



THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

ADMISSIONS POLICY: ACADEMIC YEAR 2025/2026

1. Admission into Year 7 September 2025

The School's governing body has determined its Admission Arrangements in accordance with the 2021 School Admissions Code¹ and wish to preserve The Coopers' Company and Coborn School's rich cultural and religious diversity and historical heritage bearing in mind the following:

- 1.1 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
- 1.2 recognising the strong relationships that have developed with the locality and the Local Authority of Havering and those within Essex.

2. Published Admission Number (PAN)

In September 2025, **210** students will be admitted into Year 7². If there are more applicants than places⁴, then **189** places will be allocated in accordance with oversubscription criteria 4.1 to 4.6 below which are stated in order of priority, and the remaining **21** places will be allocated in accordance with criterion 4.7.

3. Religious Character

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 the following:

Attendance on at least 10 occasions per year, for a minimum of two years prior to application at a place of worship (September 2022 to September 2024). 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.

4. Oversubscription Criteria (Normal Admissions Round)

If there are more applicants than there are places those applicants will be ranked according to the following oversubscription criteria which are stated in order of priority:

- 4.1 Looked After Children³ and all children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after, including those children who appear to the School to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The following criteria will then be used for those who meet the religion requirement.

- 4.2 Children who have an exceptional medical or exceptional social need which is relevant to the School⁵. Written evidence of this from a suitably qualified professional must be provided at the time of application demonstrating why CCCS is the only suitable option.
- 4.3 Children of staff currently at the school⁶ whose permanent contract (not time sheet) began two or more years before the application for admission is made.
- 4.4 Children whose siblings⁷ are current or former students of the School. The sibling(s) must have been admitted through the normal admissions procedure in Year 6 or through an in-year admission,



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where the parent/guardian(s) applied directly to the school, in Years 7-11.

- 4.5 A maximum of 10 of the remaining places will be offered to children of former students⁸. If there are more applicants than places available these will be allocated on the basis of random allocation⁹.
- 4.6 The remaining places will be allocated across **five groups** as follows:
- 70% of the remaining places will be allocated to children on the basis of proximity to the School¹⁰.
 - 9% will be allocated from the remaining applications **with an RM14 post code only** by random allocation⁹.
 - 9% will be allocated from the remaining applications **with RM11 and RM12 post codes only** by random allocation⁹.
 - 3% will be allocated from **Tower Hamlets** on the basis of proximity to the historic school in Bow¹⁰.
 - 9% will be allocated from **outside the London Borough of Havering** from the School's historical area of Brentwood Borough Council by random allocation⁹.
- 4.7 21 children (10% of admission number) to be selected on the basis of aptitude for sport (11 places) or music (10 places)¹¹. (Supplementary Information Form (SIF) and the relevant Aptitude for Sport and/or Music Application Form must be completed). If there are not enough applicants qualifying to be admitted, or acceptances, on one aptitude then remaining spaces will be filled with the other until the 10% quota is complete. The Sport/Music aptitude testing is independently verified by an external body.

Should any places remain unfilled these will be offered to applicants that do not meet the religion requirement. These applicants will be ranked using the same oversubscription 4.2 - 4.6 above¹².

5. In-Year Admission Arrangements:

Waiting lists for Years 7 – 11 will be maintained for children that wish to join the school outside of the normal admissions round. Parents/carers requesting a place in this manner should complete the Coopers' Coborn Waiting List (in-year) SIF and return this to the School. In addition, an In-Year Common Application Form (ICAF) must be submitted to the Local Authority.

6. In Year Oversubscription Criteria

If a vacancy should arise in Years 8 – 11 and there is more than one applicant on the waiting list, the following oversubscription criteria, stated in order of priority, will be applied. For criterion points 6.2 - 6.6 below, applicants **must** be associated with a religious tradition as measured by paragraph 3 above.

- 6.1 Looked After Children³ and previously Looked After Children being exempt from the religion requirement.
- 6.2 Children who have an exceptional medical or social need⁵ which is relevant to the School. Written evidence of this from a suitably qualified professional must be provided at the time of application demonstrating why CCCS is the only suitable option.
- 6.3 Children of staff⁶ currently at the school whose permanent contract (not time sheet) began two or more years before the application for admission was made.
- 6.4 Children whose siblings⁷ are current or former students of the School. 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.
- 6.5 Children who demonstrate an aptitude for sport or music (if the total number of students originally admitted through the aptitude criteria in the year group is lower than 10% of the PAN).
- 6.6 Proximity of home address to the school¹⁰.



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In the event that any vacant place remains unfilled after the application of the In-Year Oversubscription Criteria then children who are not associated with a religious tradition as defined in paragraph 3 above will be considered. The applications will be ranked in accordance with criterion points 6.2 – 6.6 above.

