

**DETERMINED
IN YEAR ADMISSIONS
SCHEME FOR
OXFORDSHIRE**

RECEPTION TO YEAR 11

2017/18

SCOPE

1. This scheme covers admissions for entry to all community and voluntary controlled primary, infants', junior or secondary schools outside of the normal admission round during the 2016/17 academic year for year groups Reception through to Year 11 (inclusive). It also covers all own admission authority schools that have not opted to withdraw from the scheme.
2. A list of own admission authority schools taking part will be published following the determination of admission arrangements. For 2017 /18 all admission authorities have to determine admission arrangements by 28 February 2016. .
3. A list of own admission authority schools that have opted to withdraw from the scheme will be published following the determination of admission. For 2017 /18 all admission authorities have to determine admission arrangements by 28 February 2016.
4. Applications outside the normal round of admissions will be referred to in this scheme as "in year admissions".
5. In year admissions for Years 12 and 13 are not included within this scheme and applications for places in these year groups should be made to the relevant admission authority or in the case of community schools, the relevant school.
6. The Local Authority (LA) will coordinate in year admissions to all state funded schools in Oxfordshire that are part of this scheme. Schools within the scheme will offer or refuse a place through the LA.
7. Applications from both residents and non-residents of Oxfordshire for places in state funded schools in Oxfordshire that are part of the In Year Scheme should be made through the Admissions Team, Oxfordshire County Council.
8. In the case of an application relating to a child living in a different local authority's area the LA will notify that authority of the determination.
9. Parents resident in Oxfordshire should not apply through the Oxfordshire Admissions Team for a place in a school outside Oxfordshire. However, if a parent resident in Oxfordshire applies on the Common Application Form (In Year)) for a school in a different local authority, Oxfordshire LA will notify the maintaining authority of the application and forward any details or supporting information.

APPLICATION AND ALLOCATION PROCEDURE

10. The principal means of application will be on line but it will be possible for parents to apply on paper.
11. The Common Application Form (In Year) or CAF (In Year) will be used for in-year admissions to all state-funded schools within the scheme.
12. The CAF(iN Year) and/or accompanying notes will:
 - State where and to whom the CAF (In Year) should be returned;

- Invite the parent/carer to express preferences – or to apply for a place – by completing the form and by ranking up to three schools;
 - Explain that the parent/carer will receive no more than one offer of a school place in response to the application;
 - Explain that, subject to availability of places and the application of the admission rules, parental preference will be respected;
 - Explain that, if more than one school is listed and no order of preference is given, the parent will be regarded as having expressed preferences in the order that schools appear on the form (the first-mentioned being regarded as the highest preference);
 - Explain that if a wish is expressed by the parents/carers that the schools listed should be regarded as equal preferences, the parent will be regarded as having ranked the schools in the order appearing on the form (the first-mentioned being ranked as the highest preference);
 - Enable parents/carers to give reasons for their applications for the schools listed;
 - Enable parents who wish, to state whether they have reasons of faith for requesting a particular school.
13. The way in which applications will be processed is shown at Annex A.
14. Own admission authority schools taking part in this scheme may ask parents to complete a Supplementary Information Form (SIF). This will be accessible through the Oxfordshire County Council website or the school's own website. Parents can also obtain a paper copy of the supplementary form from the relevant school or the LA's Admissions Team.
15. When a SIF is used, the details and procedural arrangements must be consistent with the requirements of the School Admissions Code and this scheme. If parents complete a CAF (In Year), and they have listed an own admission authority state funded mainstream school on the form but they have not completed any SIF for that institution the application will still be valid. Completion of a SIF on its own will not constitute an application for an own admission authority state funded mainstream school that is part of this scheme.
16. The governing bodies/directors of own admission authority schools (voluntary aided, foundation or trust schools, studio schools, free schools, University Technical Colleges and Academies) will continue to set and apply the admissions rules for their schools.
17. If an application is made for an own admission authority school the LA will forward details of the application to the governing body/directors or the body acting as the governing body's/directors agent. The governing bodies/directors of own authority schools are then responsible for determining the order of priority to be given to an application according to the admissions criteria for the school. They are also responsible for ensuring that this information is passed to the LA. When the LA is acting as the agent of an own admission authority school the LA will apply the

admissions criteria for that school but the final decision on whether to offer a place will rest with the governors/directors.

