



# Admissions Policy 2018-19

Vice Principal – Curriculum and Provision

CURRICULUM AND STANDARDS COMMITTEE

### Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-16	Aut-16	1	Aut-17	For admissions 2018-19
Aut-15	Aut-15	1	Aut-16	For admissions 2017-18 Policy amended – Out for consultation Consultation period ended with no objections
Aut-14	Aut-14	1	Aut-15	For admissions 2016-17
Aut-13	Aut-13	1	Aut-14	Policy amended – Out for consultation Consultation period ended with no objections
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 for School Adjudication



1. In keeping with the School Academy Status, the Academy Trust acts as the Admission Authority.
2. As such, the arrangements for application and admission to the School are slightly different from those for most schools in the London Borough of Bromley.
3. 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.
4. 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).
5. Coopers will offer places to 29 students in each of 8 academic groups<sup>1</sup>, thereby creating an academic year group of 232 students. Children with a full statement of special educational needs (SEN) or Education, Health and Care Plans (EHC) are dealt with under a separate process by the Special Educational Needs team at London Borough of Bromley. The published admission number of 232 is inclusive of students with a statement of special educational needs or an Education, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan.
6. 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.
7. 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.
8. **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.**

## 9. Over Subscription Criteria

### 9.1. The Use of Banding Information for Year 7 admissions

9.1.1. 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 8 bands described above. The published admission number is inclusive of students with a statement of special educational needs or an Educational, Health and Care Plan (EHC) that are admitted to the school pursuant to the school being named in their statement or EHC plan. Students who sit the test and can therefore be

---

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



allocated to one of the eight bands will be considered for available places before those who have not taken the test.

9.1.2. After the admission of students with a Statement of Special Educational Needs, where Coopers is named on the Statement, the remaining over subscription criteria will be applied in the following order of priority.

9.1.3. Please note that students seeking admission at any other 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, they will be admitted using the remainder of the oversubscription criteria below.

### **9.2. Priority 1 – Looked after children – children in Public Care<sup>2</sup> (Including those that have been previously looked after)**

In giving first priority to *Looked After Children*, our expectation is that such children would normally be placed at their nearest school. This includes previously looked after children who are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

### **9.3. 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 have been hired to deal with a specific skills shortage at the Principal's absolute discretion.

### **9.4. Priority 3 – Sibling<sup>3</sup>**

'**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.

### **9.5. Priority 4 – Proximity<sup>4</sup>**

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

---

<sup>2</sup> *Looked After Children (Children in Public Care) and Previously Looked After Children - A looked after child is a child who is in care of a local authority or who is provided with accommodation by that authority and will still be looked after at the time an application for their admission to the School is made and who the local authority has confirmed will still be looked after at the time when the child is admitted to the School. Children placed by the Local Authority by a Kinship or residency order are NOT classed as Looked After Children. 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 residence order or special guardianship order immediately following having been looked after.*

<sup>3</sup> *The Sibling criterion applies to each band separately. 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.*

<sup>4</sup> *The Proximity Criterion applies to each band separately. 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. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same the system will go further decimal places within a measurement 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.*



full-time as the principal residence. 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. Permanent address does not include short-term rental or lease of a year or less. Coopers is willing to accept leases from parents of New 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.

### **10. In year Admissions / waiting lists**

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, consider each case in the light of genuine need. Any student not offered a place will be placed on the waiting list. Parents have a statutory right of appeal. Children directed via 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

### **11. Right of Appeal**

Parents have the right to appeal. In such cases parents should forward their appeal in writing to the Clerk to the Governors, at the School address, within 20 school days (28 total days) of hearing that their student has not been allocated a place. The independent Appeal Panel will then listen to the appeal.

### **12. 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 utilities, 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.

### **13. Falsifying information**

Falsifying information to gain advantage in obtaining a school place will lead to the withdrawal of the offer of a place.

### **14. 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.



### 15. Post 16 Education Applications

Coopers School welcomes applications for entry into the Sixth Form from Year 11 students both at Coopers School and those currently attending other schools.

#### 15.1 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

#### 15.2. Application Process

- 15.2.1 All applicants must complete an online Post 16 application form which will be available on the Coopers website from the date of the Information Evening normally held in November in each year.
- 15.2.2 The application forms must be completed online by the formal deadline, normally early December.
- 15.2.3 Applications submitted after the formal deadline will be placed onto a waiting list in submission order and be processed in turn when places become available.
- 15.2.4 Sports Academy applicants must pass the Academy trial.
- 15.2.5 References and 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.
- 15.2.6 Applicants will be invited to an Information, Advice and Guidance meeting after application to review subject choices. External applicants may be invited for a meeting to discuss subject choices.
- 15.2.7 In the case that a course becomes full but that other courses are available and that we have not reached the total admissions number, we shall offer the candidate an alternative choice.
- 15.2.8 Confirmation of places on a course is organised as follows:
- Internal candidates will confirm their place in the Sixth Form when they receive their GCSE results.
  - External candidates should confirm in person their GCSE results and acceptance of a place following notification of results by the last Wednesday in August
- 15.2.9 Students will be admitted into the Sixth Form at the start of the autumn term in each academic year.

#### 15.3. Timetable for Admission

- 15.3.1 November - Post 16 opening evening; Prospectus and Application Form published on the school website
- 15.3.2 November - Sports Academy trials
- 15.3.3 December - Closing date for applications (formal deadline) - (Specific date will be given each year – normally the end of the second week in December). Applications received after the formal deadline will be placed onto a waiting list in submission order and be processed in turn when places become available
- 15.3.4 January - External reference requests and internal meetings
- 15.3.5 February - External meetings
- 15.3.6 March - Processing of applications and offers issued
- 15.3.7 June - Induction days
- 15.3.8 August - GCSE Results published and enrolment - we will accept students who have not previously applied if there are spaces in the desired subjects, entry criteria has been met and references are suitable

