



Admissions Arrangements 2028-2029

These Admissions Arrangements are in place for all schools within Oxlip Learning Partnership

This Policy has been adopted and approved by Oxlip Learning Partnership and is in place for all schools within the Trust.

History

Version	Lead Personnel	Reviewed	Approved by Trust Board on	Details	Next Review Due
V9: 2026-27	EA	Oct-2024	4-Feb-2025	This policy was open to consultation from 19/12/2024-30/01/2025	Autumn 2025 (for 2027-28)
V10: 2027-28	EA	Oct-2025	6-Dec-2025	Consultation: Amendment to section 8. Sixth Form Admissions at Stowupland	Autumn 2026 (for 2028-29)
V11: 2028-29	Central Exec Team	Sept-2026	4-Dec-2026	Consultation: Amendment to oversubscription criteria and change of PAN for Rose Hill Primary	Autumn 2027 (for 2029-30)

Admission authorities must determine admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least once every 7 years. If there are no proposed changes, the next 7-year consultation is due in Autumn 2033.

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1. Aims

- 1.1 This policy 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

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Procedures for Admissions

3.1 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 our Trust schools and the Local Authority will communicate all normal year of entry admission decisions to parents.

3.2 How to Apply

For applications in the normal admissions round, you should use the online process or application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

For further details of how to apply and deadlines for applications, visit: [School places - Suffolk](#)

You will receive an offer for a school place directly from the local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

3.3 Admissions for normal age group

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Our schools are experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their normal age (chronological year) group.

At our secondary schools, entry to the normal age (chronological year) group is deemed essential.

3.4 Requests for admission outside the normal age group

It is expected that children will normally be educated within their chronological year group. However, parents are entitled to request a place for their child outside of their normal age group.

Requests should be made in writing, as part of the normal admissions round, and include any relevant supporting evidence.

The decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parent or carers' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

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 nursery, child minder or current school

Parents and carers are not expected to provide evidence that they do not already have.

Parents or carers should make a request to the school in writing. Requests will be considered with the supporting evidence provided. The Trust Board 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.

An application for the child's normal transfer year group should be made at the same time. For requests for admission outside a child's normal age group a CAF1 application form must be submitted to the Local Authority, along with the decision letter from the school and other relevant evidence, by the relevant national closing dates.

Any decision made by one school named within this policy will not be binding on any other school named within this policy, for the same year group or for a school in later years, e.g. transfer from primary to secondary school.

Please note that even if the request is agreed, there is no guarantee there will be a place available in the admission year requested. Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

3.5 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:

- 31 October (2027) for transfer to High School in Year 7
- 15 January (2028) for entry to Primary School in EYFS

3.6 National Offer Day (for Normal Admissions Round)

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 are as follows:

Primary schools	-	16th April – or next nearest working day
Secondary schools	-	1st March – or next nearest working day

4. Details and Definitions for Admissions

4.1 Priority Admissions

EHC Plans

The first priority admission group to all schools is children whose Education, Health and Care (EHC) plan names the school. All those in this group must be admitted and this applies to all schools named in this policy.

4.2 Definitions Used in Oversubscription Criteria

Children in Care are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Children previously in care includes children who were adopted under the Adoption Act 1976 (Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Children adopted from state care outside of England is a child 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.

Sibling of students already on roll at the school

By sibling we mean:

- Natural, half, step and adopted brothers and sisters
- A child of the partner of the parent
- 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. We do not include 'cousins' within our definition of sibling.

5. Allocation of Places

5.1 Published Admissions Number

The agreed Published Admissions Number (PAN) for the normal year of entry is:

School	Local Authority	Year of entry	Published Admissions Number (PAN)
Bacton Primary School	Suffolk	Reception	30
Britannia Primary School	Suffolk	Reception	90
Cedars Park Primary School	Suffolk	Reception	60
Mendlesham Primary School	Suffolk	Reception	15
Rose Hill Primary School	Suffolk	Reception	30
Copleston High School	Suffolk	Year 7	326
Stowupland High School	Suffolk	Year 7	210

The following schools have additional alternative arrangements in place, as follows:

Britannia Nursery: There is a separate admissions procedure for places at Britannia Nursery. Please see the school website for details: [Nursery Admissions](#)

Mulberry Units at Mendlesham and Stowupland: Any admission request for your child to have a place in the Mulberry 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.

