

## APPLYING FOR A PLACE AT SCHOOLS IN THAME

There are three primary schools in Thame, for children from 4-11 years old. They are:

St Joseph's Catholic Primary School	<a href="https://www.st-josephs.oxon.sch.uk/">https://www.st-josephs.oxon.sch.uk/</a>
Barley Hill Primary School	<a href="https://www.barley-hill.oxon.sch.uk/">https://www.barley-hill.oxon.sch.uk/</a>
John Hampden Primary School	<a href="https://www.john-hampden.oxon.sch.uk/">https://www.john-hampden.oxon.sch.uk/</a>

There is one secondary school for children from 11 – 16 years old – Lord Williams's School

<https://www.lordwilliams.oxon.sch.uk/>

You can apply for places at any of these schools. Each school will have a maximum number of children in each year group and normally would not admit pupils over that number. However, the UK Education Minister has said that in this exceptional circumstance schools may admit pupils over that number, if necessary. In practice, I think this will only happen if there are no places available at other nearby schools. If you are not offered a place at your preferred school, you can appeal against that decision.

Because **St Joseph's School** is a Catholic school, you should apply directly to the school, and complete the school's own admissions application form – see the bottom of this page on their website <https://www.st-josephs.oxon.sch.uk/admissions>

For **Lord Williams's, Barley Hill and John Hampden Schools**, you will need to apply through Oxfordshire County Council (OCC). This is the information OCC has sent me, with links to the relevant documents:

***A Parent, other family member or family representative can complete the application.***

*It is important that this you understand the transport policy when applying for school places. I have also added the link regarding School Meals for your information.*

[Free and paid travel to school | Oxfordshire County Council](#)

[School meals | Oxfordshire County Council](#)

***Due to the high volume of applications that we have received and are processing we do not hold lists of schools which have vacancies.***

*In order to transfer your child to a new school within Oxfordshire you will need to complete an In Year Transfer Form for each Child, which can be found here [In-year transfer form | Oxfordshire County Council](#)*

*Once we have processed your applications, we will contact you by a secure email, called Egress. Please check your junk and spam folders.*

*Please note we can only accept applications one term in advance of the requested start date based on six terms per academic year and we allocate places age to year. Any application received prior to one term in advance will not be processed and will be disregarded; you will need to re-apply within the correct timescale.*

***If you are applying for a September 2022 place, you can apply from the beginning of June 2022***

*We will always aim to allocate your child a space in the preferred schools you have chosen but this all depends on availability at the time of your application.*

*On completing your applications, please ensure you supply all the relevant supporting documents as outlined on the 'transferring or moving to a different school' page of our website. Applications received that do not have the correct supporting documents will not be processed. If you are moving to a new address in Oxfordshire, you should provide proof of that new address as soon as possible. It is likely that this will give your child a higher priority for a school place than if your application is processed on your current or previous address. Please note that if your tenancy is for less than six months, this may not be considered as sufficient proof of address for school admission purposes.*

*We accept the following as proof of address ( where the child will be staying with relatives or a host family. The Applicant can apply with the Parents' permission if the Parent cannot apply and use the address where the Child will live)*

- Solicitor's letter confirming contracts have been exchanged*
- Tenancy agreement (page showing details of new address and last page signed by landlord and tenant)*
- New Council Tax demand*
- Letter from new employer (e.g. University College) where accommodation is being provided by them and is tied to the new post/job*
- New Quarter information if this is a military posting with provided accommodation*
- Assignment Order if this is a military posting but new quarter has not yet been notified.*

*You can list up to 4 schools, and you are asked to list these in order of preference in order to maximise your chances of obtaining one of your preferred schools. We recommend one of the schools you list to be your catchment school.*

*We would advise you to read the Ofsted reports for each school you are interested and also arrange to visit the schools. Full details of all schools in Oxfordshire can be found on our website.*

*If we cannot offer a place at one of your preferred schools, we will allocate a place at the nearest school with availability for the year group you require. Within your allocation letter you will receive information on how to place your child on the continued interest list for each of your preferred schools. If you are not successful in obtaining a place at your preferred school you have the right to appeal. Details on how to appeal a school place can be found here [www.oxfordshire.gov.uk/schoolappeals](http://www.oxfordshire.gov.uk/schoolappeals)*

Do not worry if you do not have any of the documentation required – the schools will understand that this might be the case

Your host family can help you to complete the application form or can complete it on your behalf. They should also write a letter to accompany your form stating that you are staying with them. The application form can be completed by them before you arrive in the UK, in which case your host should confirm that they have your permission to complete the form for you.

## Year Groups

School years run from September to the following August. For the academic year 2021-22 schools are organised into year groups as follows.

<b>Date of birth</b>	<b>School year 2021-2022</b>	<b>Age</b>
September 2005 - August 2006	Year 11	15 - 16
September 2006 - August 2007	Year 10	14 - 15
September 2007 - August 2008	Year 9	13 - 14
September 2008 - August 2009	Year 8	12 - 13
September 2009 - August 2010	Year 7	11 - 12
September 2010 - August 2011	Year 6	10 - 11
September 2011 - August 2012	Year 5	9 - 10
September 2012 - August 2013	Year 4	8 - 9
September 2013 - August 2014	Year 3	7 - 8
September 2014 - August 2015	Year 2	6 - 7
September 2015 - August 2016	Year 1	5 - 6
September 2016 - August 2017	Year R	4 - 5

## Waiting Lists

If a year group is full, you may join the waiting list (Continuing Interest List) for that class. A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained according to the oversubscription criteria in the schools admissions policy. You can find the admissions policy on each school's website. This means that a child's position on the waiting list could go up or down during the time that it is on the list.

If you have any problems at all with any of this, I will be very happy to help. Please contact me at [sue.mcgarra278@gmail.com](mailto:sue.mcgarra278@gmail.com).