

This Policy has been adopted and approved by Gippeswyk Community Educational Trust and has been adapted for use by Copleston High School.

ADMISSIONS POLICY – 2019/2020	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	Written Sept 2017. Amended Feb 2018
Ratified by Copleston LGB	18.6.18
Date of next Review	Summer Term 2019
Responsible Officer	Assistant Principal: Mrs A Ager
Policy Number	CS28

The Admissions Policy should be read in conjunction with Copleston High School's Equality Policy (available on line at <http://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.

This Admissions Policy and procedures document should also be read in conjunction with the Local Authority's guidelines on-line at www.suffolk.gov.uk/admissions.

Admissions into Year 7

The application process for 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 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, 31 October. Offer letters will be issued by the LA on the National Offer Date, 1 March or the next working day. Late applications (those submitted after the national closing date) will be handled by the 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).

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 296 children. This is the Published Admission Number (PAN) for that year group. In the event that more than 296 applications are received, the oversubscription criteria below will be applied to determine priority for places according to the circumstances existing before 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.

1. **Children in Care** (Looked after Children) 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).

- 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. 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. If you have more than one child at the school, please name the youngest one.
- Children who are ordinarily resident in the catchment area.** 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. If you 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 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 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.

Places will be allocated in priority order of children who live nearest to the school. 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.

- Children who live outside the school's catchment area** in the same priority order as set out in 3 above.

Waiting Lists (Refer to the "Admissions to Schools in Suffolk" booklet or on line at www.suffolk.gov.uk/admissions)

A waiting list is held for the initial year of intake only, 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 all other year groups and Year 7 after the beginning of the School Year (Refer to the "Admissions to Schools in Suffolk" booklet or go to www.suffolk.gov.uk/admissions.)

Applications will be considered after completing ADM1 Form which is available online at [http://fluencycontent2-](http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/CoplestonHighSchool/Mainfolder/Documents/Admissions/ADM1-2019-2020.pdf)

[schoolwebsite.netdna-ssl.com/FileCluster/CoplestonHighSchool/Mainfolder/Documents/Admissions/ADM1-2019-2020.pdf](http://fluencycontent2-schoolwebsite.netdna-ssl.com/FileCluster/CoplestonHighSchool/Mainfolder/Documents/Admissions/ADM1-2019-2020.pdf)

and submitting it online to 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 oversubscription criteria (listed above).

Applications made on behalf of twins or triplets

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

Admission arrangements for students outside of their normal age group

It is expected that children will normally be educated within their 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 schools' 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 evidence. The governing body will make a decision on the request, taking into account the views of the Principal. 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.)

The parents 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.

Sixth Form

All details regarding the application process and the course requirements can be found on our web-site

www.copleston.suffolk.sch.uk and then navigating to the information via students and then 6th Form Information.

An application to Copleston High School will not guarantee a place on any particular course as courses may require particular GCSE or other suitable qualifications at a specific level of attainment. Details of the entry requirements for particular programmes of study and individual 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. If this should happen, the applicants will be notified as soon as possible.