

**INSTRUCTION NOTES ON
SUPPLEMENTARY INFORMATION FORM (SIF)
FOR ENTRY INTO YEAR 7, SEPTEMBER 2022**

The SIF and supporting documentation must be returned no later than **noon** on **Friday 29th October 2021**
Parents/Carers must also complete their home LEA Common Application Form.

Application forms for Aptitude for Sport and/or Music must be completed by
Sunday 3rd October 2021

*PLEASE CAREFULLY READ THE FOLLOWING NOTES WHEN COMPLETING THE APPLICATION FORM, IN
CONJUNCTION WITH THE ADMISSIONS POLICY 2022/2023 ACADEMIC YEAR.*

DO NOT SEND ORIGINAL OR COPIES OF ACADEMIC OR SPORTS CERTIFICATES OR COMMENDATIONS. THE
SCHOOL IS **NOT** PERMITTED TO CONSIDER THESE AND WE WILL NOT RETURN THEM.

1 Personal Details:

Please ensure you complete this section clearly completing all sections.

2 Religion:

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:

- a. 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 supporting letter written on **officially headed paper** by the religious leader of the place of worship confirming the attendance, **or**
 - 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.
- b. 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.

3 Looked After, Adopted, Residence, Special Guardianship:

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Adoption includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Looked after children do not have to meet the religion requirement in paragraph 2 above.

4 Exceptional Need:

It is important that we know of any exceptional need which is **relevant** to this School. The exceptional medical or social reasons must relate to the child and must clearly set out the reasons why CCCS is the most suitable and the difficulties that would be caused if the child attended and had to travel to another school/academy. Please forward **copies** of documents that support any information included in this section.

These copies must be from an independent professional and should show why CCCS is the most suitable option and what difficulties attending or travelling to another School would cause. Copies are non-returnable. Written evidence of this must be provided at the time of application. General medical conditions, such as asthma/dyslexia would not be considered as 'exceptional need'.

5 Children of Staff:

Please give details of the member of staff who is currently at the school and whose contract began two years before application.

6 Siblings:

Please give details of any sibling(s) who currently attend or did attend the School. 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 and is a member of the same family unit living in the same family unit who attends or did attend CCCS. The sibling(s) must have been admitted through the normal admissions procedure in Year 6 or through an in-year admission, where the parent/guardian(s) applied directly to the school, in Years 7-11.

7 Former Students:

Please give the name of the **parent**, the dates he/she was at the School and the **legal** relationship to the applicant. Please ensure the name used whilst at the school is included on the application.

8 Sport:

ALL applicants under this criterion will be invited to the School for assessment.

The proposed date for all initial assessments relating to sports admissions will be **Sunday 10th October 2021**. The assessments are likely to include: psychomotor, fundamental skills, problem solving, creativity and teamwork. The assessment day will be organised and facilitated by the Director of Sport, members of the Physical Education Faculty and suitably qualified national governing body coaches. The whole day will be externally moderated.

Applicants that reach the qualifying mark will be invited back for an additional assessment day to further determine their overall ranking. This will take place on Wednesday 13th October 2021.

9 Music:

ALL applicants under this criterion will be invited to the School for assessment.

The proposed date for all initial assessments relating to music admissions will be **Saturday 9th October 2021**. The assessments are likely to include tests to demonstrate aural awareness. The assessment day will be organised and facilitated by the Director of Music and members of the Music Faculty. The whole day will be externally moderated. Students will **not** be asked to bring their instruments.

Applicants that reach the qualifying mark will be invited back for an additional assessment test to further determine their overall ranking. This will take place on Thursday 14th October 2021, at which time they will be asked to bring along their instrument.

10 Random Selection

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.

Please ensure that you return a completed
Acknowledgement Card adding a postage stamp as this may need to be produced at any subsequent appeal hearing.

Documents must be received by:

Sport/Music Application Forms (available on-line only) by Sunday 3rd October 2021
The Supplementary Information Form and other supporting documents by
NOON on Friday 29th October 2021

ORIGINALS WILL *NOT* BE RETURNED

*(Letters from your religious leader to support your religious association or statements **MUST** be original)*

Do not submit application correspondence in any kind of plastic wallet, folder or file.