

“Continued Interest” lists policy

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

where possible. However, late applications and changes of preference will be considered alongside, and not after, the Continued Interest list if any places become available at a school that can be re-offered. It is therefore possible during the second allocation round for a place to be offered to a late application or change of preference rather than the child at the top of the Continued Interest list, depending on where the applicants fit in with the Published Admissions criteria for the school in question.

In cases where the child at the top of the Continued Interest list is eligible to be given a place that has become available at a preferred school, the AA will automatically allocate 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 Policy. 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 Continued Interest 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 Policy.

It is important to remember that your child can move up or down on a continued interest list, depending on whether other children come on to or are removed from it. The continued interest lists will be maintained from 24 March 2014 to 31 July 2015.

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 Offer Day (3 March), will be considered alongside those who made a late application and those who were originally considered for that school, were unsuccessful in their application and asked for their child's name to be added to the Continued Interest list. These three groups of children form the list of "late applicants".

A change of preference which is made after 18 March 2014 is too late to be considered as a "late application". It will be determined as soon as possible after the closing date for responses to offers made in the "late process" (19 May 2014).

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 continued interest list for that school if a place cannot be offered, as long as this will not exceed the limit of a maximum of three Continued Interest 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 continued interest 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 Policy. 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 Policy.