18. If a parent makes a direct approach for a place for his/her child to any state funded school within this scheme, and the child is within the age range of the school, the parent will be asked to complete the CAF irrespective of whether the school has vacancies in the year group in question. The school will pass the completed CAF to the LA's Admissions Team. The Admissions Team will then process the application.
19. Where the application is for a school for which the LA is the admission authority and there are more applicants than places available the LA will establish the child's order of priority according to the published admission criteria for the school.
20. The distance used to determine the nearest school will be the shortest designated public route as defined using the Directorate for Children, Education & Families' Geographic Information System (see Annex B).
21. Determining whether a school has places available will normally be on the basis of whether the number on roll in the required year group is less than the Published Admission Number for the relevant school.
22. The LA is responsible for establishing, in accordance with the provisions of this scheme, whether a child is eligible for a place at more than one school, or is not eligible to be offered a place at any school in its area. The LA then determines whether the child is to be granted or refused admission to a school.
23. Where the LA acting as the "clearing house" is unable to offer a school for which a parent resident in Oxfordshire has expressed a preference on the CAF and the child does not have a school place within a reasonable travelling distance of their home, the LA will determine which school within a reasonable distance has a place available.
24. If the nearest school with a place available within a reasonable distance is a community or voluntary controlled school, a place will be reserved.
25. If the nearest school with a place available within a reasonable distance is an own admissions authority school which is part of this scheme, the LA, acting as clearing house, will approach the school to request a place to be reserved on behalf of the applicant as if an application for a place had been made. The admission authority for the school will consider the application on the same basis as if the LA's notification were an application (or preference) made by the child's parent falling within section 86 of the 1998 School Standards & Framework Act.
26. If the nearest school with a place available within a reasonable distance is an own admissions authority school which is not part of this scheme, the LA, acting as clearing house, will approach the school to request a place to be reserved on behalf of the applicant as if an application for a place had been made. The admission authority for the school will consider the application on the same basis as if the LA's notification were an application (or preference) made by the child's parent falling within section 86 of the 1998 School Standards & Framework Act. The LA will notify the parent that a direct application will need to be made for a place at that school.

27. An in year admissions timetable for 2017/18 will be published on the LA website.
28. Applications for Term 1 of the 2017/18 academic year (September/October 2016) can be made from the beginning of Term 6 in the 2015/16 academic year (June/July 2016) and will be processed during that Term 6 and the summer vacation period (where possible) for admission in September 2016.
29. Applications for Term 2 of the 2017/18 academic year (November/December 2016) can be made from the beginning of Term 1 in the 2017/18 academic year (September 2016) and will be processed during that Term 1 for admission in Term 2.
30. Applications for Term 3 of the 2017/18 academic year (January/February 2017) can be made from the beginning of Term 2 in the 2017/18 academic year (November 2016) and will be processed during that Term 2 for admission in Term 3.
31. Applications for Term 4 of the 2017/18 academic year (February/March 2017) can be made from the beginning of Term 3 in the 2017/18 academic year (January 2017) and will be processed during that Term 3 for admission in Term 4.
32. Applications for Term 5 of the 2017/18 academic year (April/May 2017) can be made from the beginning of Term 4 in the 2017/18 academic year (February 2017) and will be processed during that Term 4 for admission in Term 5.
33. Applications for Term 6 of the 2017/18 academic year (June/July 2017) can be made from the beginning of Term 5 in the 2017/18 academic year (April 2017) and will be processed during that Term 5 for admission in Term 6.
34. Applications for Term 1 of the 2017/18 academic year (September/October 2017) can be made from the beginning of Term 6 in the 2017/18 academic year (June/July 2017) and will be processed during that Term 6 and the summer vacation period (where possible) for admission in September 2017. These applications will be proposed under the 2017/18 In Year Admissions scheme which has not yet been published.
35. The LA will notify the parent of the offer of a place.
36. Any offer of a place at an own admission authority school will be made on behalf of the governing body/directors.
37. An offer of a school place will normally be kept open for no longer than 6 school weeks from the date on which the offer is made and the LA (the clearing house) will not process subsequent repeat applications that are clearly intended to reserve a place for a longer period.