Communication and Interaction Unit at Copleston: Any admission request for your child to have a place in the CIU at Copleston 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.

5.2 Admissions Oversubscriptions Criteria

The following criteria applies to all of the schools in Oxlip Learning Partnership.

All children whose **education, health and care (EHC) plans** name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

The following details the order of priority for places in the case of oversubscription:

1. Highest priority will be given to **looked-after children and all previously looked-after children** who apply for a place at the school.
2. Priority will next be given to **children of staff at the school**, in either of the following circumstances:
 - a. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Priority will next be given to children who are **ordinarily resident* within the designated catchment area** and have a **sibling** who will be on the school's roll at the time of admission (excluding Sixth Form, a specialist unit or nursery) or has already been offered a place. Priority will not be given to children with siblings who are former pupils of the school.
4. **Secondary schools only:** Priority will next be given to children who are **ordinarily resident* within the designated catchment area** also on roll at a **named primary school** within the designated catchment area.
5. Priority will next be given to children who are **ordinarily resident* within the designated catchment area**.
6. **Secondary schools only:** Priority will next be given to children who are **on roll at an Oxlip Learning Partnership School**.
7. Priority will next be given to children who are **ordinarily resident* outside the designated catchment area** and have a **sibling** who will be on the school's roll at the time of admission (excluding Sixth Form, a specialist unit, or nursery) or has already been offered a place. Priority will not be given to children with siblings who are former pupils of the school.
8. **Secondary schools only:** Priority will next be given to children who are **ordinarily resident* outside the designated catchment area** and on roll at a **named primary school** within the designated catchment area.
9. Priority will next be given to children who are **ordinarily resident* outside the designated catchment area** that also **qualify for transport to the nearest suitable school**.
10. Priority will next be given to children who are **ordinarily resident* outside the designated catchment area**.

*By **ordinarily resident** we mean the place where the child usually lives. We consider this to be where they sleep overnight.

5.3 Home Address

As part of the tie-breaker process, proof of residence, such as a lease agreement, may be required by the co-ordinated scheme. If you use another address to gain a higher priority for a place at a school within Oxlip Learning Partnership, we will consider this to be a fraudulent application and may refuse or withdraw a place. The Local Authority will investigate allegations of false addresses or other false information given on the online application/CAF1 and will liaise with the school to seek agreement to withdraw places if the details are found to be deliberately false or misleading.

Where a child lives at more than one address, for example with parents who have shared responsibility, each for part of the week, the address at which the child is **ordinarily resident** is considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). In such circumstances, separate evidence, in writing, from each parent must be provided to confirm the child's living arrangements at the time of application. It is not acceptable to use different addresses for applications to different schools. All applications are processed in good faith, however, if we are aware of a parental dispute affecting an application, we may not be in a position to process the application and the parents/carers may need to seek independent legal advice in order to resolve the matter.

5.4 Sibling Tiebreaker

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 at a school have the same number of days difference in age from their closest aged sibling, the place will be offered to the one applicant on the basis of lots drawn by a member of staff not involved with admissions.

5.5 Distance Tiebreaker

In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's home from the school they have applied to. This will be done by measuring 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 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.

If after the distance tiebreaker, with two or more applications ranked at the same distance, and there are more applications than places, a further tiebreaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

5.6 Multiple Births

Our policy is not to separate multiple births. If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the school will offer places to the remaining sibling/s.

5.7 Parents and Guardians

A parent can apply for a school place. We reserve the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in-year admission or as part of the normal admissions round. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.

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.

5.8 Children below compulsory school age

Our primary schools provide for the admission of children, full-time, in the September following their fourth birthday. We strongly believe that this is in the best interest of every child. However,

parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age.

Full-time reception places are offered, and parents may decide that their child will be part-time in the autumn and spring terms, unless they reach compulsory school age as they would then have to be full time. However, your child must be full-time in the reception class by the beginning of the summer term at the latest.

5.9 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol.

