

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

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

(Determined on 24 February 2026)

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

The following changes have been made:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal Framework

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

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

Published Admission Numbers (PANs)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

⁷ A 'looked after child' is a child who is either (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

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

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

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

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

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

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

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

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

¹¹ A 'looked after child' is a child who is either (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

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

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

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

Definition of a “parent”

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

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

“Looked After” children

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

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989 at the time of making an application to a school.

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

Previously “Looked After” children

The School Admissions Code 2012 introduced a requirement for all admission authorities to broaden the existing priority for 'looked after' children or children in care (defined in Section 22(1) of the Children Act 1989) to also include 'previously looked after' children. Children who were 'previously looked after' were defined for admissions purposes as those who, immediately after being in care, became subject to an adoption¹⁴, residence, or special guardianship order¹⁵.

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

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

¹⁵ Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/s.

(see Section 12 - Adoption Orders) and not simply those children who were adopted under the Adoption and Children Act 2002 (see Section 46 - Adoption Orders). In addition, residence orders have now been replaced by child arrangements orders. Those who previously received a residence order are now deemed to have a child arrangement order¹⁶.

If applying on behalf of a “previously looked after” child, who was previously in state care in England, the parent will need to provide the following evidence:

- an Adoption Order under Section 46 of the Adoption and Children Act 2002; or
- an Adoption Order under the Adoption Act 1976; or
- a Child Arrangements Order; or
- a Residence Order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989; or
- a Special Guardianship Order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

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

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

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

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

Catchment areas

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

¹⁶ A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

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

Brothers and sisters (siblings)

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

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

Time of entry (siblings)

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

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

Twins and Children from Multiple Births

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

Children eligible for Service Pupil Premium

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

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

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

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

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

The start point of the measurement is the “**seed point**” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and Councils via National Land and Property Gazetteer (NLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest metre and uses the British (all-numeric) Co-ordinate System (Easting/Northing). It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

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

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

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

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

Random allocation

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

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

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

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

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

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

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

Home address

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

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

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

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

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

Changes of address

Sometimes an application is made based on an address at the time of application and the address then changes after the application has been submitted. It is important to tell the Admission Authority (and/or Local Authority) about changes of address so that places can be offered fairly, and so notification can be sent by post to the correct home address.

If the application address is found to have subsequently changed after the application was submitted, and this information could have been provided when the application was first made or before places were offered, Oxfordshire County Council will consider the application to have been made on the basis of a fraudulent or intentionally misleading address (see below). This may result in the offer of a school place being withdrawn.

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

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

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

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

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

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

Changes of Address (all)

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

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

Multiple addresses

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

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

Fraudulent applications

If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a catchment area) and this results in the denial of a place to a child with a stronger claim, the local authority may withdraw the offer of the place. This follows the guidance in paragraphs 2.13 and 2.14 of the School Admissions Code (1 September 2021) published by the Department for Education:

[2.13] An admission authority **must not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the parent has not responded to the offer, the admission authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

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

Start date in school

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

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

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

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

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

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

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

1 April 2023 to 31 August 2023	September 2027 (part-time or full-time) January 2028 (part-time or full-time) April 2028 (part-time or full-time)	September 2028 (full-time) Unless otherwise agreed, if a child of this age starts school in September 2028, it will be in Year 1 and not the Reception year (please read information about delay requests for summer-born children). The offer of a place will lapse if the child does not start school by April 2028. In cases of this kind the parent would need to reapply in June 2028 for a place to start in Year 1 in September 2028.
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Normal phased transfer for starting junior (primary) school in Year 3 (transfer from infant to junior school)

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

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

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

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

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

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

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

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

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

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

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

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

being processed within the late round.

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

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

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

Home to school travel assistance

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

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

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

The home to school transport policy is available online at:

www.oxfordshire.gov.uk/schooltransport

Admission to an older or younger age group

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The request must be made in writing to the school admissions team.

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

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

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

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

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

- considering the parent's views.
- any information about the child's academic, social, and emotional development.
- whether they have previously been educated out of their normal age group.
- the views of the head teacher of the school(s) concerned.

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

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

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

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school, but it is not in their preferred age group.

Fair Access Protocol

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

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

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

Waiting Lists

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

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

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

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

For those applying through the normal admissions round for entry to Year 7 in a secondary school,

the Waiting List will be maintained from the next working day after the response date for Offer Day 2 until the last day of term of their Year 7 year.

Waiting List duration for other age ranges

In the case of those applying in year, the Waiting List will be maintained until the last day of term of that academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on the last day of term each year. Children will not be automatically moved to a new Waiting List for the following academic year. A re-application will be necessary each year.

