

TRUST STATEMENT: Admissions Procedures

Approved by Trust	11-July-2025
Date of next Review	Summer 2026
Responsible Officer	Executive Assistant
Version	v2. Sept 2025

This Statement has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

Introduction

All Oxlip Learning Partnership Admissions Policies are based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As academies, the schools are required by their funding agreements to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Our Admissions policies all comply with our funding agreements and articles of association.

Within our Trust, the following schools hold individual Admissions Policies:

- Copleston High
- Britannia Primary
- Britannia Nursery
- Rose Hill Primary

There is also a joint admissions policy across the following schools:

- Bacton Primary
- Cedars Park Primary
- Mendlesham Primary
- Stowupland High School

Each of our policies aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Parents should note that for Suffolk schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the closing date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school.

Procedures for Admissions

Normal Admissions Round

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by the Local Authority.

The Local Authority will coordinate all normal year of entry admissions in Suffolk on behalf of all our schools and the Local Authority will communicate all normal year of entry admission decisions to parents.

The **normal admissions round** is for Reception and Year 7 entry. For in-year admissions or admissions outside the chronological year group, please see the individual school Admissions Policy.

How to Apply

Procedures for applying to **all** schools are explained in the publication 'Admissions to Schools in Suffolk'. Parents and carers should make themselves familiar with this information and take particular note of the definitions

Tel: Ipswich 01473 277243 / Mid-Suffolk 01449 742422 email: mail@oxlip.uk website: www.oxlip.uk

Oxlip Learning Partnership is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD

provided, dates and deadlines, which apply to Oxlip Learning Partnership schools.

The 'Admissions to Schools in Suffolk' publication is updated each year and can be found on Suffolk County Council's school places pages of their website: [School places](#)

Please note: a separate application must be made for any transfer from nursery to primary school.

Application Forms and Deadlines

Applications for the normal year of entry should be made using the Suffolk normal year of entry application form (CAF 1), which is available from Suffolk County Council at [School places](#).

Parents/carers are encouraged to apply online. Completed forms should be submitted directly to the Local Authority.

The annual closing dates for submitting application forms are:

- 15 January for transfer to the Foundation Stage (Reception) at Bacton Primary, Britannia Primary, Cedars Park Primary, Mendlesham Primary and Rose Hill Primary School
- 31 October for transfer to Year 7 at Copleston High and Stowupland High School

National Offer Day (for Normal Admissions Round)

This is the day each year on which Local Authorities are required to send the offer of a school place to all parents in their area. For Suffolk parents/carers, those who applied online will receive an email with the offer of a school place and those who applied, by the closing date, using the CAF1 paper application form will be posted an offer of a school place on the relevant National Offer Day. The National Offer Days for the school year 2026/27 are as follows:

Primary schools	-	Thursday 16th April 2026
Secondary schools	-	Monday 2nd March 2026

Applications for a place outside the chronological year group

This is where a parent wishes to make an application for their child to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead. All applications for outside the chronological year group must be made to the relevant school. The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

In-Year Admissions

All in-year admissions are processed by the individual schools and parents should apply directly to the relevant school. The school will then consider the application. If the year group has vacancies, the application will normally be accepted. Where the school does not have sufficient places for every child who has applied for one, the oversubscription criteria will be used.

Please note these procedures do not apply to the following admissions:

- Sixth Form admissions – please see the separate sections within Copleston and Stowupland policies.
- Specialist Education Units at Copleston, Mendlesham and Stowupland
 - Any admission request for your child to have a place in one of our specialist units will be made by the local authority and not directly by parent/carers
 - Parent/carers should contact the Local Authority as places are accessed through the specialist decision making panels: [Suffolk Local Offer website](#)

Definition of a Parent

For the purposes of education law, section 576 of the Education Act 1996 defines 'parent' as:

- all natural (biological) parents, whether married or not;
- any person who, although not a natural parent, has parental responsibility for the child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

A person has care of a child or young person if they are the person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.