CONTINUED INTEREST (WAITING) LISTS

38. Continued interest (waiting) lists will be maintained for all year groups included in this scheme for all community and voluntary controlled schools in Oxfordshire. These continued interest lists will be discontinued on 30 June 2017.

39. All own admission authority schools in this scheme will also operate Continued Interest (waiting) lists for all relevant year groups for the academic year 2017/18 and discontinue them on 30 June 2017 unless they have specifically made different arrangements as part of the admission arrangements adopted for that year.

ARRANGEMENTS FOR STATE FUNDED SCHOOLS IN OXFORDSHIRE THAT ARE NOT PART OF THE IN YEAR ADMISSIONS SCHEME

40. The School Admissions Code 2014 requires own admission authority schools that are not part of the In Year Scheme to notify the local authority, in this case Oxfordshire County Council, of both any in year application and its outcome. This information needs to be sent to the School Admissions Team at County Hall, Oxford.
41. Parents who have placed their children on a school's waiting/continued interest list have active applications. Therefore the School Admissions Team will need to be informed when a place becomes available through the operation of the waiting/continued interest list and is offered to a child.
42. In addition, in order to enable Oxfordshire County Council to inform parents of where places are available, state funded schools in Oxfordshire that are not part of the In Year Admissions Scheme need to regularly update the Admissions Team as to the number of places available in each year group.
43. Information on spare places available should be sent to the relevant admissions officer for a Partnership by 1500 hours on the Thursday of each week during term time. Alternatively a different date should be agreed with the relevant officer. In addition, the Admissions Team will need this information on the first day of each term.

QUERIES ON THE OPERATION OF THE IN YEAR ADMISSIONS SCHEME

44. Queries on the operation of this scheme should be directed to:

The Admissions Team
School Organisation and Planning
Children, Education & Families
County Hall
New Road
Oxford
OX1 1ND

Email: admissions.schools@oxfordshire.gov.uk
Tel: 01865 815175

Annex A

In Year Admissions Scheme Admissions Process

Event	Action by	Remarks
LA receives an application form	Admissions Team	Added to the batch waiting for processing
Processing	Admissions Team	Notification of relevant details to any own admission authority school requested will normally take place on the last working day of the school week (normally Friday)
Decision on ranking /offer of a place by an own admission authority school	Admission authorities	Within a maximum of 10 school days of receipt for normal applications. However, this may take 15 school days for complex cases. Decisions will then be passed to the LA's Admission Team.
Determination of the school to be offered	Admissions Team	Last working day of the school week (normally Friday) to the fourth working day of the following week
Notification to parent	Admissions Team	Day of determination or the next working day.
On roll	School	Normally within 15 school days of the place being offered and no later than the beginning of the following term.

In Year Admissions Process for State Funded Schools that have opted out of the In Year Scheme

Event	Action by	Remarks
School receives an application form	School/admission authority	Add to the batch waiting for processing and pass details of the application(or a copy of the form) to the Admissions Team at County Hall, Oxford
Processing	School/admission authority	Details passed to the Governors/Directors for a decision on whether to admit the child
Decision on ranking /offer of a place by an own admission authority school	Governors/Directors	Both the parent and the Admissions Team at County Hall informed of the result.

ANNEX B

MEASURING DISTANCES FROM HOME TO THE NEAREST SCHOOL

SHORTEST DESIGNATED ROUTE

All community and voluntary controlled schools in Oxfordshire and many own admission authority schools use the shortest designated route as a tie break. These measurements are carried out by the Oxfordshire Admissions Team.

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

From the seed point the route firstly connects to the nearest point of the digitised network. The 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). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services (www.capita-cs.co.uk).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres. The “shortest designated route” is not necessarily a driving route because it may use in

whole or in part a non-driveable route (e.g. footpaths).

The “shortest designated route” is also not necessarily a walking route 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. For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using itouchmap.com/latlong.html We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using www.nhc.noaa.gov/gccalc.shtml