

FREQUENTLY ASKED QUESTIONS

Q. Do I have a right to a place at the school of my choice for my child?

A. No. Parents do not have an absolute right to choose the school they want for their child. Parents have a right to state a preference for a school and the County Council and other admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls 'efficient education or the efficient use of resources'. If the County Council or governors of an admission authority school are unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

Q. How can I assess the likelihood of securing a place for my child?

A. From the school's admission policy - available on the school website - you will be able to work out how high up the list of admission criteria your child will be. You can find information about the number of children the school can admit in September, as well as the number of children admitted within each admission category last year.

Q. How do I find out the catchment area school for my address?

A. There is no specific catchment area; please refer to the School's admission policy to see the areas that the school admits students from. The table below shows the last five year's distances which refers to Havering and Tower Hamlets' distance from the school:

2017	Initial Offer (km)	After Reserve Offer (km)
Havering	0.96	1.43
Tower Hamlets	0.375	0.596

2018	Initial Offer (km)	After Reserve Offer (km)
Havering	0.943	1.423
Tower Hamlets	0.171	0.197

2019	Initial Offer (km)	After Reserve Offer (km)
Havering	0.7981	1.032
Tower Hamlets	0.584	1.432

2020	Initial Offer (km)	After Reserve Offer (km)
Havering	1.022	1.030
Tower Hamlets	1.89	1.89

2021	Initial Offer (km)	After Reserve Offer (km)
Havering	1.369	1.408
Tower Hamlets	1.134	1.134

Q. What was the breakdown of applications versus places offered for the 2021 Admissions Process?

A. Below is a chart showing the number of applications received and a breakdown of places offered by criteria. These numbers are actual numbers offered from the School to Havering School Admissions at 1st March 2021.

BREAKDOWN OF APPLICATIONS – 2021

12	Exceptional Need
12	Looked After
2	Staff Children
91	Siblings
40	Former Students
276	RM14, RM11 & RM12
23	Tower Hamlets
58	Other Boroughs
54	Brentwood
210	Sport
81	Music

BREAKDOWN OF OFFERS – 2021

3	SEN
3	Exceptional Need
6	Looked After
2	Staff Children
88	Siblings
10	Former Students
53	Havering Distance
7	RM14 Random Allocation
7	RM11 / RM12 Random Allocation
3	Tower Hamlets
7	Brentwood
11	Sport
10	Music

160 applications were also received for Newham/Barking & Dagenham/Redbridge/Thurrock which did not meet any of our over-subscription criteria. No over subscription criteria currently exists for just living in these areas alone therefore these applications were **NOT** considered.

Q. What are the deadlines for application forms?

A. The Supplementary Information Form (SIF) for admission to The Coopers' Company and Coborn School should be completed by the parent/carer. The form must be completed and returned no later than **NOON on Friday 29th October 2021**.

If you wish to apply for the Sports or Music Aptitude Assessment then you will also need to complete the relevant Sport or Music Aptitude Application form or both. Those who do wish to be considered for Sport and/or Music Aptitude must ensure the appropriate Aptitude Application Form is completed on-line via the School website no later than **Sunday 3rd October 2021**. Initial assessments for music will take place on **Saturday 9th October** and sport on **Sunday 10th October** with call backs being held on **Wednesday 13th October** (sport) and **Thursday 14th October** (music). All parents/carers must also complete a Local Authority Common Application and this **must** be completed by **31st October 2021**.

Q. Will the School be made aware of a child's preference ranking?

A. Local Authorities will try and meet your first preference so it **is vital you put your true preference order down on your Common Application form or online Application.** All admission authorities must consider all preferences and not just those which have put their school first. Local Authorities will not release the preference ranking to the school. This applies to all the London Boroughs and to Essex and Thurrock. The same principles apply in that it is your home Local Authority's form that will need to be completed electronically. Your home Local Authority admission brochures will describe how the forms can be accessed.

