

**FORM ADM1**

**In-year application form 2024/2025**

**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 2024/2025, 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:**

### Children in care (looked after children)

A ‘child in care’ or 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).

### Children previously in care (previously looked after children)

Children previously in care (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 in care in the form of an adoption, child arrangements or special guardianship order if you want this to be taken into consideration when ranking your application.

**Children adopted from state care outside of England**

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care, as a result of being adopted. You may be asked to provide evidence if there are more applications than places available and you want this to be taken into consideration.

**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 signed and dated rental agreement or copy of a dated 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/admissions**](http://www.suffolk.gov.uk/admissions)

**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 criterion 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 within 10 school days. 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/admissions**](http://www.suffolk.gov.uk/admissions)

**Think about how you will get your child to school**

1. Suffolk County Council (SCC) will provide funded school travel to the **Nearest Suitable School** that would have had a place available for your child when they meet the statutory walking distance criteria from their home address. This would be whether or not an application was made for a place at that school.
2. **SCC will only provide funded school travel to your child’s catchment area school when it is the nearest suitable school to their home that would have had a place available for them and they meet the distance criteria.**
3. It is important that you check which school is your child’s nearest suitable school on our [**Nearest School Checker**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnearestschool.suffolk.gov.uk%2F&data=05%7C02%7Ctsteggall%40copleston.suffolk.sch.uk%7C121f544f5afe406cf97b08dd15f3888e%7Cf49c13a434b34f43869d36e190c2273a%7C0%7C0%7C638690857938565094%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=iwMaOBeAA%2BHVFJsNdgV7BygwqNOqY1yTeBM2leSrC8c%3D&reserved=0). You can find out which are the three nearest Suffolk schools (based on the statutory walking distance including Public Rights of Way) by putting your child’s postcode into the Checker which can be found at [**nearestschool.suffolk.gov.uk**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnearestschool.suffolk.gov.uk%2F&data=05%7C02%7Ctsteggall%40copleston.suffolk.sch.uk%7C121f544f5afe406cf97b08dd15f3888e%7Cf49c13a434b34f43869d36e190c2273a%7C0%7C0%7C638690857938587429%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=zkQRw4ja5F%2BMTDwSZ%2B1TdSvnWaihzPAtM90CGpHBnvo%3D&reserved=0)**.** **SCC update this each year to include new roads and developments.**
4. Full details about SCC funded school travel, including the School Travel Policy, additional arrangements for low income families and those with Special Educational Needs and Disabilities (SEND), can be found at [**www.suffolkonboard.com/schooltravel**](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.suffolkonboard.com%2Fschooltravel&data=05%7C02%7Ctsteggall%40copleston.suffolk.sch.uk%7C121f544f5afe406cf97b08dd15f3888e%7Cf49c13a434b34f43869d36e190c2273a%7C0%7C0%7C638690857938605470%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RVQAEsBDGQ2yENx04FXUpUFHI%2FDJ2vVCy6BdMVuC618%3D&reserved=0).

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**for Copleston High School**

We strongly recommend that you read the booklet Admissions to Schools in Suffolk 2024/2025, 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/admissions**](http://www.suffolk.gov.uk/admissions)

**Please print in capital letters**

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| **Child’s details** |
| Child's Legal Last name: | First name: | Middle name: |
| Child’s date of birth: | Male: Female: | Does your child have an Education, Health and Care plan?Yes: No: |
| (see **Note 1**)\* Is the child a looked after child (child in care)?: Yes: No: \* Was your child previously looked after?: Yes: No: *If you have ticked ‘Yes’, please tick this box to confirm if you have attached evidence:*\* Is your child an Internationally adopted previously looked after child (IAPLAC)? (see **Note 1**): Yes: No: *If you have ticked ‘Yes’ – Has a Local Authority or Virtual School Head previously had any involvement with your child. If so, please provide relevant contact details. It may be necessary for the admission authority to request evidence of IAPLAC status from parents.* |
| Child’s current address: (see **Note 2**) | Postcode: |
| Name of current /previous school (if applicable) and address: |

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| **Applicant’s details** |
| Parent/Carer: Mr / Mrs / Miss / MsLast 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: No:  |

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| **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: No: |

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

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| **Siblings** (see **Note 4**) |
| Do any of your other children attend Copleston High School: |

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| **Child’s Name** | **Date of Birth** | **Year Group** |
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| **Supplementary Information Form – please complete this section where relevant****Children of Staff at Copleston High School** |
| Tick this box to confirm you have attached a Supplementary Information Form (SIF) to the school (see **Note 5**): |

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| **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 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](http://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 2024/2025’, 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:** |

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| **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 |