



How to get a new out of county school place for a Child We Care For A guide for professionals

Do your research	Complete an application form	Contact Oxford Admissions
<ul style="list-style-type: none"> ▪ Identify the local schools to the placement ▪ Discuss school options with the Virtual School ▪ Check Ofsted report – ensure it is either good or outstanding ▪ Do they have vacancies in the year group? ▪ Consider the distance from the placement. How is the YP going to travel? (The school must be no more than 1hr 15 mins away for a secondary age pupil and no more than 45 mins away for a primary age pupil) 	<ul style="list-style-type: none"> ▪ Complete the application form from the new school’s admissions authority. ▪ List up to 3 preferences (this will save time if your top preference cannot offer a place) ▪ Put your favoured school as your first preference, even if it does not have vacancies 	<p>If no response or unsatisfactory response within 10 days then contact Sarah Duke Oxfordshire County Council Admissions Coordinator for in-year admissions for CWCF wanting a school place out of county.</p> <p>Oxfordshire Admissions will:</p> <ul style="list-style-type: none"> ▪ Monitor progress of the application ▪ Chase for a prompt response ▪ Challenge unlawful responses ▪ Keep you updated

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Sarah Duke’s working days are Tuesday & Thursday (9am-2pm) and Wednesday & Friday (9am-3.30pm)

