



Admission Policy 2019-20

Principal

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Spr-18	1	Aut-18	For admissions 2019-20
Aut-16	Aut-16	1	Aut-17	For admissions 2018-19
Aut-15	Aut-15	1	Aut-16	For admissions 2017-18
Aut-14	Aut-14	1	Aut-15	For admissions 2016-17
Aut-13	Aut-13	1	Aut-14	
Aut-12	Aut-12	1	Aut-13	
Spr-12	Spr-12	1	Aut-12	
Aut-11	Aut-11	1	Aut-12	
Oct-10	Nov-10	1	Aut-11	
Dec-09	Mar-10	1	Aut-10	
Dec-08	Apr-09	1	Aut-09	Oct-09 Policy upheld by the Office of the Schools Adjudicator



- 1. In keeping with the School's Academy Status the Academy Trust acts as the Admission Authority.**
- 2. Coopers is committed to providing a personalised learning environment for all its students, enabling everyone to fulfil their maximum potential. In order to achieve this, the admissions process is based upon the principle of banding.**
- 3. All students who apply to Coopers for ordinary admission at the start of Year 7 will undertake a banding test, the results of which will place them in one of eight academic bands.** All applicants will take the standardised Cognitive Ability Test. The assessment is not a pass or fail test. It is designed to ensure that students of all abilities have an equal chance of gaining a place at Coopers. This information will only affect the admissions process if the School is over-subscribed (if it receives more applications than it has places for).
- 4. Coopers will offer places to 29 students in each of eight academic groups¹, thereby creating an academic year group of 232 students.** Children with a full statement of special educational needs (SEN) or an Education, Health and Care Plan (EHCP) are dealt with under a separate process by the Local Authority. The published admission number of 232 is inclusive of students with a statement of special educational needs or an EHCP that are admitted to the school pursuant to the school being named in their statement or EHCP.
5. Applications for places will be made in accordance with Local Authority admission arrangements and will be applied for on the Common Application Form provided and administered by the Local Authority. Coopers will work to the common admissions timetable published by Bromley Local Authority.
6. In addition to the completion of your Common Application Form, an *Expression of Interest Form* must be completed in order to assist Coopers to make provision for your son/daughter in the Banding Test. The *Expression of Interest Form* can be downloaded from our website and this must be returned to the Admissions Officer at Coopers along with proof of residence.
- 7. NB: Completion of this Expression of Interest Form for Coopers does not constitute an application to us. You MUST complete the Local Authority Common Application Form as well.**

8. Over Subscription Criteria

The Use of Banding Information for Year 7 admissions

- Where the number of applications for admission is greater than the published admission number, applications will be considered against the over subscription criteria set out below for each of the eight bands described above. Students who sit the test and can therefore be allocated to one of the eight bands will be considered for available places before those who have not taken the test.
- After the admission of students with a Statement of Special Educational Needs or an EHCP, where Coopers is named on the Statement or Plan, the over subscription criteria will be applied in the following order of priority.

¹ If places become vacant in one band, and no applicants in this band remain without a place, we will ensure all places are filled as equally as possible by children in the bands below and above the one with vacancies.



- Please note that students seeking admission at any time apart from ordinary admission to Year 7 in September will not be required to take a banding test. If their proposed year of admission is oversubscribed, any available places will be offered using the oversubscription criteria below.

8.1. Priority 1 – Children Looked After – children in Public Care² (Including those that have been previously looked after)

8.2. Priority 2 – Staff Children

Staff Children are the children of all staff employed directly by the School for two or more years at the time at which the application for admission is made or the staff member has been hired to deal with a specific skills shortage.

8.3. Priority 3 – Sibling³

'Sibling', in this context, is defined as a full brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address. Sibling applications will only be accepted for siblings of students in Years 7-10; siblings of students in Year 11 whose parents have confirmed their commitment to the student continuing into Year 12 (written confirmation will be required) and siblings of Year 12 students who are attending a 2-year course. However, siblings of Year 13 students will not be accepted under this criterion.

8.4. Priority 4 – Proximity⁴

Proximity – distance to the School as measured in a straight line from the front door of the student's home address (including flats) to the front door of the School Main Reception. Those who live nearer will be given higher priority. "Home Address" is the address at which the student should live permanently and full-time as the principal residence. In cases of shared residence, the permanent home address should be where the student spends the majority of school nights Sunday-Thursday. Parents will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless there are exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. It is expected that the applicant and student will still be resident at the same address when the child starts school unless exceptional circumstances apply. A permanent address will not include a short-term rental or lease of a year or less. Coopers is willing to accept leases from applicants for Year 7 students that are over one year in length. Documentary proof is required. This proximity criterion will also be used as a tie-breaker if the number of applicants assigned to any of the above oversubscription criteria for looked after children or siblings exceeds the number of remaining places.

9. In-year Admissions / waiting lists

² Children Looked After (Children in Public Care) and Previously Children Looked After - A looked after child is a child who is in the care of a local authority or who is provided with accommodation by a local authority in the exercise of their social services functions at the time an application for their admission to the School is made. A previously looked after child is a child who was looked after, but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order immediately following having been looked after.

