, please read the text carefully and tick the box.**

## Section 5: Your details

Please complete this section with the details of **all** of the parent(s)/carer(s) living at the address shown in Section 1 who have parental responsibility for the child named in Section 1. If you tell us the name(s) of more than one adult with parental responsibility living at the address in Section 1, we will choose one of those adults to enter onto our computer system. We will usually choose the person listed as mother of the child whose details are in Section 1. This is the person to whom the offer letter will be addressed. The letter will not be addressed to more than one person.

## Section 6: Declaration

Please read the Terms & Conditions carefully, tick the box, then sign and date the form.

By ticking the box and signing the form you have given your explicit consent to Oxfordshire County Council to collect personal data and sensitive personal data on you and your child for the processing of your application for a school place. You have also given your explicit consent to Oxfordshire County Council to disclose your personal data and your sensitive personal data to other agencies and admissions authorities (third parties) for the purposes of processing your application for a school place. The information you tell us on this form will not be shared with an individual or agency that is not entitled to see or know the information.

By ticking the box and signing the form, you have also confirmed that the information you have provided is accurate to the best of your knowledge.

Oxfordshire County Council will store your personal data and sensitive personal data securely.

The above is in accordance with schedules 2 and 3 of the Data Protection Act 1998.

A full copy of the Data Protection Act 1998 can be found at:

[www.legislation.gov.uk/ukpga/1998/29/contents](http://www.legislation.gov.uk/ukpga/1998/29/contents)

# Applying

## Submitting the application

If your child attends an Oxfordshire primary or junior school, please return the completed form to the school office at that school. The latest date by when the form must be received in the school office is **before the office closes on Friday 25 October 2013 (the schools are on holiday between 28 October and 1 November 2013)**. Your child's current school will then forward the form on to us. We strongly advise you to request a receipt from the school office, so that you have proof of the date when your form was received.

If your child attends a school outside Oxfordshire, or an independent school, please return the CAF by post, or in person, to:

The Admissions Team  
Children, Education & Families Directorate  
Oxfordshire County Council  
County Hall  
New Road  
Oxford, OX1 1ND

## The deadline for receipt of the CAF (Secondary) is: 31 October 2013.

Please remember that if you submit a late application you are much less likely to receive an offer of a place for your child at one of your preferred schools.

## Replying to the allocation letter

With your allocation letter, we will send you a response reply form. You should fill this in and send it back to the Admissions Team by 18 March 2014. If you do not send the response form back by 18 March 2014 or you reject the offer and do not tell us what other arrangements you are making to educate your child, we may withdraw the place offered from 24 March 2013 and offer it to another applicant in the second allocation round.

# Notes

# Common Application Form (Secondary)

Admission to Secondary School to start Year 7 in September 2014

Please read the 'How to' notes carefully before completing this form.

Please complete in **CAPITAL LETTERS**

If your child attends an Oxfordshire primary or junior school, please return this form via the school office at that school.

Otherwise please post to:

**The Admissions Team, County Hall,  
New Road, Oxford, OX1 1ND**

Office use only

Date received

EMS ☐

Closing date for form

**31 October 2013**

## Section 1: Child's details

Legal Surname		First Name			
If your child is known by a different surname, please state it here		Middle Names			
Address			Male or Female		
			Date of Birth (dd/mm/yy)		
			Day	Month	Year
	Postcode				
Your child's current Primary or Junior School					

## Section 2: Your Preferences

Use the boxes below to list up to three schools you would like your child to attend. Put the school you would most like your child to attend first in the list. If you know the code for the school, please write it in the boxes provided.

First Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for you preference. You can use Section 3 if you need more space.					
Second Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for you preference. You can use Section 3 if you need more space.					
Third Preference School				School Code No.	Office Use
If your child has any older brothers or sisters attending this school, please give their name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for you preference. You can use Section 3 if you need more space.					



**Child's Name****Section 3: Extra Information**

Does your child have a Statement of Special Educational Needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, which Authority maintains this Statement?	
Is your child 'looked after' by a Local Authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please give the name of your child's Social worker and the Authority	
Does your child have a disability as defined in the Equality Act (2010)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please give the nature of your child's disability	
Are you moving as a new posting as Service or Crown Servant personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, please give details of your move (dd/mm/yy)	
You can give further reasons for any of the preferences you have listed in Section 2. These can include philosophical reasons, reasons relating to your religion or that of your child, or reasons which you think are relevant to one or more of the published admissions rules for the school.			

**Section 4: Church (voluntary aided) schools (optional)**

The information in this section may be useful to your application if you have listed any church (voluntary aided) schools in Section 3.

My child is of the following faith/denomination		
My child has been baptised	On (date)	
	At (location)	

Some schools will want to see proof that your child has been baptised. You should provide a copy of your child's baptismal certificate. If you attach it to this form, Oxfordshire County Council will forward it to all relevant schools on your behalf. Tick the box if you have attached a baptismal certificate.

Some schools have a supplementary form which you should also fill in and provide to the school concerned to complete your application. If you attach it to this form, Oxfordshire County Council will send it to the school on your behalf. Tick the box if you have attached a supplementary form.

**Section 5: Your details**

Name(s) of parents/carers living at home address in Section 1	Mr/Mrs/Miss/Other		
Relationship to child			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	

**Section 6: Declaration**

**Please note that, if you deliberately give false information, we may withdraw your child's offer of a school place.**

I have read and understand the explanatory notes. All the information I have given on this form is correct to the best of my knowledge. I understand that I am giving my consent that Oxfordshire County Council can process the information in this form for educational purposes and can share it with other agencies and admissions authorities for educational purposes. I understand that Oxfordshire County Council will keep this information securely.

Please tick box ☐

**Signature****Date**

## Your Feedback – Starting Secondary School

- 1** Did you receive a letter in August from Oxfordshire County Council, informing you about the admissions process and about applying online?

☐ Yes ☐ No

- 2** Did you read the 'Moving On' prospectus in sufficient time to make an informed decision about your preferences?

☐ Yes ☐ No

- 3** If you answered 'yes' to question 2, do you feel that you now understand how school admissions works in Oxfordshire?

☐ Yes ☐ No

- 4** How helpful did you find the information in the 'Moving On' prospectus?

☐ Very helpful  
☐ Helpful  
☐ Neither helpful nor unhelpful  
☐ Unhelpful  
☐ Very Unhelpful

- 5** Did you know that you can apply online?

☐ Yes ☐ No

- 6** Why did you apply on paper rather than online? (tick all that apply)

☐ I did apply online as well  
☐ I do not have access to a computer/ the internet  
☐ I did not think it was secure to apply on-line  
☐ I prefer using a paper form  
☐ It is quicker to apply on paper  
☐ It is easier/more convenient to apply on paper  
☐ Other – state reason

- .....  
**7** How do you rate your experience of applying for a secondary school place?

☐ Very good  
☐ Good  
☐ Neither good nor poor  
☐ Poor  
☐ Very Poor

If you want to make any other comments about the information you received or the application process please use the space below or email: **admissions.schools@oxfordshire.gov.uk.**

Thank you for taking the time to provide your feedback. This will enable us to improve our service.

**Please return this completed form to the School Admissions Team with the CAP form.**

