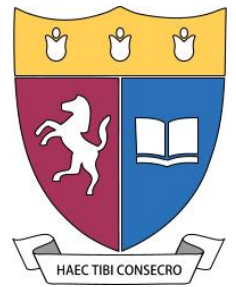


# Coopers School

Hawkwood Lane Chislehurst Kent  
BR7 5PS

Principal: Mrs S Puxty BSc (Hons) NPQH

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Fax: 020 8295 0342  
Email: [adm@coopersschool.com](mailto:adm@coopersschool.com)  
Website: [www.coopersschool.com](http://www.coopersschool.com)



*'Enabling learners of today to become achievers of tomorrow'*

## IN-YEAR APPLICATIONS GUIDANCE FOR PARENTS/CARERS

Thank you for your interest in Coopers School for your child's education.

If you are looking for a place in Coopers School because you have recently moved into the area, or you feel that a change in school would benefit the education of your child, you are entitled to apply for a school place.

In order to apply for a place for your child you will need to complete an In-Year Transfer Form, this form can be obtained from the Local Authority to whom you pay Council Tax. We would encourage you to phone our admissions team at Coopers if you have any questions or would like to further understand the process.

To speak to our Admissions Team please contact Mrs Cahill, 020 8467 3263 ext 259 in the first instance.

Please note that there is no guarantee that a place will be available but we do hold waiting lists in line with our Admissions Policy. You also have the right to appeal.

Once you have completed your In-Year Application Form please return it directly to your Local Authority.

If there is a place you will be called for an induction meeting and at this you will be required to bring the following documentation, failure to do so will hold up your starting date. This will check to ensure you meet our oversubscription criteria and are the next on our waiting list to be offered a place and give us the advice we need to ensure your son / daughter has the best start here at Coopers.

- Proof of address (proof we will accept is your current Council Tax Statement or a utility bill which should be dated within the last 3 months.)
- Copy of your child's birth certificate or valid passport
- Copy of your child's latest school report – we will contact the previous school for further information

Should you have any queries regarding Admissions please contact Mrs Cahill on 020 8467 3263 ext 259 in the first instance.

Chair of Governors: Andrew Downes  
Vice Principals: Sue Wood | David Lucas | Mandy Smart | Rob Carling  
*Respect Responsibility Fairness Pride Honesty Achievement*

