



# Admissions Policy

Vice Principal - Curriculum

CURRICULUM COMMITTEE



**In keeping with the College Foundation Status, the Governing Body of Coopers Technology College acts as the Admission Authority.**

**As such, the arrangements for application and admission to the College are slightly different from those for most schools in the London Borough of Bromley.**

**Coopers is committed to providing a personalised learning environment for all its students, enabling everyone to fulfil their maximum potential. In order to achieve this, the admissions process is based upon the principle of banding.**

**All students who apply to Coopers for ordinary admission at the start of Year 7 will be asked to undertake a banding test, the results of which will place them in one of eight academic bands.** All applicants will take the standardised Cognitive Ability Test. The assessment is not a pass or fail test. It is designed to ensure that students of all abilities have an equal chance of gaining a place at Coopers. This information will only affect the admissions process if the College is over-subscribed (if it receives more applications than it has places for).

**Coopers will offer places to 29 students in each of 8 academic groups<sup>1</sup>, thereby creating an academic year group of 232 students.** The published admission number of 232 is inclusive of students with a statement of special educational needs in accordance with the relevant statutory requirements.

Applications for places will be made in accordance with Local Authority admission arrangements and will be applied for on the Common Application Form provided and administered by the Local Authority. Coopers will work to the common admissions timetable published by Bromley Local Authority.

In addition to the completion of your Common Application Form, an *Expression of Interest Form* must be completed in order to assist Coopers to make provision for your son/daughter in the Banding Test. The *Expression of Interest Form*, can be downloaded from our website and this must be returned to the Admissions Officer at Coopers Technology College along with proof of residence.

**NB: Completion of this Expression of Interest Form for Coopers does not constitute an application to us. You MUST complete the Local Authority Common Application Form as well.**

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### **Over Subscription Criteria**

#### **The Use of Banding Information for Year 7 admissions**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the over subscription criteria set out below for each of the 8 bands described above. The published admission number is inclusive of students with a statement of special educational needs that are admitted to the school pursuant to the school being named in part 4 of their statement. Students who sit the test and can therefore be allocated to one of the eight bands will be considered for available places before those who have not taken the test.

After the admission of students with a Statements of Special Educational Needs, where Coopers is named on the Statement, the remaining over subscription criteria will be applied in the following order of priority.

Please note that students seeking admission at any other time apart from ordinary admission to Year 7 in September will not be required to take a banding test. If their proposed year of admission is oversubscribed, they will be admitted using the remainder of the oversubscription criteria below.

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<sup>1</sup> If places become vacant in one band, and no applicants in this band remain without a place, we will ensure all places are filled equally by children in the bands below and above the one with vacancies.



### **Priority 1 – Looked after children – children in Public Care<sup>2</sup>**

In giving first priority to *Looked After Children*, our expectation is that such children would normally be placed at their nearest school.

### **Priority 2 – Sibling<sup>3</sup>**

'**Sibling**', in this context, is defined as a full brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address. Sibling applications will only be accepted for siblings of students in yr7 to 10; siblings of students in yr11 whose parents have confirmed their commitment to the student continuing into yr12 (written confirmation will be required) and siblings of yr12 students who are attending a 2 year course. However, Siblings of yr13 students will not be accepted under this criteria.

### **Priority 3 – Proximity<sup>4</sup>**

Proximity – distance to the College as measured in a straight line from the front door of the student's home address to the front door of the College Main Reception. Those who live nearer will be given higher priority. "Home Address" is the address at which the student should live permanently and full-time as the principal residence. Documentary proof is required. Permanent address does not include short-term rental or lease of a year or less. Coopers Technology College is willing to accept leases from parents of New Year 7 students that are over one year in length. Documentary proof is required. This proximity criterion will also be used as a tie-breaker if the number of applicants assigned to any of the above oversubscription criteria for looked after children or siblings exceeds the number of remaining places.

### **In year Admissions / waiting lists**

From September 2011 all in-year admissions and waiting lists will be co-ordinated by the Local Authority. If places become available the over subscription criteria Priority 1-3 above will be applied to allocate those places (banding information will not be used). Children directed via the Fair Access Protocol will take precedence over any child already on the school waiting list, and this includes admitting children over the published admission number.

### **Right of Appeal**

Parents have the right to appeal. In such cases parents should forward their appeal in writing to the Clerk to the Governors, at the College address, within 14 days of hearing that their student has not been allocated a place. The independent Appeal Panel will then listen to the appeal.

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### **Admission to Year 12**

Coopers will make available sufficient places for all Year 11 students meeting the admissions criteria for their desired courses, i.e. the minimum entry qualifications for each course. They will follow a choice of pathways, taking into account the suitability of the course and the average point score achieved at GCSE. Where no appropriate course is available, guidance will be given to assist those students to find a place at another educational establishment.

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<sup>2</sup> A looked after child is a child who, at the time of application, is in the care of a local authority or who is provided with accommodation by that authority for the purposes of relevant social services legislation, and whom that local authority has confirmed will still be looked after at the time when the child is admitted to the school. Children placed by the Local Authority by a Kinship or residency order are NOT classed as Looked after Children.

<sup>3</sup> The Sibling criterion applies to each band separately. If one band has more than 29 siblings the proximity criterion will be used as a tie breaker to ensure the closest 29 siblings are offered a place.

<sup>4</sup> The Proximity Criterion applies to each band separately. The distance measured is calculated by the Bromley admission team using an electronic measuring system based on ordinance survey GIS references.



In addition, there will be a minimum of 20 places available for external applicants who meet the admissions criteria. Applicants refused admission will have the statutory right of appeal. Closing date for applications will be November 2010.

### **Proof of Residence**

An original proof of residence must be submitted with the Expression of Interest form. It must be one of the following:

An original and current Council Tax Statement or utility bill i.e., electricity, gas, water utilities, dated no earlier than 1 June, 2010. If gas/electricity is paid by key/meter, you must provide a summary from your supplier showing usage and payments dated no earlier than 1 June, 2010.