



YEAR 7 ADMISSION 2017/18 APPEALS GUIDANCE

BEFORE COMPLETING AN APPEAL FORM PLEASE READ ALL PAGES

'Under the Education Act a parent/carer has the right to appeal against the decision to refuse their child a place at a school for which they have applied for.'

As a parent/carer you have expressed a preference to your home local authority regarding the school you would like your child to attend. However, the year group applied for is oversubscribed and has reached its published admission number (PAN), therefore the admission authority may not be able to meet your preference. As a result, compliance with your preference would "prejudice the provision of efficient education or the efficient use of resources" at the school.

Bristol Cathedral Choir School (BCCS) has an admission number of 120 and has received **1075** on time applications for the academic Year 7 2017/18. However, in coordination with the local authority, governors recognise the huge demand for secondary school places in Bristol and we have agreed with Bristol City Council to a temporary breach in the published admission number to offer an additional 30 places for year 7 2017/18 entry.

All 150 places for year 7 2017/18 entry have been offered in accordance with the oversubscription criteria, in order, as set out in our admission arrangements 2017/18. A statement as to how places were allocated in line with the oversubscription criteria as set out in the admission arrangements is available on the BCCS website <http://bccs.bristol.sch.uk/admissions/appeals>

How do I appeal for a place at BCCS?

Once you have received the official paperwork from your local authority which provides the reason why your child's application has been unsuccessful, please respond by the deadline requested.

If you decide to appeal you will need to complete the BCCS appeal form with **your reasons in writing**. The appeal form is available from the school website: <http://bccs.bristol.sch.uk/admissions/appeals>

You will need to submit this appeal form to the school by the deadline of **Friday 5th May 2017**. You may include any additional information which you feel is relevant to your appeal with this form and return it to: **Admissions, Bristol Cathedral Choir School, College Square, Bristol, BS1 5TS** or email it to admissions@bristolcathedral.org.uk

How does the appeal process work?

Democratic Services at Bristol City Council is employed by BCCS to administer and conduct our appeals. They will organise an independent appeal panel which consists of 3 people with

no prior connection with BCCS, a Lay person, a Chair and a member acquainted with education. There will also be a clerk in attendance to minute the appeal.

The independent appeal panel must follow a two stage decision making process for all appeals.

Stage 1 - You will be invited to attend, which will be in the presence of all those appealing for a place for Year 7. A presenting officer from the school will present the school's case and its decision not to admit the child. The panel will examine the decision by the school to refuse admission, whether the admission arrangements were correctly and impartially applied and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources.

Stage 2 - This is your individual appeal which will be held in private. The appeal panel must balance the prejudice to the school against your case for your child to be admitted. They will need to take into account your reasons for expressing a preference including what this school can offer your child that the allocated school or other schools cannot.

What happens once the appeal has been lodged with the school?

BCCS will acknowledge receipt of your appeal paperwork by letter or email and will forward all your appeal documents to Democratic Services.

When will the appeal be heard?

The Year 7 2017 appeals for BCCS are scheduled to commence from Wednesday 7th June 2017. You will receive notification in writing from Democratic Services 10 days prior to the appeal hearing with a date and time for you to attend.

Where will the appeal be held?

Appeals for BCCS will be heard at:
Bristol City Council
City Hall,
College Green,
Bristol
BS1 5TR.

Who decides the outcome of the appeal?

The independent appeal panel must either uphold or dismiss an appeal. **A panel's decision that a child shall be admitted is binding on the school and the parents.** If your appeal is successful then a place will be offered at the school immediately. As a result successful appeals will take the school over its PAN. If your appeal is unsuccessful then your child will remain on the waiting list.

When do we know the result of the appeal?

You will receive written notification of the outcome of your appeal within five school days of the hearing, wherever possible.

What happens about the school place I've already been offered?

If you appeal, the place you have been offered at another school will be reserved by your home local authority pending the outcome of the appeal for BCCS.

What if I change my mind about appealing?

If, at any time, you want to withdraw your appeal or remove your child's name from the waiting list, please inform Democratic Services school.appeals@bristol.gov.uk

What if I do not attend my appeal hearing?

Where an appellant fails, or is unable, to attend and it is impractical to offer an alternative date the appeal may go ahead in your absence and a decision reached based on the written information submitted.

What if a place becomes available from the waiting list?

If your child qualifies for a place that has subsequently become available at BCCS whilst you are waiting for your appeal to be heard then in this event your appeal will be cancelled.

N.B using your right to appeal will not affect your child being on the waiting list.

What are the appeal statistics for the last 5 years?

2012 Admission: 45 Appeals, 5 were upheld.

2013 Admission: 52 Appeals, 6 were upheld.

2014 Admission: 52 Appeals, 4 were upheld.

2015 Admission: 54 Appeals, 4 were upheld.

2016 Admission: 48 Appeals, 5 were upheld.

There is a financial cost to the school for each appeal lodged. This has to be paid by BCCS and is regardless of whether an appeal is withdrawn or the appeal hearing is not attended by the parent.

Waiting List

BCCS is its own admission authority and maintains its own waiting list. The waiting list will consist of applicants who have requested via the local authority to be put on the waiting list, those who lodge an appeal, or late applications.

The waiting list is ranked in line with the oversubscription criteria. Late applicants who are 'looked after' or 'previously looked after' will be considered higher priority than any on time applications. Where a place becomes available and there is no higher priority based on the oversubscription criteria to allocate, we will offer a place by carrying out a fresh round of random allocation of all remaining applicants on the waiting list.

Music Specialism Waiting List

Any applicant who declines a place offered under the 10% music aptitude criterion will be replaced from the next highest ranked applicant from the music specialism waiting list.

If you require any further information please contact Admissions via email admissions@bristolcathedral.org.uk or telephone 0117 353 5016.

This guidance is based on the published admission arrangements for BCCS and the Department for Education, Code of practice on School Admission and School Admission Appeals. For copies of the DfE Codes of Practice please visit www.education.gov.uk