



## **2019/20 DETERMINED SIXTH FORM ADMISSION ARRANGEMENTS**

The on-line application form for 6<sup>th</sup> Form should be submitted by **January 2019**

### **Oversubscription criteria and procedures**

BCCS operates a Sixth Form for a total of 300 students. 175 places overall will be available in year 12 (the year 12 capacity).

The admission number for year 12 is 100. This is the number of places which will be offered on an annual basis to eligible **external** applicants.

Where fewer than 75 of the school's own year 11 students transfer into year 12, Governors may seek to admit more external students until year 12 meets its capacity of 175.

To be eligible to enter the sixth form **both** internal and external students will be expected to have met the minimum academic entry requirements which will be published at the beginning of the academic year prior to admission.

BCCS will admit any students with an Education, Health and Care plan naming the school.

Where BCCS is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted/permitted to progress.

Where there are more eligible external applicants (i.e. that satisfy the academic entry requirements), applicants will be considered against the oversubscription criteria, **in order**, as set out below:

#### **1. Looked after children and previously looked after children.**

A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989). Previously looked after children includes children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders).

#### **2. Siblings**

Pupils who, on the date of application, and 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 application and admission to BCCS. The school may require proof of relationship and/or proof of residence.

### 3. Staff

Students 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.

### 4. Random Allocation

Random allocation will be used as a tie-break to decide the remainder of the places to those living in any of the following postcode areas, provided that they meet the minimum academic entry requirements: BS1 to BS49. This process will be independently verified.

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.

### 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 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 be agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The Admissions Committee along with the Head of School will then decide whether such an out-of-year group place will be agreed or refused.

We 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.

Requests for admission out of normal year group will be considered alongside other applications made at the same time.

### Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first half term of the school year. This will be maintained by the school and

it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. In the case of sixth form admission the student may also ask for his or her name to be added to the waiting list.

The school will keep a list, ranked against the oversubscription criteria (1 - 4 above), of those applying for entry to year 12 who are not made a conditional offer at Easter. Any of those students meeting the academic entry requirements on GCSE results day in August will be considered for a place if any students who were previously offered places, conditional upon meeting the above academic entry criteria, do not achieve their grades or do not take up their offer of a place in the sixth form.

### **Appeals**

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

The school will prepare guidance for parents/carers on how to appeal. Information on the timetable for the appeals process is on our website:

<http://bccs.bristol.sch.uk/admissions/appeals>

### **Admission Timeline**

BCCS will publish, at the beginning of the academic year prior to admission (e.g. July 2018 for those seeking admission in September 2019) specific criteria in relation to minimum entrance requirements for the range of courses available including GCSE grade requirements or other measures of prior attainment. These criteria will be the same for internal and external applicants.

**Dates to be confirmed** – Sixth Form Open Events and Subject Fair, with a presentation by the Head of School and Head of Sixth Form.

**January 2019** – date for **all** sixth form application forms to be submitted to the school from year 11 students of other educational establishments. BCCS year 11 students are not required to apply to re-enter the school in year 12 but are asked to complete the form to indicate their subject choices.

**Late February/early March 2019** - all external applicants will be invited to attend an informal meeting to discuss appropriate options and courses. This does not form part of the decision making process whether a place is offered.

**Easter 2019** – applicants receive conditional offers based on subject choices submitted on their application form.

**August 2019** – GCSE results day. Evidence required of academic grades attained.

**By end of August 2019** – Confirmation of place.

**September 2019** - Induction Day – enrolment.

### **Registered Address**

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