

IN-YEAR SCHOOL PLACE APPLICATION FORM

Applying for an in-year transfer to an Oxfordshire school during the 2025/26 school year (2 June 2025 to 30 June 2026)

Complete the form in CAPITAL LETTERS and read the notes carefully.

Photograph/scan this completed form and email to:

admissions.schools@oxfordshire.gov.uk

Or post to School Admissions Team at:

County Hall, New Road, Oxford, OX1 1ND

Office Use Only	
Date Received	
Added <input type="checkbox"/>	

SECTION 1: Child's details

Legal Surname		Forename			
Known by a different name? State it here		Middle Names			
Address			Male / Female		
			Date of Birth		
			Day	Month	Year
	Postcode				
Your child's current or most recent school or provision					
If this provision is not in Oxfordshire, tell us address and contact details					

SECTION 2: Parent (Applicant) details

Name(s) of parent / carer living at home address in Section 1	(Title Prefix, e.g. Mr/Mrs/Miss/Ms etc)		
Relationship to child (e.g. mother / father)			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	
Name(s) of other person with parental responsibility for the child in Section 1	(Title Prefix, e.g. Mr/Mrs/Miss/Ms etc)		
Address (if different from address in Section 1)			
Relationship to child (e.g. mother / father)			
Email address			
Home telephone number		Alternative telephone number (e.g. mobile)	

Child's Name

SECTION 3: Date place wanted

Tell us when you want your child to start the new school. If the start date is more than six weeks ahead, your application may not be processed immediately.

Day / Month / Year (or Month / Year)

SECTION 4: Your preferences

Use the boxes below to list up to four schools you would like your child to attend. Put the school you would most like your child to attend first in the list. If you know the code for the school, write it in the boxes provided.

First (1st) Preference School				School Code No.	Office Use
Other children from the family attending this school? Give name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 5 if you need more space					

Second (2nd) Preference School [optional]				School Code No.	Office Use
Other children from the family attending this school? Give name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 5 if you need more space					

Third (3rd) Preference School [optional]				School Code No.	Office Use
Other children from the family attending this school? Give name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 5 if you need more space					

Fourth (4th) Preference School [optional]				School Code No.	Office Use
Other children from the family attending this school? Give name(s) and date(s) of birth here	Name		Name		
	DoB		DoB		
Reasons for your preference. You can use Section 5 if you need more space					

Child's Name	
--------------	--

SECTION 5: Extra Information

Child has an Education, Health & Care Plan ?	YES/NO	If YES, we will NOT process your application. We will tell Oxfordshire SEN Team that you want a change of school for your child	
Child is 'looked after' or was previously 'looked after' by a Local Authority or was in state-care outside the UK?	YES/NO	If YES, tell us the name of your child's social worker and the Authority (or Country)	
Moving as a new posting as Service or Crown Servant personnel?	YES/NO	If YES, tell us the date of your posting	
Use this space to give further reasons for any of the preferences you have listed in Section 4. These can include philosophical reasons, reasons relating to your religion or that of your child, or reasons which you think are relevant to one or more of the published admissions rules for the school(s)			

SECTION 6: Additional information for Own Admission Authority (OAA) schools

Some schools will want to see proof that your child is of a particular faith and/or has been baptised and/or will want a copy of your child's baptismal certificate or a letter from a religious leader. If you send evidence with this form, the Council will forward it to all relevant schools on your behalf.

My child is of the following faith/denomination		
My child has been baptised	On (date)	
	At (location)	

Some schools have a supplementary form (SIF) they will want you to fill in and provide to complete your application. If you send a SIF with this form, the Council will send it to the school on your behalf.

My child is a child of a member of staff who works at the school (name of school, name of staff member and their job)	
Child has a disability as defined in the Equality Act 2010? Or your child (or your family) has exceptional medical or social needs? You need to provide written evidence from the appropriate professional person involved with your family	YES/NO Further information:
Child eligible for Pupil Premium or Service Pupil Premium? Check online: https://tinyurl.com/OxonPP1 https://tinyurl.com/OxonSPP You will need to provide evidence	YES/NO

Child's Name	
--------------	--

SECTION 7: Change of address / Moving

Applying for any schools in Section 4 because you will be changing address? Tell us when you expect your address to change and list the new address in the space below (if you have not already told us in Section 1 or 2 above). You will need to provide proof of the new address.

New address start date	
------------------------	--

New Address	

Postcode	
----------	--

SECTION 8: Information and Declaration

Read the important information below and the declaration before you sign and date.

- The co-ordinated in-year admissions scheme allows for a maximum of one school to be offered to the child whose details are in Section 1.
- Subject to the availability of places and the application of the over-subscription criteria for the preferred school(s), the preference(s) listed in Section 4 will be complied with and a place at the highest preferred school will be offered (unless this is not possible because there are no places available or there is a greater number of applicants that have a higher priority for a place using the admissions rules).
- If a place cannot be offered at any preferred school(s), and the child lives in Oxfordshire and does not have a secure school place and/or needs a school offer, a place will be offered at the nearest available school with a place instead.

N.B. If you deliberately give false information, your child's offer of a school place may be withdrawn.

- All the information I have given on this form is correct to the best of my knowledge.
- I understand that I am giving my consent that Oxfordshire County Council can process the information in this form for admissions purposes and can share it with other agencies and admissions authorities for admissions purposes only.
- I understand that Oxfordshire County Council will keep this information securely and that any agency or admissions authority that receives this information for admissions purposes will also keep this information securely.
- I understand that Oxfordshire County Council will securely destroy this form no later than August 2027.
- I understand that Oxfordshire County Council will keep an electronic record of the content of this form until August 2032, after which time the electronic record of the content of this form will be destroyed.
- I understand that I have the right to request the electronic record of the content of this form to be deleted before August 2032.
- I understand that I can request a copy of the electronic record that Oxfordshire County Council holds about the application that has been made on behalf of the child whose details are in Section 1 before August 2032 unless I have requested the information deleted before this date.

(Tick to confirm you have read and agree to these statements)

Signature		Date	
-----------	--	------	--