

Our Ref: **S24/ET**
September 2023



School Admissions
County Hall
New Road
Oxford
OX1 1ND

Parents/Carers of children living in Oxfordshire,
in Year 6 in primary or junior school (normally born
between 1 September 2012 and 31 August 2013
inclusive)

Dear Parent/Carer

Starting Year 7 in secondary school in September 2024
Children normally born between 1 September 2012 and 31 August 2013 inclusive

We are writing to tell you that you need to apply for your child to start Year 7 in a secondary school in September 2024. It is important you read all the information in this letter before you start your application.

How to apply

If you have already applied, please disregard this letter. There is no need to contact us about this. We apologise for any inconvenience.

On our website is all the information you need to know so that you can apply for a secondary school place for your child: oxfordshire.gov.uk/secondaryadmissions

If you do not have internet access, you should visit your child's current school or a local library where you will be able to view the '*Moving On*' composite prospectus online and you can ask the school office to print a copy of the paper application form for you.

Apply online and on time

We strongly recommend that you apply online. It is quick, easy and secure. The benefits are that you can start, save, change and complete your application any time right up to the closing date. You will receive an email confirmation that your application has been received.

When you apply online you will not need to use any special code. You will enter your child's details and then tell us which school(s) you want.

Important dates

- 🕒 **12 September 2023** – information about secondary school transfers available online at oxfordshire.gov.uk/secondaryadmissions
- 🕒 **31 October 2023** – closing date for on-time applications. It is very important to apply on time. This will maximise your chances that your child will be offered one of your preferred schools.

- 🕒 **13 November 2023** – last date for confirmation of change of address to be considered on time or for late applications with mitigating reasons to be considered on time.
- 🕒 **1 March 2024** – if you apply online you will receive an email telling you the school offer. A letter may be sent by post as well. You will receive an email telling you if a letter has been sent. If you receive an email telling you that a letter has been sent by post but do not receive one by second-class post after a few days, please contact the School Admissions Team because it will contain important information.

What happens if I make a late application?

If you miss the closing date, your application will be considered later. This means:

- Your child is less likely to be offered a place at a school you want.
- We will not write to you on 1 March 2024. We will send you an offer letter by second-class post on **8 May 2024**. We may also send an email if you apply late online.

Things to consider including travel to school and where to get more help and advice

Please read all the important information we have published before you start your application.

This information is available online at oxfordshire.gov.uk/secondaryadmissions

Make sure you submit your application **on time** and try to use **all four** preferences for schools. Listing more than one school does not reduce the chance that your child will be offered the first preference but makes it less likely that your child will be offered a school you do not want.

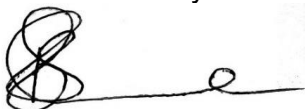
You also need to consider how your child would travel to your preferred school(s). The Council will only normally provide free travel assistance to the nearest school with an available Year 7 place to the registered home address (if it is over the statutory walking distance of three miles or the Council considers the route is unsafe). The Council will not provide free travel assistance from or to more than one address. Our policy on home to school transport is on our website and you need to read this policy to understand whether we will offer your child free travel to your preferred school(s):

oxfordshire.gov.uk/schooltransport From this page you will also be able to contact us for advice if you are unsure if your child would be offered free travel assistance.

If you would like more help to apply for a school place, contact the School Admissions Team. We look forward to receiving your child's application by **31 October 2023**.

We hope the above information is helpful.

Yours faithfully



Admissions Team

Contact Number: 0345 241 2487

Email (Admissions): admissions.schools@oxfordshire.gov.uk

Web: oxfordshire.gov.uk/secondaryadmissions

Web (Travel): oxfordshire.gov.uk/schooltransport

Email (Travel Query): SchoolTransportEligibility@oxfordshire.gov.uk