

15 October 2025

Dear Parents and Carers

We are writing to update you on the developments for both St Nicholas C.E. Infants' School and Fir Tree Junior School in preparation for September 2026. This is an important and exciting time in the progress towards both these schools becoming primary schools and we know you will have questions and plans to make.

Pupil Places

We are now in a position to clarify the options and structure available for September 2026:

My child currently attends St Nicholas C.E. Infants' School

My child is currently in	Options available for September 2026	How do I do this?
Nursery	Your child will be due to start school in September 2026. You can choose which primary school you would like to apply for.	Follow the Local Authority Admissions Procedure https://www.oxfordshire.gov.uk/schools/apply-school-place/reception-applications Applications can be submitted between 4 th November 2025 – 15 th January 2026.
Reception	Remain at St Nicholas	No action required. St Nicholas will keep you up to date about the move to the new school site.
Year One	Option 1 – Apply to remain at St Nicholas Option 2 – Apply to transfer to Fir Tree	You will receive a separate communication with the process to follow.
Year Two	Option 1 – Apply to remain at St Nicholas Option 2 – Apply to transfer to Fir Tree	You will receive a separate communication with the process to follow.

My child currently attends Fir Tree Junior School

My child is currently in	Options available for September 2026	How do I do this?
Year Three	Remain at Fir Tree	No action required
Year Four	Remain at Fir Tree	No action required
Year Five	Remain at Fir Tree	No action required
Year Six	Remain at Fir Tree	No action required

Planned schools' structure for September 2026

	St Nicholas CE Primary School	Fir Tree Primary School
Nursery	1 Class	No Nursery cohort
Reception	1 Class	1 Class
Year One	2 Classes	No Year One cohort
Year Two	1 Class	1 Class
Year Three	1 Class	1 Class
Year Four	No Year Four cohort	2 Classes
Year Five	No Year Five cohort	2 Classes
Year Six	No Year Six cohort	2 Classes

When we wrote to you in May 2025, we shared the principles and criteria for the transition strategy. All preferences will be considered, and places will be allocated using the admissions oversubscription criteria (the same for both schools), if necessary.

[St Nicholas Oversubscription Criteria](#)

[Fir Tree Oversubscription Criteria](#)

The year groups will remain relatively evenly split across the two schools. It is important to stress that it will not be possible to create very uneven classes, and it is not in the best interests of either school to take a smaller or larger cohort.

We will shortly be sending out additional information and guidance for families with children in current Year 1 and current Year 2 at St Nicholas, to indicate their choice of school from September 2026. Please note, this is the **only** opportunity for families to indicate their decision about places for Year 2 and Year 3 in September 2026. There is no longer a Local Authority admissions process to Year 3 at Fir Tree as the school converts to a Primary School. ODST, Miss King and Mr Knight need this information to assist their planning and preparation for the coming year.

Applications for Reception places remains a separate admissions process.

If you are applying for a Reception place for your younger child/ren, please submit your Reception preferences to the Local Authority Admissions Team in the usual way [online](#). Applications can be submitted between 4th November 2025 – 15th January 2026. You may choose to wait until the outcome of the Year 2 and Year 3 allocations are shared (we expect this to be by the end of November 2025) before finalising your Reception application.

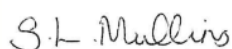
Nursery Provision

Nursery provision at St Nicholas CE Primary School will continue for 3-4 year olds in the new setting.

Nursery provision at Fir Tree Primary School will open in phases, expected during the year 2027. Further details will be provided about this when Mr Knight and the team are in a position to share these.

We hope this letter provides useful information about the process for St Nicholas and Fir Tree schools as they move closer to becoming primary schools.

Yours faithfully,



S Mullins
Chief Executive Officer ODST



A King
Headteacher St Nicholas C.E.
Infants' School



M Knight
Headteacher Fir Tree Junior
School