



2017/2018 DETERMINED 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 every year by the 28th February.

Admission Arrangements 2017/2018 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:
- b. Complete and return the Common application Form (CAF), selecting BCCS as one of their preferences of secondary school by **31st October 2016**.

3. Process of Application for Music Specialism places

- a. For those applying for a music specialism place, parents/carers will need to complete and submit (in addition to the CAF) the on-line Music Specialism Application Form via the BCCS website no later than midnight on **September 24th 2016**. This will enable their child to be invited to the Music Aptitude Test. Music Application Forms submitted 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 places will be offered to all those who have applied.
- b. Where the number of applications for admission is greater than the PAN, and after the admission of pupils with an Education, Health and Care Plan (EHCP) where BCCS is named in the plan, applications will be considered against the oversubscription criteria **in order**, as set out 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 guardianships 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

BCCS 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 Music Aptitude Test for pitch, melody, texture and rhythm.

d. Siblings

Pupils who, on the date of admission, will have a sibling on roll at BCCS (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 BCCS. 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 BCCS because of special circumstances to do with significant medical or social needs. The applicant will need to provide supporting evidence 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" and should be submitted to the school by 31st October 2016.

f. BCCS Staff

Pupils who are sons / daughters of serving employees of BCCS. 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, 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

- a. Applicants are given a random number using a mathematical formula.
- b. Applicants are not identifiable by name during the allocation process to ensure the process of admission is totally fair, transparent and that we do not unfairly disadvantage any applicant.

- c. The random allocation process is supervised by an independent person not otherwise involved in the process of admission at the school.
- d. Where the school is oversubscribed 'looked after' children and 'previously looked after' children will be given highest priority.
- e. The subsequent oversubscription criteria, 5b - f above, will be applied in order.
- f. Any applicant who does not meet the oversubscription criteria 5b –f will be included in the random allocation process for any remaining places.
- g. In the event that two or more applicants fall at the exact same position and cannot be separated by the above oversubscription criteria, the place will be randomly allocated and overseen by an independent person.

7. Operation of Year 7 Waiting List

- a. 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.
- b. 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.
- c. Where places become vacant the place will be reoffered from the waiting list, using a fresh round of random allocation, overseen by an independent person.
- d. The waiting list will be maintained by BCCS and will be kept open for the whole academic year.
- e. Music Specialism Waiting List: a separate waiting list will operate for those applicants who applied under the music specialism criterion. This is held in rank order from the combined scores achieved in both music aptitude tests.
- f. Where a music specialism place becomes vacant it will be reallocated from the next highest scoring applicant on the music specialism waiting list.
- g. Music Specialism applicants will be on both the random waiting list and the ranked music waiting list.
- h. 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

- a. BCCS defines a "late applicant" as one that arrives after the deadline date for submitting the Common Application Form (31st October). These applicants will not be included in the first round allocation of Year 7 places.
- b. 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 BCCS.
- b. The appeal panel will be independent of BCCS. 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 decision of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties.
- d. BCCS will prepare guidance for parents/carers about how the appeal process will work.

10. Year 7 Admission Timeline

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

- a. Thursday 23rd June 2016 5.30pm prompt – BCCS will hold a Music Specialism Information event for prospective parents with a child for entry to Year 7 2017. The on-line Music Specialism Application Form will be open on the school website from this date. There will **not** be a tour of the school on this occasion.
- b. Tuesday 13th September 2016 5.30pm – 8.00pm and Saturday 24th September 9.00am - 1.00pm – BCCS will hold Year 7 Open Events for prospective parent/carers and pupils to visit the school.
- c. Midnight on Saturday 24th September 2016 - Music Specialism Application Form to be submitted on line via the school's website in order for the applicant to be invited to the Music Aptitude Test (MAT).
- d. Monday 3rd October 2016 (pm) – Music Aptitude Test (MAT) will be held at the school for those wishing to be considered for Music Specialism places.
- e. W/C 10th October 2016 – 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.
- f. W/C 17th October 2016 – parents informed of the outcome of the 2nd 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.
- g. 31st October 2016 – closing date for parents/carers to complete the Common Application Form (CAF) via their home LA, which the LA provide and administer.
- h. 31st October 2016 - post or hand in personally the medical and social documentation evidence to support an application under the medical & social needs criterion.
- i. 1st March 2017 or next working day – National Offer Day to parents/carers from the Local Authority.
- j. June 2017 – 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

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside their child's normal age group. In accordance with the School Admissions Code, BCCS will consider such applications. The Principal and the Senior Leadership Team will make a decision on the basis of the circumstances of each case and in the best interests of the child. Parents/carers applying for an out of year group place must apply under the school's medical & social needs criterion. The supporting evidence must include confirmation from the child's current school as well as professional documentation which may take into account the child's academic, social and emotional development and where relevant medical history and the views of a medical professional.

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 Admissions Arrangements

- a. Parents/carers, who seek admission, other than through the Year 7 coordinated admissions scheme, are able to make In Year Applications.
- b. Parents/carers must complete an In Year Application form, and return it to the school.
- c. In Year application forms are available by contacting Admissions at the school.

- d. Parents/carers will be notified in writing, of the outcome of their application and have a right of appeal to an Independent Appeal Panel if a place is refused.
- e. Parents/carers should indicate on the reply form, included with the notification letter, and return it to the school, if they wish their child's name to be placed on the waiting list and/or appeal for a place.
- f. If a place becomes available the known applicants on the waiting list for the relevant year group 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.
- g. Each In Year Application made to the school is only valid for the academic year in which it is made.
- h. Bristol Cathedral Choir School will participate in Bristol City Council's In Year Fair Access Protocol.

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