Q. Can I complete the Coopers Coborn Supplementary Information Form on-line?

A. No, although the Coopers' Coborn Supplementary Information Form is available to download on-line, it cannot be submitted to the School electronically and must be either sent via Royal Mail or hand delivered to the School for the attention of Admissions and posted in the box provided outside the main pedestrian gate.

Q. When will I know which School my child has been allocated?

A. On 1st March 2022, all Local Authorities will e-mail those parents/carers who applied online. If you are not offered your first preference school, you will also have a letter posted to you on 2nd March 2022 detailing what to do next; equally acceptance/refusal of this offer can be submitted online.

Q. What documentation do I need to meet the Religious Criterion?

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

To preserve this religious character priority will be given to applicants (other than Looked After and Previously Looked After Children)³ who are able to demonstrate their child is associated with a religious tradition of one of the major world faiths (Christianity, Buddhism, Hinduism, Islam, Judaism and Sikhism), as measured by one of the following:

1. Certificated evidence of baptism, christening, confirmation, membership or initiation into the tradition of a world religion **and** continuous subsequent attendance, **at least quarterly, for a minimum of two years prior to application** at a place of worship⁴. This attendance should be evidenced by:
 - a. a supporting letter written on **officially headed paper** by the religious leader of the place of worship confirming the attendance, **or**
 - b. where attendance at the place of worship is with a uniformed organisation⁵, religious study group or Sunday School, **a completed certificate of attendance** confirming attendance at the place of worship signed by the leader of the organisation or group.
2. Attendance **on at least 6 occasions a year** at a place of worship associated with a religious tradition **for a minimum of two years** prior to application evidenced by a supporting letter written on **officially headed paper** by the religious leader.

Q. My son/daughter regularly attends Church Parade at a religious group or uniformed organisation. Does this count towards meeting the Religious requirement?

A. Attendance at a place of worship with religious groups or uniformed organisations is accepted providing that the necessary religion requirement has been met and documentation attached to the Supplementary Information Form.

Q. If I meet the School's Religious Criteria will I be guaranteed a place for my child?

A. The School is heavily oversubscribed and in 2021 received around 650 applications for 210 places. Therefore, in almost all cases the over-subscription criteria will apply, this means that applicants would have to meet the religious criteria along with one of the over subscription criteria.

Q. If I meet one of the over-subscription criteria do I still need to attach Religious Evidence?

A. Yes, all applicants, **excluding LAC and previously LAC** need to meet the Religious Evidence in the first instance to be considered in **ANY** of the over-subscription criterion.

Q. What is meant by random selection?

A. Whenever there is a random allocation of places, the relevant number of places will be allocated and also a reserve list equal to the number of places allocated will be drawn up in rank order; if any offers are not taken up then the place or places will be offered to the next ranked applicant(s) on the list without re-running the random allocation process.

The random selection process will take place and be drawn in the presence of an Independent Witness from the Local Authority and lists will be held by the Local Authority for all criterion that include a random selection.

All applicants must meet the Religious Evidence before they can be entered into any Random Selection process.

Q. How do the waiting lists operate?

A. Your child's name will be added automatically to the waiting list until the end of the Autumn term. After this date you need to write to the Admissions Secretary stating that you wish your child to remain on the waiting list and this must be renewed at the beginning of each academic year. If a space becomes available after offer day, all children on the waiting list are considered and the School's Admission Policy is used to determine how the place is offered. The length of time spent on the waiting list will not give priority over other applicants. Being on a waiting list is no guarantee of a place at that school. Waiting lists are not operated on a first come first served basis. The place on the waiting list, and whether a place is offered if another child drops out, is determined by the school's admission criteria.

Q. If my child is not offered a place at Coopers Coborn how do I appeal the decision?

A. In the first instance all appeals must be addressed to the Admissions Secretary at the school address. The application will then be re-checked by the School Governors and an appeal pack will be sent to you. This should then be sent directly to the Town Hall in Romford.