



CHILDREN, EDUCATION & FAMILIES DIRECTORATE

Adding your child's name to a "Continued Interest" List and Changing Preferences

"Continued Interest" lists

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

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

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

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

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

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

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

If a place becomes available at a school and your child is at the top of the Continued Interest list for that school, the AA will automatically offer a place at that school. The place at the school previously offered will be taken away so that it can be offered to another child. Your child cannot hold simultaneously the offer of a place at more than one school.

For example, a child's name has been added to the "Continued Interest" lists for the schools which they wanted as first and second preferences but has been offered a place at the school they listed as third preference. A place becomes available at their first preference school and is offered. The place at their third preference school is taken away and offered to another child. They are also automatically removed from the Continued Interest list for their second preference school because this school is now lower down on their application than the school they have been offered.

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

Changes of Preference

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

A change of preference requested after Notification Day (1 March or 16 April), will be considered alongside those who made a late application and those who were originally considered for that school, were unsuccessful in their application for a place and asked for their child's name to be added to the CI list. These three groups of children form the list of "late applicants".

A change of preference which is made too late to be considered as a "late application" will be determined as soon as possible after the closing date for acceptance of offers made in the "late process".

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

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

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

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

Terms used in this explanation

Local Authority (LA)	Oxfordshire County Council
Admissions Authority (AA)	<p>The authority that has responsibility for admissions decisions</p> <p>For Community and Voluntary Controlled schools the AA is Oxfordshire County Council</p> <p>For all other schools and academies the AA is the Governing Body, a sub-group of the Governing Body or a group given authority to make admissions decisions by the Governing Body.</p> <p>The AA is never an individual person</p>
“Continued Interest” list	A list of children who could not be offered a place at the school and who want to continue to be considered for a place should one become available, ranked in order of the published Admissions Rules for that school
preference	A request for a school place made by an applicant (parent or carer) of a child. A maximum of three preferences can be requested on each application and should be listed in order of priority with the school wanted most listed as first preference down to the school wanted least listed as third preference
change of preference	Addition of schools not requested on an earlier application or change of the order of preferences of an earlier application
Notification Day	The date when all applicants are written to and notified of the result of their application. For entry to secondary school this is 1 March. For entry to primary school or transfer to junior school it is 16 April
free home to school transport	Children qualify for free home to school transport if they qualify under the Home to School Transport rules which are published by Oxfordshire County Council
determined	The decision made by the AA whether a place can be offered or not