³ If one band has more than 29 siblings the proximity criterion will be used as a tie breaker to ensure the closest 29 siblings are offered a place.

⁴ The distance measured is calculated using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Where distances are the same the system will go to further decimal places to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority.



Whenever an application is received for a student to join a year group at a time other than when joining Year 7, the school will, in the event of over subscription and available places, consider each case in accordance with the oversubscription criteria. Any student not offered a place will be placed on the waiting list. Parents have a statutory right of appeal. Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list and this includes admitting children over the published admissions number.

10. Right of Appeal

Parents have the right to appeal against any refusal of a place. In such cases parents should forward their appeal in writing to the Clerk to the Governors, at the School address, within 20 school days of hearing that their child has not been allocated a place. An Independent Appeal Panel will hear the appeal.

11. Proof of Residence

An original proof of residence must be submitted with the Expression of Interest Form. It must be one of the following; an original and current Council Tax Statement or utility bill i.e. electricity, gas, water, dated within 3 months of the application. If gas/electricity is paid by key/meter you must provide a summary from your supplier showing usage and payments dated within 3 months of the application.

12. Falsifying information

Falsifying information (or providing misleading information) to gain advantage in obtaining a school place may lead to the withdrawal of the offer of a place.

13. Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. The School will consider applications outside of the child's normal age group on an individual basis taking into account any 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Parents wishing to apply for a place outside of the normal age group should contact the Principal in writing in the first instance.



14. Post 16 Education Applications

Coopers School welcomes applications for entry into the Sixth Form from Year 11 students currently attending other schools. Current Coopers School students are automatically admitted to Year 12 provided that they meet the entry criteria set out in these arrangements.

14.1 Basic Information

Our Aims:

- To promote academic excellence.
- To develop the personal and academic abilities of all our students.
- To ensure that every student successfully participates in all aspects of the school's life (Art, Drama, Music, Languages, Sport and the environment).
- To develop the leadership potential of all students through the setting of high standards of behaviour, appearance, achievement and endeavour.

14.2 Application Process:

- External applicants are asked to complete an online Post 16 Application Form which will be available on the Coopers School website from the date of the Information Evening held in November of the year preceding entry to the school. Current Coopers School students follow an internal process.
- The application forms must be completed online by the formal deadline in December in the year preceding entry to the school.
- Predicted grades for all applicants are then sought. The school endeavours to run all courses offered but it reserves the right to withdraw a course that is not viable due to an insufficient number of applicants.
- In the case that a course becomes full but other courses are available and we have not reached the total admissions number, we shall offer the candidate an alternative choice.
- Confirmation of places on a course is organised as follows:
 - a. Internal candidates will confirm their place in the Sixth Form when they receive their GCSE results.
 - b. External candidates should confirm in person their GCSE results and acceptance of a place following notification of results by the last Wednesday in August.

14.3 Requirements for entry to Year 12

- All students seeking admission to Post 16 education at Coopers School must achieve the minimum entry requirements of grade 4 in English Language or Literature and a minimum APS of 4+ **and** meet the subject specific entry requirements for a course as set out in the post 16 prospectus, which can be found on the school website www.coopersschool.com
- [Applicants to the Sports Academies must meet the requirements above as well as passing the sports trials.](#)
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14.4 Admission Number for Year 12

The minimum number of external places available for Years 12 will be 30.

- [14.5 Entry to Year 13](#)
 - [No new admissions will be accepted into Year 13.](#)

14.6 Timetable for Admission

- November - Post 16 Open Evening; Prospectus and Application Form published on the school website.



- November - Sports Academy trials.
- December - Closing date for applications (formal deadline)
- January- Internal meetings.
- February - External meetings.
- March - Processing of applications and conditional offers issued.
- June - Induction days.
- August - GCSE Results published and enrolment

14.7 Over-Subscription Criteria

Conditional offers are based on predicted grades and admission is based on actual GCSE grades attained. If the Sixth Form has more applicants than places available, places are allocated according to the over-subscription criteria in the order set out below:

1. Children Looked After and Children Previously Looked After (see definitions in admission criteria for Year 7)
2. Rank order of their predicted APS across their best eight subjects including English and Mathematics

Tie-Break

Where two or more candidates have identical scores in 2 above;
Proximity to the school will be measured in the same way as priority 4 on page 2.

Home address is the address at which the child lives with a parent or registered carer who is the main carer, as defined "home address where the child spends the majority of the week Monday- Friday".
Proof of residency will be required. The offer may be withdrawn if proof of residency is not met.

14.8 Appeals

If an application is refused there is a statutory right of appeal to an independent school appeal panel. Any applicant refused a place will be advised in writing and given further details of the Appeals Procedure.

14.9 Falsifying information

Falsifying information (or providing misleading information) to gain advantage in obtaining a school place will lead to the withdrawal of the offer of a place.