



2016/17 ADMISSION ARRANGEMENTS

Bristol Cathedral Choir School (BCCS) is a Church of England Academy faith school within the Diocese of Bristol and this document sets out the Admission Arrangements for the school. These are subject to any changes approved or required by the Secretary of State, and will be determined by the governing body by the 15th April 2015 and for all subsequent years, by the 28th February.

Admission Arrangements 2016/17 for 11-16 provision

1. Published Admission Number

- a. BCCS has a published admission number (PAN) of **120** for the Year 7 intake and will admit at least 120 pupils in the relevant age group.
- b. Admission for Post 16 provision is detailed in a separate document.

2. Process of Application for Year 7

- a. Applications for places to BCCS will be made in accordance with the Bristol City Council (BCC) coordinated admissions scheme and will be made on the Common Application Form (CAF), provided and administered by the applicant's home local authority. Parents are required to do the following:
- b. Complete and return the Common application Form (CAF), selecting BCCS as one of your preferences of secondary school by **31st October 2015**.

3. Music Specialism Process of Application

- a. For those applying for a Music Specialism place at BCCS parent/carers will need to complete and submit (in addition to the CAF) a Music Specialism Application Form provided and administered by BCCS no later than midnight on **September 26th 2015**. This will enable BCCS to invite your child to the Music Aptitude Test. Music Applications Forms received after this date will not be considered.

4. Consideration of Applications

- a. BCCS will consider all applications for places. Where less than the PAN of 120 is received, then BCCS will offer places to all those who have applied.
- b. Where the number of applications for admissions is greater than the PAN, and after the admission of pupils with Statements of Educational Needs or Education, Health and Care Plans where BCCS is named in the statement or plan, applications will be considered against the oversubscription criteria as set out **in order** below:

5. Oversubscription Criteria

- a. **A 'looked after' or 'previously looked after' child.**
Highest priority is given to 'looked after' children and all 'previously looked after' children. A 'looked after child' is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions at the time of

making an application to the school. This will include children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. (Child arrangements orders replace residence orders and any resident order in force prior to 22nd April 2014 is deemed to be a child arrangements order. Special guardianship order as defined in s.14a of the Children's Act 1989 as an order appointing one or more individuals to be a child's special guardian/s.)

b. Probationer Chorister

BCCS will admit up to 8 pupils of the Year 7 intake based on their membership of the Probationer Chorister programme at Bristol Cathedral. Children admitted under this criterion are not included in the 10% admitted under Music Specialism. If there are more probationer choristers seeking admission than places available then the 8 places would be randomly allocated and the remainder placed on a waiting list.

c. Music Specialism

Bristol Cathedral Choir School will admit up to 10% of the Year 7 intake on the basis of those who most clearly demonstrate that they have an aptitude in Music, using a Musical Aptitude Test for pitch, melody, texture and rhythm.

d. Siblings

Pupils who, on the date of admission, will have a sibling on roll at Bristol Cathedral Choir School (Year 7 to Year 11 and including Year 12). The term "sibling" means a full, half, adopted, step brother or sister, but not cousins or other family members. A sibling must be living permanently with the applicant at the same address at the date of their admission to Bristol Cathedral Choir School. The school may require proof of relationship and/or proof of residence.

e. Medical and Social Need

Pupils for whom it is essential to be admitted to Bristol Cathedral Choir School because of special circumstances to do with significant medical or social needs. Parents/carers will need to provide supporting evidence to the school, such as a letter from a hospital consultant, social worker or similar professional. The information should demonstrate why "Bristol Cathedral Choir School is the only school that can meet the child's needs".

f. BCCS Staff

Pupils who are sons / daughters of serving employees of Bristol Cathedral Choir School. This will include all teaching and non-teaching staff, full and part-time working 28 hours or more per week during term-time and who have been employed permanently at the school for two or more years at the time at which the application for admission to the school is made, and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

g. Random Allocation

Once the oversubscription criteria above, have been applied, the remainder of the places will be allocated by random allocation until all 120 places have been filled, to ALL those living in the following postcode areas:

- BS1 to BS11,
- BS13 to BS16,
- BS20 to BS25,

- BS29 to BS32,
- BS34 to BS37,
- BS40 and BS41,
- BS48 and BS49

In the event of any places still available these will be allocated by random allocation to those applicants living outside of the above postcode areas.

6. Random Allocation

- Applicants are given a random number using a mathematical formula.
- Applicants are not identifiable by name during the allocation process to ensure the admissions process is totally fair, transparent and that we do not unfairly disadvantage any applicant.
- The random allocation process is supervised by an independent person not otherwise involved in the admissions process at the school.
- Where the school is oversubscribed 'looked after' children and previously 'looked after' children will be given highest priority.
- The subsequent oversubscription criteria, 5b - f above, will be applied in order
- Any applicant who did not meet the oversubscription criteria 5b –f will be included in the random allocation process for any remaining places.

