

FREQUENTLY ASKED QUESTIONS

Q. How do I apply for a place at The Coopers' Company & Coborn School?

A. You will need to complete the School's Application Form (Supplementary Information Form) which is only available on-line via the school website (www.cooperscoborn.org.uk). The application can be found in the section 'joining us' 'as a year 7 student.

You must also complete your Local Borough eAdmission application form www.eadmissions.org.uk

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:

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

2022	Initial Offer (km)	After Reserve Offer (km)
Havering	0.945	0.970
Tower Hamlets	0.991	0.997

2023	Initial Offer (km)	After Reserve Offer (km)
Havering	1.344	1.427
Tower Hamlets	0.09	0.09

Q. What was the breakdown of applications versus places offered for the 2023 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 2023.

BREAKDOWN OF APPLICATIONS – 2023

11	Exceptional Need
10	Looked After
3	Staff Children
82	Siblings
39	Former Students
326	RM14, RM11 & RM12
27	Tower Hamlets
157	Other Boroughs
56	Brentwood
295	Sport
119	Music

BREAKDOWN OF OFFERS – 2023

6	SEN (made direct to Borough)
0	Exceptional Need
4	Looked After
3	Staff Children
79	Siblings
10	Former Students
60	Havering Distance
8	RM14 Random Allocation
8	RM11 / RM12 Random Allocation
3	Tower Hamlets
8	Brentwood
11	Sport
10	Music

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 on-line at the school website by the parent/carer. The form must be completed and returned no later than **NOON on Tuesday 31st October 2023**.

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 **Friday 29th September 2023**. Initial assessments for music will take place on **Saturday 7th October** and sport on **Sunday 8th October** with call backs for sport taking place on **Wednesday 11th October**. All parents/carers must also complete a Local Authority Common Application and this **must** be completed by **31st October 2023**.

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. Yes, the Supplementary Information can **only** be completed on-line by visiting the School website and you can find the application from under 'parents', 'joining us', 'as a year 7 student'.

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

A. On 1st March 2024, 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 2024 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?

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) 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 a supporting letter written on officially headed paper by the Religious Leader of the place of worship confirming the attendance.

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

A. No, all letters must be provided by the place of worship.

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 2023 received around 750 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 unless a late application is added.

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 Department 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. An appeal form will be supplied on The Coopers' Company & Coborn School website.