

# HIGHWOOD COPSE SCHOOL Application Form

For applying for a school place in the Reception Year  
starting in the 2019/2020 Academic Year

Normal admission round closing date was 24 January 2019



**HIGHWOOD COPSE  
PRIMARY SCHOOL**

**Please return the application form to:** The Headteacher, Highwood Copse Primary School Academy, c/o Newbury College, Monks Lane, Newbury, RG14 7TD **or email:** headteacher@highwoodcopse.co.uk  
**If you apply on-line, please do not complete a paper form as well.**

**Please read the form carefully and complete all sections\* so that your application can be processed correctly**

## Section 1 – Details of the applicant, the person making the application

<b>Parents Name: *</b>	<b>Title:</b>	<b>Initial:</b>	<b>Last Name:</b>
<b>Relationship to Child (example: Mother/Father/Foster Carer/social worker): *</b>			
We will normally only accept applications from the child's parent or legal guardian. If you have a private fostering arrangement please provide the details in an accompanying letter.			
<b>Address: *</b>			
<b>Contact telephone numbers: *</b>			
<b>Email (only complete if you are happy to communicate this way): *</b>			

## Section 2 – Child's details

<b>Child's First Name: *</b> (Full Legal Name)	<b>Child's Last Name: *</b> (Full Legal Name)
<b>Child's Gender: *</b> (Male) or (Female)	<b>Childs Date of Birth: *</b>
Date of birth range for children starting the reception year in the 2019/20 academic year: 01/09/2014– 31/08/2015	
<b>Child's home address (where the child lives) if different to the applicants: *</b>	
If the address is different please provide the details of why you are making the application in an attached letter*.	
<b>Is the address the permanent home address? Refer to below* (Yes) or (No) If no please attach details</b>	

### Important Information relating to what is considered to be a permanent home address:

- The child's permanent home address is very significant in the admissions process because the address is used to determine how places will be offered if the School is oversubscribed.
- 'Permanent home address' is defined in full in the Admissions Guide, certain questions are answered below.
- Temporary addresses for example; staying with friends or family cannot be used.
- Where parental responsibilities are equally shared, the home address is considered to be where the child spends the majority of nights during a school week.
- If moving, the permanent home address is the permanent address at the closing date for applications.
- If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place may be withdrawn and can be withdrawn even if a child has started at the school.**
- You can contact the School Headteacher to clarify if you are unsure.

## Section 3 – Details relevant to the application

<b>Are you applying for the reception year group even though it is outside of your child's normal age range? *</b>	(Yes) (No)	If yes please provide details with supporting evidence of why it is necessary for your child to be taught outside the normal age group.
<b>Have you recently moved from overseas? *</b>	Yes) (No)	If yes, Parents will need to show their passports and the child's passport. Contact Admissions.
<b>Does your child have a statement of Special Educational Needs or an Education Health Care Plan (EHCP)? *</b>	Yes) (No)	Highwood Copse school should be named on this statement

#### Section 4 – Information for making your school preferences

- Highwood Copse is a brand new school opening in September 2019. As such if our funding agreement is not in place by the time you apply to this school, a place offer may be provisional. Therefore you are advised to apply to other schools, using the West Berkshire Schools application form.
- Highwood Copse School, like all schools, has an admission number, a limit to how many children can be offered places within each year.
- If the school receives more applications than its admission number, The School has an admissions policy within which it publishes oversubscription rules in order to determine which children will be offered places.
- Information providing the number of applications made to the schools will be available on the School website along with the Admissions policy.

#### Section 5 – Your preferences

- There is space below to give your preferences for Highwood Copse and other schools. This information will only be used if the school is oversubscribed.
- It is important to read the oversubscription rules for the schools you are applying for to understand which rule you will meet. You may need to provide supplementary evidence to meet particular rules. Supplementary forms are available from the website or by contacting the school admissions team.
- Admission Authorities cannot take any reasons into consideration other than the oversubscription rules.

<b>1st preference school:</b> Reasons for applying:	FOR OFFICE USE
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<b>2nd preference school:</b> Reasons for applying:	FOR OFFICE USE
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<b>3rd preference school:</b> Reasons for applying:	FOR OFFICE USE
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Have you supplied evidence to support an application based on medical or social grounds? *	(Yes) or (No)
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Is one of the parents a member of staff at Highwood Copse school or Newbury College? *	(Yes) or (No)	School/College
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Does your child have a brother or sister intending to attend Highwood Copse School in 2020 or subsequent year? *	(Yes) or (No)
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**If yes please provide sibling details below.** Having a sibling is part of the over-subscription rules for most schools. Brother or sister may also mean step/foster sibling and children of the parent/carer's partner living in the same family unit.

<b>Sibling's Details</b>	<b>First Name: *</b>	<b>Last Name: *</b>	<b>Date of Birth: *</b>
<b>Current School: *</b>	<b>Address: *</b>		

Is the child looked after by a local Authority? *	(Yes) or (No)	If yes, please provide the Local Authority name:
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Was your child previously looked after by a local Authority? *	(Yes) or (No)	If yes, please provide the Local Authority name:
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Looked after and previously looked after children meet the highest admission rule.

#### Section 6 – Declaration

I understand that Highwood Copse School can only consider applications for places in line with their published policy and over-subscription rules. I understand that I must provide evidence to meet certain admission rules. I understand that the School Headteacher reserves the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. **I confirm that the information I have provided on this form is correct.**

<b>Signature of applicant:</b>	<b>Date:</b>
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