

DETERMINED IN –YEAR ADMISSIONS SCHEME

F1 TO YEAR 11

1. The In Year Admissions Scheme covers admissions for entry to all community and voluntary controlled primary, infants', junior or secondary schools outside of the normal admission round. It also covers all own admission authority schools that have opted to take part in the scheme. A list of own admission authority schools taking part will be published following the determination of admission arrangements (after 15 April 2012).
2. Applications outside the normal round of admissions will be referred to in this scheme as "in year" admissions.
3. 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.
4. In year admissions for Years 12 and 13 are not included within this scheme and applications should be made to the relevant admission authority.
5. The Common Application Form (In Year) will be used for in-year admissions to all state funded schools within the scheme. This form will be known as the CAF (Primary In-Year) and CAF (Secondary In Year).
6. The governing bodies of own admission authority schools (voluntary aided, foundation or trust schools; free schools and Academies) will continue to set and apply the admissions rules for their schools.
7. If an application is for a school for which the governing body are the admission authority the LA will forward details of the application, to the governing body or the body acting as the governing body's agent. The governing bodies 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 and 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.
8. 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.
9. The LA is responsible for establishing, in accordance with the provisions of the co-ordinated in year admissions 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.

10. Any determination to offer a place at an “own admission authority” school is made on behalf of the governing body.

11. The LA will notify the parent of the offer of a place.

12. In the case of an application relating to a child living in a different local education authority’s area the LA will notify that authority of the determination.

13. If a parent resident in Oxfordshire applies on the CAF (Primary In Year) or CAF (Secondary In Year) for a school in a different local education authority the LA (Oxfordshire) will notify the maintaining authority of the application and forward any details or supporting information.

14. The CAF (Secondary In –Year) and CAF (Primary In-Year) and/or accompanying notes will:

- State where and to whom the CAF should be returned
- Invite the parent/carer to express a preference – or to apply for a place – by completing the form and by ranking up to three of the schools
- Explain that the parent/carer will receive no more than one offer of a school place in response to the application form
- Explain that, subject to availability of places and the application of the 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, to state whether they have reasons of faith for requesting a particular school.

15. Own admission authority schools taking part in this scheme may ask parents to complete a supplementary information form. This will be accessible through the Oxfordshire County Council website. Parents can also obtain a paper copy of the supplementary form from the LA’s Admissions Team.¹

¹ Any supplementary forms have to comply with the requirements of the School Admissions Code.

16. 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 (Primary In-Year) or CAF (Secondary In Year) irrespective of whether the school has vacancies in the year group in question. The school will pass the completed CAF (Primary In –Year) or CAF (Secondary In Year) to the LA's Admission Team. The Admissions Team will then process the application.

17. 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 (Primary In-Year) or CAF (Secondary In Year):

- A place will be offered at the nearest school within the scheme that has an available place if the home address is within three miles of that school.
- If the nearest school with an available place within the scheme is over 3 miles from the child's address, and a place may be available at an own admission school that is closer to the home address than any school within the scheme, the LA will advise the parents to apply directly to the relevant school.

The distance used to determine the nearest school will be the shortest designated public route as defined using the Directorate of Children, Education & Families Geographic Information System.

18. Determining whether a school has places available will normally be on the basis of whether the number on roll is less than the published admission number for the relevant year group.

19. The way in which applications will be processed is shown at Annex A.

20. No offer of a school place will normally be kept open for longer than 6 school weeks from the date at 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.

21. Applications for Term 1 of 2014/15 will be processed in Term 6 for admission in September 2014.

22. The closing date for on time applications for the beginning of the next academic year is set out in the in year admissions timetable shown at Annex B.

23. Continued interest lists (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 31 July 2014.

24. All own admission authority schools in this scheme will also operate continued interest lists for all relevant year groups for the academic year 2013/14 and discontinue them on 31 July 2014 unless they have specifically made different arrangements as part of the admission arrangements adopted for that year.

In Year 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	Normally within a maximum of 10 school days of receipt for normal applications. In complex cases this 15 school days for complex cases. Decisions will then be passed to the LA's Admission Team.
Determination of the school to be offered	LA	Last working day of the school week (normally Friday) to the fourth working day of the following
Notification to parent	Admission Team	Day of determination or the next working day.
On roll	School	Normally within 15 school days of the place being offered.