

In-year application form 2020/2021

Guidance notes

This form is for applications to Copleston High School for Years 7 – 11.

If you wish to apply for a place at Copleston High School, please complete this form and submit a signed copy either electronically to mail@copleston.suffolk.sch.uk or by post to Copleston High School, Copleston Road, Ipswich, IP4 5HD.

It is important that you read the booklet Admissions to Schools in Suffolk 2020/2021, the relevant Directory of Schools in Suffolk – which is available on line.

Before you complete this application form please read the following notes:

Note 1 – Previously looked after children

Previously looked after children (children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). You **must** provide evidence with your application that your child was previously looked after in the form of an adoption order, child arrangements order or special guardianship order if you want this to be taken into consideration when ranking your application.

Note 2 – Child's current address / moving address

Please give your child's current address. If you are planning to move house, and you want your future address to be the one considered as part of your application, you will need to provide either a copy of your rental agreement or copy of a purchase contract signed by appropriate parties.

Note 3 - Private fostering

If you are caring for someone else's child for more than 28 days, you do not have parental responsibility for them and you are not a relative such as a grandparent, brother, sister, uncle or aunt (whether full blood, half blood or by marriage or civil partnership) or step-parent, you may be private fostering. It is a legal requirement that you contact Suffolk County Council on: **0808 800 4005** or email: **customer.first@suffolk.gov.uk**.

Note 4 – Siblings

It is important that you provide this information because it can affect your child's priority or offer of a school place. You should check the definition of sibling which can be found in the school's Admissions Policy which is available from either the school or online at: **www.suffolk.gov.uk/admissionstoschools**.

Note 5 - Supplementary Information Form (SIF) Children of staff employed by the school in the following circumstances:

a) where the member of staff has been employed for two or more years at the time the application for admission to the school is made, or

b) where the member of staff is recruited to fill a vacant post for which there is a skill shortage.

Staff using this criteria to apply for a school place for their child must complete the appropriate Supplementary Information Form which is available on the school's website.

Once a decision is made regarding your application you will be informed in writing. If your child is accepted, then you will be advised who to contact at the school. If your child is refused a place, you will be told the reason why and what to do next if you wish to appeal against the decision.

What to do next if your child is refused a place at your preferred school

If the school is unable to offer your child a place and you would like more information on what to do next, please contact the Admissions Team on: **0345 600 0981**. Alternatively, more information is available online at: www.suffolk.gov.uk/admissionstoschools.

School Preference Advice Service

School Preference Advisers are available during term time to help you find out about schools in Suffolk, how to make an application or how to appeal for a school place. Their aim is to help you make informed and realistic decisions about which schools to apply for, to best meet your child's needs.

You can contact an adviser through the Parent Partnership Helpline on: **01473 265210** or by email at: parent.partnership@suffolk.gov.uk.

In-year application form 2020/2021 for Copleston High School

FORM ADM1

We strongly recommend that you read the booklet Admissions to Schools in Suffolk 2020/2021, the relevant Directory of Schools in Suffolk and the guidance notes attached before completing this form. The booklet and directories are available online at: www.suffolk.gov.uk/admissionstoschools.

Please print in capital letters

Child's details		
Child's legal last name:	First name:	Middle name:
Child's date of birth:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Does your child have a Statement of Special Educational Needs or an Education, Health and Care plan? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is the child a looked after child (child in care): Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Is your child previously looked after? (see Note 1): Yes: <input type="checkbox"/> No: <input type="checkbox"/> If you have ticked Yes, please tick this box to confirm if you have attached evidence: <input type="checkbox"/>		
Child's current address: (see Note 2)		Postcode:
Name of current /previous school (if applicable) and address:		

Applicant's details		
Parent/Carer: Mr / Mrs / Miss / Ms Last name:	Initials:	Relationship to child:
Telephone numbers:	Email address:	
Address if different to the child's, including the postcode:		
Are you privately fostering this child? (see Note 3) Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

Other details	
If you are moving house, please fill in these boxes (see Note 2)	
Child's future address, including postcode:	Date of move:
Are you a returning UK Service/ Crown Servant Family? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Please note: Your child cannot be guaranteed a place at your catchment area school

Siblings (see Note 4)

Do any of your other children attend Copleston High School:

Child's Name	Date of Birth	Year Group

Supplementary Information Form – please complete this section where relevant

Children of Staff of Copleston High School

Tick this box to confirm you have attached a Supplementary Information Form (SIF) to the school (see Note 5):

Reasons for applying to Copleston High School (you do not have to fill in this section if you do not want to)

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When would you like your child to start at your Copleston High School:

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How the Governing Body/Academy Trust will use your information

The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the General Data Protection Regulations 2018. They will check and/or share this information, where necessary to process your application, with other admission authorities, local authorities, schools or education professionals. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law. Further information is available from the school or on the school's website – Policies section:

<https://www.copleston.suffolk.sch.uk/page/?title=Policies&pid=25>

Suffolk County Council's Privacy Notice is available at www.suffolk.gov.uk/CYPprivacynotice

This privacy notice tells you what information Suffolk County Council's Children's Services collects and uses, and your rights regarding your information.

Parental declaration (MUST be completed)

I confirm that I have read the booklet 'Admissions to Schools in Suffolk 2020/2021', the relevant Directory of Schools and the guidance notes attached to this application form.

I also confirm that the information I have given on this form is true and I have parental responsibility.

Parent's / Carer's signature:

Date:

Where to send this form (we strongly suggest you get proof of posting)

Please send this form directly to Copleston High School, Copleston Road, Ipswich, IP4 5HD or submit it electronically to mail@copleston.suffolk.sch.uk