

This Policy has been adopted and approved by Oxlip Learning Partnership and has been adapted for use by Copleston High School

<b>ADMISSIONS POLICY – 2027/2028</b>	
Approved by Trust Board	5.12.25
Reviewed/Amended	October 2025
Responsible Officer	Head of School – Trenica King
Policy Number	SA1

#### **Definition of a Parent**

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The Admissions Policy should be read in conjunction with Copleston High School's Equality Policy (available online at <https://www.copleston.suffolk.sch.uk/Policies/>

The policy reflects measures established in law through the Equality Act 2010 and emphasises that Copleston High School opposes all forms of racism, homophobia, prejudice and discrimination.

The Equality Act 2010 was introduced to ensure protection from discrimination, harassment and victimisation on the grounds of specific characteristics (referred to as “protected characteristics”). This means that schools cannot discriminate against pupils or treat them less favourably because of their sex (gender), race, disability, religion or belief, gender reassignment, sexual orientation or pregnancy or maternity.

#### **Admissions into Year 7**

The application process for ordinary admissions into Year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the governing body of Copleston High School to offer places at the school. Parents/Carers should apply online at [www.suffolk.gov.uk/onlineadmissions](https://www.suffolk.gov.uk/onlineadmissions) or submit a Normal Year of Entry Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the National Offer Date. Late applications (those submitted after the national closing date) will be handled by the LA Admissions Team. (For further information and specific dates, please refer to the full scheme for co-ordination, available from the LA Admissions team or from the website [www.suffolk.gov.uk/admissions](https://www.suffolk.gov.uk/admissions)).

For admission into Year 7 in September 2027, the LA, on behalf of the Governing Body, will offer places to 326 children.

This is the Published Admission Number (PAN) for that year group. In the event that more than 326 applications are received, the oversubscription criteria below will be applied to determine priority for places according to the circumstances existing by midnight at the end of the closing date for applications:

Children who have an Education, Health and Care Plan (EHCP) which names the school must, by law, be offered a place at the school before the application of the below oversubscription criteria in descending order of priority:

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

### **Oversubscription Criteria**

**1. Looked after Children and previously looked after children.**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became a subject to a child arrangements order or special guardianship order, immediately following having been looked after). Looked after children and previously looked after children also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**2. Children of staff at Copleston High School.**

Priority will be given to children of staff who are employed by Copleston High School in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to Copleston High School is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

**3. Children who are ordinarily resident in the catchment area who have siblings attending the school.**

*Definition of ordinarily resident:* By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. Do not use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we would obviously consider this to be a fraudulent application.

Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which address is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference. If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

*Definition of catchment area:* Catchment area maps are available online at [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map, please check your address against the catchment area and/or street lists at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). A list or copy of a map can also be obtained from the Local Authority on 0345 600 0981.

*Definition of Siblings:* Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the Sixth Form and not in the Communication and Interaction SEND Hub. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where

those separate families are living together at the same address, are not considered siblings under this criterion. Priority will be given, where necessary, to applications where there is the smallest age gap in calendar days between the child's date of birth and the date of birth of any sibling already attending the school, or who has been offered a place at the time of application. In the unlikely event that two applicants competing for a single place have the same number of days difference in age from their closest aged sibling, the place will be offered to one applicant on the basis of a lottery which will be run for this purpose which will be supervised by somebody independent of the school.

4. **Children who are ordinarily resident in the catchment area who have no siblings attending the school.**  
Places will be allocated in priority order of children who live nearest to the school within the catchment area. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the L.A. using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.
5. **Children who attend one of the Primary Schools within the Ipswich Campus of Oxlip Learning Partnership.**  
Where a child attends Year 6 in one of the Oxlip Learning Partnership Ipswich Campus Primary Schools.
6. **Children who live nearest to the school, but are not ordinarily resident in the catchment area, who have siblings attending the school.**  
Places will be allocated in priority order to children who live nearest to the school but outside the catchment area who have siblings attending the school, as described in criterion 3 above.
7. **Children who live outside the school's catchment area, who do not have siblings attending the school, using the same priority order and distance measurement as set out in criterion 4. above.**

#### **Tie-breaker**

It is possible that the PAN will be reached in any of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tiebreaker to distinguish between two or more applications a 'distance criteria' will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line. Should distances be the same, an 'ultimate tie breaker' will be used. A lottery will be run for this purpose which will be supervised by somebody independent of the school.

#### **Waiting Lists**

A waiting list is held for Year 7 intake only, until the 31 December, in line with Suffolk's co-ordinated scheme for admissions.

Students are placed on the waiting list according to the admissions oversubscription criteria (listed above). This will include applicants who have applied after the closing date. Waiting lists are not held at any other time or for any other year group.