More information about Waiting Lists is published on the County Council's public website.

www.oxfordshire.gov.uk/continuedinterest

In-Year admissions (Reception to Year 11)

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

The In-Year Admission Scheme is published on Oxfordshire County Council's public website.

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

Community and Voluntary Controlled schools converting to Academy status

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

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

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

Admission Appeals/Reviews

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

Information about the process is available online.

www.oxfordshire.gov.uk/schoolappeals

Infant Class-Size (ICS)

If a place cannot be offered in Reception year group, Year 1 or Year 2, this will usually be because

the admission of a further child would breach the ICS legislation detailed in the School Standards & Framework Act (SSFA) 1998 (as amended by subsequent acts).

www.legislation.gov.uk/ukpga/1998/31/contents

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

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

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

Two Stage Prejudice Appeals

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

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

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

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

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

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

Objections

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

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

ANNEX A - OXFORDSHIRE COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS LOCATION OF END POINT FOR MEASURING HOME TO SCHOOL DISTANCES

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

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

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3200	Crowmarsh Gifford Church of England Primary School	Name	Old Reading Road, South	Newnham Green		
		Grid Ref	E: 461746.8 N: 189028	E: 461703.3 N: 189077.7		
3223	Cumnor Church of England Primary School	Name	Oxford Road			
		Grid Ref	E: 446258.2 N: 204199.9			
3186	Dorchester St Birinus Church of England Primary School	Name	Manor Farm Road	Queen Street		
		Grid Ref	E: 457888.7 N: 194324.4	E: 457853.7 N: 194392.3		
2560	Drayton Community Primary School	Name	Hilliat Fields			
		Grid Ref	E: 447588.6 N: 194535.4			
2565	Dry Sandford Primary School	Name	Lashford Lane			
		Grid Ref	E: 447005.1 N: 200590.2			
3122	Ducklington Church of England Primary School	Name	Aston Road, North	Aston Road, South		
		Grid Ref	E: 435784.3 N: 207492.3	E: 435779.2 N: 207414.2		
3861	Dunmore Primary School	Name	Northcourt Road	Farm Road		
		Grid Ref	E: 449807.4 N: 198303.2	E: 449814.2 N: 198458.3		
2525	East Oxford Primary School	Name	Collins Street	Union Street		
		Grid Ref	E: 452903.6 N: 205774.8	E: 452870.8 N: 205837.2		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
2103	Enstone Primary School	Name	Oxford Road			
		Grid Ref	E: 437650.3 N: 224246.6			
2200	Five Acres Primary School	Name	Blackthorn Road	Ploughley Road, North	East Hawthorn Road	Ploughley Road, South
		Grid Ref	E: 460708.2 N: 219550.3	E: 460630.7 N: 219602.4	E: 460684.2 N: 219640.5	E: 460655.6 N: 219547.7
3083	Fringford Church of England Primary School	Name	The Green			
		Grid Ref	E: 460398.8 N: 228745.1			
2254	Gateway Primary School	Name	Halton Road	Netheravon Close		
		Grid Ref	E: 428483.1 N: 206654.8	E: 428400.7 N: 206598.1		
2058	The Grange Community Primary School	Name	Avocet Way			
		Grid Ref	E: 445968.2 N: 239204.7			
3187	Great Milton Church of England Primary School	Name	Lower End			
		Grid Ref	E: 462955.1 N: 203037.1			
2104	Great Tew County Primary School	Name	The Lane	Old Road	New Road	
		Grid Ref	E: 439584.6 N: 229285.3	E: 439604.7 N: 229249.4	E: 439561.7 N: 229279.4	
3123	Hailey Church of England Primary School	Name	Middletown			
		Grid Ref	E: 435263.1 N: 212783.6			
2563	Harwell Primary School	Name	Orchard Way	The Styles		
		Grid Ref	E: 448867.9 N: 189231.3	E: 448877.4 N: 189256.3		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3044	Hook Norton Church of England Primary School	Name	Sibford Road, North	Sibford Road, South		
		Grid Ref	E: 435655.4 N: 233659.8	E: 435666.4 N: 233640.4		
2591	John Hampden Primary School	Name	Park Street, South	Park Street, North	Van Diemens Road	
		Grid Ref	E: 471113.5 N: 205471.3	E: 471094.6 N: 205495.7	E: 470991.4 N: 205335.1	
2210	King's Meadow Primary School	Name	Shakespeare Drive, North-West	Shakespeare Drive, South-East		
		Grid Ref	E: 457040.7 N: 223468.3	E: 457076 N: 223413.4		
2106	Kingham Primary School	Name	Churchill Road			
		Grid Ref	E: 426254.4 N: 224265.6			
2608	Langford Village Community Primary School	Name	Peregrine Way, East	Peregrine Way, West	Kingfisher Way	
		Grid Ref	E: 459344.4 N: 221749.6	E: 459306.8 N: 221727.4	E: 459310.1 N: 221676.1	
3085	Launton Church of England Primary School	Name	Bicester Road			
		Grid Ref	E: 460584 N: 222765.9			
3184	Lewknor Church of England Primary School	Name	High Street, West	High Street, East		
		Grid Ref	E: 471607.8 N: 197579.8	E: 471636.9 N: 197609.4		
2602	Long Furlong Primary School	Name	South Avenue	Boulter Drive, East	Boulter Drive, West	
		Grid Ref	E: 450019.2 N: 199031.1	E: 450068.9 N: 199099.6	E: 450006.4 N: 199081.3	