7 Tie-Breaker

In the event that two or more applicants apply for a single place at the school and live at addresses located exactly the same distance from the school or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the Admission process.

8 Late Applications

Applications for places received after the closing date will not be considered until all of the applications received by the closing date have been dealt with. For further details please read the information provided within the "Transferring to a Havering Secondary School" brochure, published annually by the Local Authority.

9 Twins and Multiple Births

In the normal admissions round the twin, or multiple birth sibling, of any child allocated would be admitted providing they meet the religion requirement of the School's admissions policy. If the last child to be offered a place is a twin and their sibling cannot be offered a place, due to PAN restrictions, then the School will admit the twin, over PAN, to ensure that both are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the school will offer places to the remaining children. For example, if two triplets can be offered, the remaining child will also be offered a place.

10 Home Address

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

A temporary address will not be accepted if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place.

For children of UK Service Personnel and Crown Servants returning to England their intended address, supported by evidence of exchange of contract or rental agreement, will be accepted as their home address. A Unit or quartering address may be used as the child's address where a parent requests this and indicates it on the SIF.



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Changes of address may be considered in accordance with the Local Borough's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify School Admissions of any change of address and must provide verification. This should be supported by evidence from a solicitor regarding the date of exchange of contracts or the signed tenancy agreement. The length of a tenancy agreement should be sufficient to cover the date on which the child would start attending their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

11 Waiting Lists

The School, in line with Local Authority School Admissions Team, will operate a waiting list and all applicants who have not received a higher choice offer will automatically be added to the waiting list. The applicant's place on the waiting list will be determined in accordance with the normal admissions round Oversubscription Criteria as set out in paragraph 4 above. Applicants will be re-ranked in accordance with the criteria whenever an applicant is added to or leaves the list. Priority is not given based on the date the application is received. An applicant's place on the waiting list can move up as well as down.

Applicants who have been unsuccessful in obtaining a place in Year 7 will remain on the waiting list until the end of the Autumn term. After this time applicants who wish to remain on the waiting list and any other applicants wishing to join the in-year waiting list must apply using the Coopers' Coborn Waiting List (in-year) Supplementary Information Form. In addition, an In-Year Common Application Form (ICAF) must be completed and submitted to the Local Authority. Applicants on the waiting list for each year will be ranked according to the In-Year Oversubscription Criteria referred to in paragraph 6. above.

12 Appeals

All applicants who are not successful in obtaining a place have a right to appeal to an independent panel constituted and operated in accordance with the School Admission Appeals Code. For information on how to appeal appellants should contact the school within 20 days of being notified that their application was unsuccessful. Information on the timetable, and the process, of the appeals will be communicated to parents/carers.

13 Admission of Children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

Parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, headteacher, etc. The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. The school in co-ordination with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.



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Footnotes and definitions used in this policy:

1. Department for Education School Admissions Code December 2021.
2. School Admissions Code Section 1, paragraph 1.2 – PAN, relevant age group.
3. 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. Previously looked-after children are those who are no longer looked after by a local authority in England and Wales (as defined by the Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014) because they are the subject of an adoption, special guardianship or child arrangements order; or were adopted from 'state care' outside England and Wales. 'State care' is care provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society.
4. All children whose Educational Health Care Plan (EHCP) names The Coopers' Company & Coborn School are allocated places before the over-subscription criteria are applied. (School Admissions Code, Section 1, paragraph 1.6).
5. Circumstances, generally social or medical, that make the school the only realistic option for the child.
6. Staff of the School comprises the contracted, permanent employees (not time-sheet) of The Coopers' Company & Coborn School who commenced employment at least two years prior to application.
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 and is a member of the same family unit.
8. A 'former student' is defined as a previous student of The Coopers' Company & Coborn School that completed a Key Stage 4 programme of study. A child of a former student must be living at the same address and legally identified as a full child/adopted child/step child/foster child.
9. Drawn in the presence of an independent witness from the Local Authority. Whenever there is a random allocation of places, the relevant number of places will be allocated and a reserve list will also be made in random rank order. If any offers are not taken up, further places will be offered to the next ranked applicant(s) on the reserve list without re-running the random allocation process.
10. For Year 7 applicants all 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). In the event that two or more applicants apply for a single place at the school and live at addresses located exactly the same distance from the school or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the Admission process. For all in-year applications, distance will be measured by a straight line from the home address to a central point in the School.
11. School Admissions Code paragraph Section 1, paragraph 1.24 – Selection by aptitude. In the event of two or more applicants in Sport or Music obtaining the same point score, individual section scores would be used to determine the ranking. If scores still remained equal, random allocation would then be used as a tie break to determine the final ranking.
12. In the last 5 years, all students (other than looked after and previously looked after children), admitted to Year 7 through the normal admissions round have met the religion requirement of the policy and no students have been admitted who have not met the religion requirement.