

Our Ref: **S26/ET/Gen**
12 September 2025



School Admissions
County Hall
New Road
Oxford
OX1 1ND

Parents/Carers of children who live in
Oxfordshire and are in Year 6 at primary or
junior school
(children normally born between 1 September 2014
and 31 August 2015)

Lisa Lyons
Director for Children's Services

Dear Parent/Carer

Starting Year 7 in secondary school in September 2026
Children normally born between 1 September 2014 and 31 August 2015 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 2026. It is important you read all the information in this letter before you start your application.

How to apply

If you have already applied, disregard this letter. There is no need to contact the Council 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 2025** – information about secondary school transfers available online at oxfordshire.gov.uk/secondaryadmissions
- 🕒 **31 October 2025 (National Closing Date)** – 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.

- 🕒 **14 November 2025** – 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.
- 🕒 **2 March 2026 (National Offer Day)** – 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, contact the School Admissions Team because it will contain important information.

Late applications

If you miss the National Closing Date and don't provide any mitigating reasons, your application will be considered later. This means:

- Your child is less likely to be offered a place at a school you want.
- You will not receive a school offer on National Offer Day. For those who apply by 16 March 2026, offers will be sent on Offer Day 2 (**8 May 2026**). For those who apply later, the offer will be sent later than Offer Day 2.

Travel to school and where to get more help and advice

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 unavailable) even if you did not ask for a place at the school. The Council will also not provide free travel assistance from or to more than one address. The policy on home to school transport is available online and you need to read this policy to understand whether the Council will offer your child free travel to your preferred secondary school(s): oxfordshire.gov.uk/schooltransport From this page you will also be able to contact the Council for advice if you are unsure if your child would be offered free travel.

Make sure you apply **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.

Read all the information available before you apply. Start with the information for Oxfordshire at: oxfordshire.gov.uk/secondaryadmissions Look at school websites as well and visit schools for their open events.

Contact the Council for more help if you have a query. We look forward to receiving your child's application by **31 October 2025**.

Yours faithfully



Oxfordshire Admissions Team

Contact Number: 01865 519800 Option 2

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