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
2207	Longfields Primary and Nursery School	Name	Longfields			
		Grid Ref	E: 458714.8 N: 222828.8			
3234	Longworth Primary School	Name	School Close			
		Grid Ref	E: 439032.4 N: 199433.5			
3235	Marcham Church of England Primary School	Name	Morland Road, South	Morland Road, North		
		Grid Ref	E: 445813.5 N: 196857.5	E: 445805.4 N: 196884.9		
3188	Marsh Baldon Church of England Primary School	Name	The Green			
		Grid Ref	E: 456377.2 N: 199610.8			
2465	Mill Lane Community Primary School	Name	Mill Lane, West	Mill Lane, East		
		Grid Ref	E: 474887.6 N: 201034.7	E: 474928.8 N: 201051.8		
2504	Nettlebed Community School	Name	High Street	Old School Green		
		Grid Ref	E: 469934.4 N: 186737.8	E: 469960.3 N: 186718.6		
3213	New Hinksey Church of England Primary School	Name	School Place	Vicarage Road		
		Grid Ref	E: 451516.7 N: 204654.5	E: 451496 N: 204625.3		
2357	North Kidlington Primary School	Name	Benmead Road	High Street		
		Grid Ref	E: 448961.8 N: 214224.1	E: 449012.8 N: 214128.4		
2055	Orchard Fields Community School	Name	Edmunds Road, North	Prescott Avenue	Edmunds Road, South	
		Grid Ref	E: 443770 N: 240588.5	E: 443906.4 N: 240606.8	E: 443791.5 N: 240533	

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3205	Peppard Church of England Primary School	Name	Drays Lane	Church Lane		
		Grid Ref	E: 471096.9 N: 181651.9	E: 471039.9 N: 181654.7		
2057	Queensway School	Name	Queensway	Brantwood Rise		
		Grid Ref	E: 444554.7 N: 239862.2	E: 444640.8 N: 239776		
3238	Radley Church of England Primary School	Name	Church Road			
		Grid Ref	E: 452224.4 N: 199339.2			
3231	The Ridgeway Church of England Primary School	Name	West Street			
		Grid Ref	E: 435816.6 N: 187318.8			
2450	Royal Air Force Benson Community Primary School	Name	Fielden Road Spur	Battle Road	Mosquito Lane	
		Grid Ref	E: 463679.1 N: 190875.6	E: 463770.7 N: 190906	E: 463658.3 N: 190923.9	
3182	St Andrew's Church of England Primary School, Chinnor	Name	Rectory Meadow	Grafton Orchard	Station Road	
		Grid Ref	E: 475590.1 N: 201120.8	E: 475553.4 N: 201175.9	E: 475416.2 N: 201058.8	
3211	St Andrew's Church of England Primary School, Oxford	Name	London Road, East	London Road, West	St Leonards Road	
		Grid Ref	E: 454778.3 N: 207220	E: 454738.2 N: 207201	E: 454799.6 N: 207087.8	
3260	St Blaise Church of England Primary School	Name	Midwinter Avenue			
		Grid Ref	E: 448323 N: 191048.7			
3125	St Kenelm's Church of England Primary School	Name	Wenrisc Drive, West	Wenrisc Drive, East	Charterville Close	
		Grid Ref	E: 431237.1 N: 210684.3	E: 431279.2 N: 210690.4	E: 431241.6 N: 210759	

