

THE COOPERS' COMPANY & COBORN SCHOOL

ADMISSIONS POLICY

2013/2014 Academic Year

The Coopers' Company and Coborn School is a school designated as having a religious character. The School is required to preserve and develop its Christian character in accordance with the principles included in the Scheme of the Coopers' Company and Coborn Educational Foundation.

The School aims to provide its students with a liberal education, in accordance with its principles, which meets the needs of each student and enables them to achieve their full potential. The School aims to provide all students with a broad, balanced and relevant curriculum appropriate to their needs, aptitudes and abilities.

The School's governing body has considered the admission criteria in the light of the requirements of the new DfE admissions code and the wish to preserve The Coopers' Company and Coborn School's rich cultural and religious diversity and historical heritage bearing in mind the following:

- a) the School moved to its current location on the eastern boundary of Upminster from Bow in 1971. The governors feel that links with central and eastern London reflect the School's ethos and are essential to preserve, whilst
- b) recognising the strong relationships that have developed with the locality and the Local Authority of Havering and those within Essex

In September 2013, 189 students will be admitted into Year 7. If there are more applicants than places, then 170 places will be allocated in accordance with criteria 1 to 7 below **which are stated in order of priority**¹, and the remaining 19 places will be allocated in accordance with criterion 8.

Over-subscription Criteria:

1. Looked after children² and children adopted or subject to residence or special guardianship orders.³ (Please complete paragraph 2 of the SIF.)
2. Children who have an exceptional need⁴ which is relevant to the School. Written evidence of this from a suitable & qualified professional must be provided at the time of application demonstrating why CCCS is the most suitable option. (Please complete paragraph 3 of the SIF.)
3. Children who are associated with the religious tradition of one of the major world faiths⁵, as measured by one of the following:
 - a. Certificated evidence of baptism, christening, confirmation, membership or initiation into the tradition of a world religion **and** continuous subsequent attendance, **at least quarterly**, at a place of worship evidenced by a supporting letter written on officially headed paper by the religious leader, **or**
 - b. Attendance **on at least 6 occasions a year** at a place of worship associated with a religious tradition **for two years** prior to application evidenced by a supporting letter written on officially headed paper by the religious leader, **or**
 - c. Participation **for at least two years** on a weekly basis in an organisation or group that incorporates attendance at a place of worship **on at least 4 occasions a year** evidenced by a letter on officially headed paper written by the leader of the organisation confirming the applicants attendance at the place of worship on each of those occasions.

(Please complete paragraph 4 of the SIF for any of the above.)
4. Children of staff⁶ currently at the school whose contract began two or more years before the application for admission was made. (Please complete paragraph 5 of the SIF.)
5. Children whose siblings⁷ are current or former students of the School. (Please complete paragraph 6 of the SIF.)
6. Children of former students⁸ of the School. (Please complete paragraph 7 of the SIF.)

¹ Children with Statements of Special Educational Need making application to the School are allocated places before the over-subscription criteria are applied.

² Looked after children are defined by the Children Act (1989) as children who are in the care of a Local Authority or provided with accommodation by the Authority.

³ Under the terms of the Adoption and Children Act 2002 and 1989 Children Act.

⁴ Circumstances, generally social or medical, that make the school the only realistic option for the child.

⁵ The main world faiths are considered to be Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism.

⁶ Staff of the School includes the directors and the contracted, permanent employees (not time-sheet) of The Coopers' Company & Coborn School.

⁷ A 'sibling' is defined as any child living at the same address and legally identified as a full sister/brother or as a half/step/foster/adopted sibling.

⁸ The child must be the biological offspring of a former student, the adopted child of a former student or a fostered/step child permanently resident with a former student.

7. The remaining places will be allocated across **four groups** as follows:
- a. 70% of the remaining places will be allocated to children on the basis of proximity to the School⁹.
 - b. 15% will be allocated from the remaining applications from **within the London Borough of Havering** by random selection¹⁰.
 - c. 3% will be allocated from Tower Hamlets on the basis of proximity to the historic school in Bow⁹.
 - d. 12% will be allocated from **outside the London Borough of Havering** from the School's historical catchments, in the following proportions. In each catchment the places will be allocated on the basis of random selection¹⁰.

(i) Brentwood Borough Council, Essex	6%
(ii) Basildon District and Billericay Town Councils, Essex	2%
(iii) The London Boroughs of Newham, Barking and Dagenham, and Redbridge	2%
(iv) Thurrock Council	2%

If more successful applicants are produced by criterion 3 than the 170 places available, then criterion 4, then 5, then 6 and finally 7 will be applied in turn until all 170 places are filled.

8. 19 children (10% of admission number) to be selected on the basis of aptitude for sport or music. (Please complete paragraph 8 and/or 9 of the SIF and the relevant Aptitude for Sport and/or Music Application Form).

Unsuccessful applicants who wish to be placed on a waiting list after the start of the Autumn Term will need to notify the School. Unsuccessful applicants are permitted only one appeal per school year, unless there had been a significant and material change in the circumstances of the parent, child or school.

⁹ For Havering applicants measurement is by the agreed local authority measuring system to a central point in the School. Measurements for applicants from Tower Hamlets will be based on the straight line distance between the applicants home address to the entrance of the old school site in College Terrace, Bow. (Where an applicant lives in a flat complex, a central point in the complex is taken.)

¹⁰ Drawn in the presence of an independent witness from the Local Authority.