7. Operation of Year 7 Waiting List

- BCCS maintains a waiting list for the school year of admission and priority will not be given to children based on the date their application was received or when their name was added to the list.
- Where in any year BCCS receives more applications for places than there are places available, unsuccessful applicants will be randomly placed on to the waiting list.
- Where places become vacant the place will be reoffered from the waiting list, using a fresh round of random allocation.
- The waiting list will be maintained by BCCS and will be kept open for the whole academic year.
- Music Specialism Waiting List: a separate waiting list will operate for those applicants who applied under the music specialism criterion which is held in rank order from the combined scores achieved in both Music Aptitude Tests.
- Where a music specialism place becomes vacant it will be reallocated from the next highest scoring applicant on the music specialism waiting list.
- Music Specialism applicants will be on both the random waiting list and the ranked music waiting list.
- The waiting list is open for any parent to add their child. For each added child the waiting list will be ranked again in line with the published oversubscription criteria

8. Late Year 7 Applicants

- Bristol Cathedral Choir School defines a "late applicant" as one that arrives after the deadline date for submitting the CAF to the LA (31st October). These applicants will not be included in the first round allocation of Year 7 places.
- Late applicants will be included in the second round of allocation if a place becomes available.

9. Arrangements for the Independent Appeals Panel

- a. Parents/carers will have the right of appeal to an independent Appeal Panel for unsuccessful applicants to Bristol Cathedral Choir School.
- b. The Appeal Panel will be independent of Bristol Cathedral Choir School. The arrangement for appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Academies.
- c. The determination of the Appeal Panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.
- d. Bristol Cathedral Choir School will prepare guidance for parents/carers about how the appeal process will work.

10. Year 7 Admissions Timeline

Bristol Cathedral Choir School will use the following timetable for applicants each year (exact dates within the months may vary from year to year).

- a. Once the BCCS governing body has determined their Admission Arrangements 2016/17, they will notify the appropriate bodies and publish a copy on the school's website before 1st May 2015. A copy of the full determined arrangements will be sent to the Local Authority
- b. **Thursday 25th June 2015 5.30pm prompt** – BCCS will hold a Music Specialism Information event for prospective parents with a child for entry to Year 7 2016 and Music Specialism Application Forms will be available from this date. There will **not** be a tour of the school on this occasion.
- c. **By 8th August 2015** - BCCS will publish details of Open Events for prospective pupils and their parents to visit the school in September.
- d. **Tuesday 15th September 2015 5.30pm to 8.00pm** and **Saturday 26th September 2015 9.00am to 12.00pm** – BCCS will hold Open Events for prospective parents/carers and pupils to visit the school.
- e. **September 2015** - Music Specialism Application Forms to be completed and returned to the school by midnight on **26th September 2015** in order for the applicant to be invited to the Music Aptitude Test (MAT).
- f. **Monday 5th October 2015 5pm** – Music Aptitude Test (MAT) will be held at the school for those wishing to be considered for Music Specialism places.
- g. **W/C 12th October 2015** – applicants who achieve the score required* in the 1st Music Aptitude Test will be invited back for the 2nd Music Aptitude Test. *score required is dependent on the scores achieved by the applicants who applied.
- h. **W/C 19th October 2015** – parents informed of the outcome of the Music Aptitude Test before the closing date for secondary school applications (31st October) although this information does not equate to a guarantee of a place at BCCS.
- i. **31st October 2015** – closing date for parents/carers to complete the Common Application Form (CAF) via their home LA, which the LA provide and administer.
- j. **January 2016** – BCCS sends a list of pupils to be offered places to Bristol City Council (BCC) as part of the coordinated admissions scheme.
- k. **February 2016** – Bristol City Council applies their agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
- l. **1st March 2016** or next working day – National Offer Day to parents from the LA.
- m. **June 2016** – Appeals will be heard by an Independent Appeal Panel administered by Democratic Services at BCC on behalf of BCCS.

11. Admission of children outside normal age group

BCCS will consider such applications. The Principal and the Senior Leadership Team will make decisions as to whether the child may continue its education out of year group, based on the circumstances of each case and in the best interests of the child concerned. BCCS will take into account the information about the child's academic, social and emotional development and where relevant medical history and the views of a medical professional. BCCS will take into account the views of the head teacher of the school concerned.

12. Twins and Children from Multiple Births

Where the parent/carer has made the same preference of school for both twins/multiple births, and one child has been allocated a place through the oversubscription criteria 5a – g, BCCS will admit the other twin/multiple birth siblings providing there are places available within the PAN. Otherwise the other twin/multiple birth siblings will be given a higher priority on the waiting list.

13. In Year Admission Arrangements

- a. BCCS will consider all In Year applications received where there is a vacancy for the year group applied for.
- b. Where the school is oversubscribed, a waiting list is open for any parent/carer to add their child. For each added child the waiting list will be ranked again in line with the published oversubscription criteria (see paragraph 5 a, d, e, f and g). There are no Music Aptitude tests for In Year applicants.
- c. In Year applications forms are available by contacting Admissions at BCCS.
- d. Parents/carers have a right of appeal to an Independent Appeal Panel for applications which are refused because places were not available.
- e. Bristol Cathedral Choir School will participate in Bristol City Council's In Year Fair Access Protocol.

Registered Address

Principal Mr N W Blundell
Bristol Cathedral Choir School
College Square
Bristol
BS1 5TS
Tel: 0117 35 35000
info@bristolcathedral.org.uk