We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

5.10 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

5.11 Fair Access Protocol

We participate in Suffolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6. Waiting Lists

If you apply for a school place in the normal year of entry and one (or more) of your preferences is refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. Please note:

- The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.
- Having your child's name on a waiting list will not affect your right to appeal for any of the schools for which you have been refused a place.
- Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.
- If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.

- The waiting lists will cease to operate on 31st December in each year. For details of how to make an in-year application, please see the section on this below.

7. In-Year admissions applications

You can apply for a place for your child at any time outside the normal admissions round. All in-year admissions are processed by the individual schools. You should apply using the In-Year Application Form (available on the school and the Trust website) and submit this directly to the relevant school. As is the case in the normal admissions round, all children whose EHC plans name one of our schools will be admitted to that school. Our schools have helpful information about admissions, including details of how to visit the school, on their websites.

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.

Our policy relating to admissions outside the normal age (chronological year) group remain the same for both in-year admissions and standard entry points (see section 3.4).

In-year applications will not be processed more than one term in advance of the required start date.

Parents will be notified, by the school, of the outcome of their in-year application in writing within 15 school days. Where an offer is made, the letter will detail the timeframe within which the offer must be accepted.

We do not hold waiting lists for in-year applications. However, applications which are refused remain 'live' on the school 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 the over-subscription criteria.

8. Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at one of our schools except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

9. Right of Appeal

When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel. Details of how to appeal will be sent with the letter of refusal. This information will be sent by the Local Authority for standard entry points and by the Trust for in-year admissions.

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to

appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Education Appeals Office Telephone: **01473 264218 / 01473 264219 / 01473 264227**
 PO Box 579 Email: **statutory.appealoffice@suffolk.gov.uk**
 Ipswich
 Suffolk
 IP1 2BX

You can find details of the appeals timetable within the 'A Guide to Education Admission Appeals' document on the following webpage: [Education Admission Appeals and Permanent Exclusion Reviews | Suffolk County Council](#)

10. Sixth Form Admissions

10.1 Copleston

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 online application form on the school's website via the [Sixth Form Information](#) pages.

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 the school website [Sixth Form Information](#) pages.

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:

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

Tiebreaker

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

Applicants refused a place at the school have a right to appeal to an independent appeal panel (please see section 9 for further detail).

10.2 Stowupland

Applications for the Sixth Form at Stowupland High School have been paused since September 2024, however the school currently plans to offer places in its Sixth Form provision in 2027/28. Admission will be based on the viability of and student suitability for the courses offered, which are currently under review. All information will be available on the school website nearer the time: <https://www.stowuplandhighschool.co.uk/>

11. Monitoring arrangements

This policy will be reviewed and approved by the trust board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trust board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every seven years.

Contact details for each school

School	Telephone	Email	Website
Bacton	01449 781367	admin@bactonschool.org.uk	bacton-pri.suffolk.sch.uk
Britannia	01473 728566	office@britannia.suffolk.sch.uk	britannia.suffolk.sch.uk
Cedars Park	01449 778230	admin@cedarspark.suffolk.sch.uk	cedarspark.suffolk.sch.uk
Mendlesham	01449766224	admin@mendleshamschool.org.uk	mendlesham.suffolk.sch.uk
Rose Hill	01473 727552	mail@rosehillprimary.net	rosehillprimary.net
Copleston	01473 277240	mail@copleston.suffolk.sch.org	copleston.suffolk.sch.uk
Stowupland	01449 674827	enquiries@stowuplandhighschool.co.uk	stowuplandhighschool.co.uk

Appendix A

Named Primary Schools

For admissions to our Secondary schools, here are the Oxlip Learning Partnership schools, named feeder and nearest suitable schools:

Copleston High School

Named Primary Schools		
Oxlip Learning Partnership	Feeder and Nearest Suitable	
Britannia	Broke Hall	Sidegate
Rose Hill	Clifford Road	St Helen's
	Cliff Lane	St Mary's RC
	Rushmere Hall	

Stowupland High School

Named Primary Schools		
Oxlip Learning Partnership	Feeder and Nearest Suitable	
Bacton	Abbots Hall	Crawfords CEVCP (Haughley)
Cedars Park	Bosmere	Freeman (Stowupland)
Mendlesham	Chilton	Old Newton CEVCP
	Combs Ford	Ringshall
		Trinity CEVAP (Combs)