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3262	St Leonard's Church of England Primary School	Name	Overthorpe Road	Beaulieu Close	Howard Road	
		Grid Ref	E: 446747.5 N: 240780.7	E: 446858.8 N: 240960.8	E: 446686.8 N: 240916.8	
2352	St Nicholas' Primary and Nursery School	Name	Raymund Road			
		Grid Ref	E: 452654.9 N: 208320.7			
3247	St Nicolas' Church of England Primary School, Abingdon	Name	Boxhill Walk, West	Boxhill Walk, East		
		Grid Ref	E: 449577.5 N: 197816.1	E: 449630.4 N: 197822.8		
3258	St Swithun's Church of England Primary School	Name	Grundy Crescent	The Avenue		
		Grid Ref	E: 452183.9 N: 201957	E: 452288.7 N: 201920.6		
2506	Sonning Common Primary School	Name	Lea Road			
		Grid Ref	E: 470868.2 N: 180053.4			
2507	South Stoke Primary School	Name	The Street			
		Grid Ref	E: 459871.6 N: 183548			
3240	Stanford-in-the-Vale Church of England Primary School	Name	High Street			
		Grid Ref	E: 434341.5 N: 193310			
2583	Stockham Primary School	Name	Stockham Park	Winchester Way		
		Grid Ref	E: 439168.2 N: 188420.2	E: 439091.4 N: 188369.3		
2353	Stonesfield Primary School	Name	High Street	Peaks Lane		
		Grid Ref	E: 439324.4 N: 217177.8	E: 439378.3 N: 217282.5		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
3242	Sunningwell Church of England Primary School	Name	Dark Lane			
		Grid Ref	E: 449196.1 N: 200470.4			
2456	Tetsworth Primary School	Name	High Street			
		Grid Ref	E: 468799 N: 201696.6			
2587	Thomas Reade Primary School	Name	Grundy Close	Radley Road		
		Grid Ref	E: 450766.8 N: 197887.2	E: 450733.7 N: 197884.6		
3254	Trinity Church of England Primary School	Name	Vicarage Road			
		Grid Ref	E: 476057 N: 182128.9			
3251	Uffington Church of England Primary School	Name	Broad Street			
		Grid Ref	E: 430307.1 N: 189334.3			
2512	Valley Road School	Name	Valley Road			
		Grid Ref	E: 474902.7 N: 181828.8			
2533	West Oxford Community Primary School	Name	Ferry Hinksey Road			
		Grid Ref	E: 450063.4 N: 206068			
2208	Whitchurch Primary School	Name	Eastfield Lane			
		Grid Ref	E: 464024.6 N: 177262.2			
2354	William Fletcher Primary School	Name	Rutten Lane, North	Rutten Lane, South		
		Grid Ref	E: 447508.1 N: 212413.1	E: 447508.4 N: 212379.7		

DfE Code	School Name	Gate details	Gate 1	Gate 2	Gate 3	Gate 4
2527	Windmill Primary School	Name	Margaret Road, West	Margaret Road, East		
		Grid Ref	E: 454913.9 N: 206763.2	E: 454994.1 N: 206797		
2589	Wood Farm Primary School	Name	Titup Hall Drive			
		Grid Ref	E: 455208.1 N: 206270.8			
2510	Woodcote Primary School	Name	Reading Road			
		Grid Ref	E: 464642.4 N: 182064.4			
3145	Woodstock Church of England Primary School	Name	Shipton Road	Recreation Road		
		Grid Ref	E: 445178.1 N: 216889.1	E: 445134.7 N: 216842		
3257	Wychwood Church of England Primary School	Name	Milton Road, North-West	Milton Road, South-East		
		Grid Ref	E: 427286.3 N: 218067.4	E: 427349.4 N: 218036.6		

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

Purpose and scope

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

Legal and guidance framework

School Admissions Code (2021)

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

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

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

Education Act 1996, s.576

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

Education (Pupil Information) (England) Regulations 2005

Rights of parents to access the educational record.

Data protection legislation

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

Oxfordshire County Council's admission rules and schemes

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

Definitions

Parent (education law):

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

Parental Responsibility (PR):

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

Court Orders:

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

Policy principles**Child's best interests paramount:**

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

Neutrality:

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

Single application and single offer:

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

Evidence led processing:

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

Compliance with data protection and information rights:

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

What the Council expects before an application is submitted

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

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

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

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

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

Evidence the Council may request

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

prohibited steps, child arrangements, etc.).

Decision pathway

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

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

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

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

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

Information sharing with parents

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

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

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

Safeguarding and domestic abuse

Reducing parental conflict is distinct from domestic abuse. Where risks of harm are indicated (e.g., court restrictions, MARAC involvement, social care advice), the Council will prioritise

safeguarding and follow statutory procedures, seeking legal advice where needed.

Communication and timescales

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

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

Appeals and complaints

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

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

Data protection and records

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

Equality and inclusion

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

How to contact Oxfordshire County Council School Admissions

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

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

Determined

Paragraph 1.49 of the 2021 School Admissions Code requires Admission Authorities (and/or the Local Authority) to determine Admission Arrangements by 28 February each year regardless of whether a consultation has taken place.

Objections to these arrangements and rules can be made to the Office of the Schools Adjudicator by 15 May in the determination year.

www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral#objections-to-and-referrals-about-determined-school-admission-arrangements

24.02.2026

Date

Lisa Lyons
Director of Children's Services

Signature
Role