#### **How to apply for places in Years 8-11 and Year 7 after the beginning of the School Year**

Applications will be considered after completing ADM1 Form which is available online at <https://www.copleston.suffolk.sch.uk/Parents/Admission-Information/> and submitting it online to [mail@copleston.suffolk.sch.uk](mailto:mail@copleston.suffolk.sch.uk) or by post to Copleston High School, Copleston Road, Ipswich, IP4 5HD. Applications for Years 8-11 (and Year 7 after the Waiting List closes) are processed within 10 school days of receipt, as to whether a place is available or not within the relevant year group. Applications which are refused remain 'live' on our database for 15 school days from the date of the refusal letter. If a place becomes available in the year group to which the application relates within that 'live' period, then the application will be considered, along with any other applications for that year group, according to our over-subscription criteria (listed above).

#### **Applications made on behalf of multiple birth siblings**

Where the last child to be offered a place is one of multiple birth siblings, the school will admit all of those siblings over the PAN in order to support the family.

### **Making another application for a place at the same school**

If your application for a school place is refused, we will not consider a further application for a place in the same school year unless there has been a significant change in the circumstances of the parent, child or school. Such circumstances might be a house move or a place becoming available at the school. If there is no significant change in circumstances, you can make another application for the following school year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school. Where a place is not available at the parents' preferred school, the LA/School will inform the parents of the reasons and their right to appeal. Details of the appeal process are sent with the letter of refusal.

### **Admission arrangements for students outside of their normal age group**

It is expected that children will normally be educated within their normal age (chronological year) group. However, 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. Requests to educate a child outside of their normal age group have to be made in writing, to the school, including any supporting information about why the child should be admitted out of their normal age group. The governing body will make a decision on the request, taking into account:

- ♦ Parent/Carer's views
- ♦ Information about the child's academic, social and emotional development
- ♦ Whether the child has previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Any evidence in respect of these or any other reasons can be submitted. Where relevant, consideration can be given to the child's medical history and any evidence from a medical professional involved with the child's care or treatment such as:
  - \* a speech and language therapist
  - \* an occupational therapist
  - \* a social worker
  - \* a paediatrician
  - \* the child's current school;
- ♦ Views of the Principal

Parents/Carers are not expected to get evidence that they do not already have.

The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be given. For the normal admissions round, a CAF1 application form must be sent to the LA along with the decision letter from the school and other relevant evidence by the national closing date of 31 October. Even if the request is agreed there is no guarantee there will be a place available.

### **Appeals (Refer to the "Admissions to Schools in Suffolk booklet" or go to [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).)**

The parents/carers of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The appeal process is an opportunity for parents to explain their reasons for seeking a place at the school to the panel. Copleston High School will provide parents with details of how to appeal. The panel consists of three people who are independent of the school's Governing Body and the LA. The panel will consider the circumstances of the case put before them. Both the school and the parents must abide by the decision it makes. Appeals for the school are currently arranged by the Education Appeals Office on behalf of the school. Advice on appeals is also given by the Advisory Centre for Education (ACE). For further information and appeal forms contact the Education Appeals Office or go on line at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## **Sixth Form Admissions**

All students in the current Year 11 at Copleston High School who meet the academic entry criteria will continue into the Sixth Form, if they wish.

### **PAN**

A minimum of 30 places will be offered to eligible external applicants to the Sixth Form.

### **Application**

External applicants should complete the on line application form on the Copleston High School's website: [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk) and then navigate to the information via students and then Sixth Form Information.

Students are entitled to apply in their own right. All application forms must be completed and returned by early December (exact date will be available on the website).

### **Courses and course requirements**

All details regarding the course requirements can be found on our website [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk) and then navigating to the information via students and then Sixth Form Information.

An offer of a place in Copleston High School's Sixth Form will not guarantee a place on any particular course or combination of courses. Details of the entry requirements for particular courses will be outlined in the Prospectus published in September for entry the following year. Whilst it is expected that all courses published in the prospectus will run, it may be necessary, occasionally, to cancel courses due to poor recruitment, entirely at the school's discretion. If this should happen, the applicants will be notified as soon as possible and offered an alternative course combination.

### **Oversubscription Criteria**

The oversubscription criteria for Copleston High School Sixth Form are the same as the main school with the addition of an extra criteria as follows:

8. **Points score.** Students obtaining the highest average point score from their best eight full-course GCSEs in descending total points score order.

### **Tie-breaker**

Distance criterion will be used as the tie breaker for the last place available under any of the criteria above. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example, apartments) we will measure to a single point within that building irrespective of where those homes are located. If it is not effective to distinguish geographically between two or more applicants for the last remaining place at the school then random allocation will be used. The process will be supervised by somebody independent of the school.

### **Late Applications**

Students applying to join the Sixth Form after the deadline for applications should note that admission will be subject to availability of places on chosen courses and achieving the specific entry requirements for the courses. Provided places remain available and entry requirements are met, applicants seeking a place after the start of the school year will be invited in to discuss suitability of joining the courses at their requested time of entry.

### **Appeals**

The parents/carers (and/or in the case of a Sixth Form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel (see above for further detail).