

Home to school (nursery) distance measuring

Maintained schools with nursery classes (VC and community); and freestanding nursery schools are required to follow the respective County Council nursery admissions policy: [Applying for a nursery place](#)

Nursery admissions are administered by the school.

The nursery admissions policies include criteria to enable schools to determine how to allocate remaining places where they are oversubscribed. One of the criteria is distance between the child's home address by straight line distance as measured by OCC using their Liquid Logic pupil database.

To request nursery measuring from OCC:

If you are oversubscribed, please e-mail: school.planning@oxfordshire.gov.uk with the title 'nursery measuring request'. You'll need to send a list detailing the following for each child who has applied for a place:

- Legal name (surname and forename)
- Date of birth
- Gender
- Full home postal address, including postcode

For security, please either use [Egress Switch](#) or send your list password protected and then e-mail the password separately.

You will need to allow a minimum of 10 working days from provision of the full list for us to provide the results. This may seem a long time but the process can take quite a while, particularly where new housing has been built and the address has to be mapped onto the GIS system. Requests for more urgent measuring in exceptional circumstances will be accommodated wherever possible, so please state in your initial request if a quicker response is needed.

Please request measurements in batches wherever possible, rather than one by one as children's names are added to the interest list. Schools may find it helpful to set a cut-off date each term for applications to be considered. This avoids having to reorder priorities for latecomers once GIS measurements have been obtained for the next term's intake.

Data Protection

The information supplied to us will be used to set up a record for each child on the Liquid Logic EYES pupil database. This database has password-protected access only to OCC staff with responsibility for admissions, nursery funding, SEN support and other centrally managed functions. Prior to the child accessing a funded nursery place or other centrally managed service, the pupil record will be used only for home to school measurement calculation and for monitoring whether all families have been able to access a funded place (as part of the County's statutory sufficiency duty).

Schools should consider including relevant wording in their own data protection statements to cover data sharing with OCC when requesting children's details.